

# Personnel Manual



**Village Of Tinley Park  
16250 South Oak Park Avenue  
Tinley Park, Illinois 60477  
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[www.tinleypark.org](http://www.tinleypark.org)**

**2014**

## A Message from the Village Manager

*Dear Employee,*

*It is my pleasure to welcome you to the Village of Tinley Park. You are joining a team of individuals who are committed to providing excellent public service to the residents of Tinley Park. The Village of Tinley Park's progress and growth depends on employees who take responsibility for the community and its success. Continuing the Village's tradition as a progressive community that takes pride in its accomplishments depends on your contribution as an employee.*

*You are now part of an active and progressive municipal government. You must set the example for your fellow citizens and co-workers. We are continually working to make Tinley Park a more enjoyable and attractive place to live. Your personal contribution is required to make our Village government responsive and efficient for the residents of Tinley Park and your co-workers. You are expected to carry out your responsibilities and to follow all Village provisions, ordinances, Civil Service Rules, Village policies and Departmental rules and procedures as they relate to you and to your job.*

*Our primary function is to provide service. You are a very important person to the residents and your co-workers. They will be the recipients of the service that you provide. Whether your job demands enforcement of laws or ordinances, working on paving streets, filing cards, or answering inquiries, it is extremely important that your contacts with the public and your co-workers be professional, fair and courteous. It is essential that every resident and co-worker be treated with dignity and consideration. The effectiveness of our organization depends upon each employee. Our combined efforts will result in a well-run, efficient Village government.*

*In addition, thank you to existing employees for your hard work and commitment to the Village and the community. The Village appreciates and values the longevity and dedication of its employees.*

*It is my hope that this manual will assist you in locating many of the benefits and policies that make your job easier and more satisfying. This manual is not an official rulebook, employment contract or legal document. It is an introduction and general guide designed to help you make a smooth adjustment to your job. If, after reading this handbook and attending orientation, you find that something is still unclear, please ask your supervisor, Department Head or the Human Resources Department.*

*I wish you luck in a successful career with the Village of Tinley Park.*

*Sincerely,*

*Scott R. Niehaus  
Village Manager*

## DISCLAIMER

THIS MANUAL IS NOT A CONTRACT AND DOES NOT CREATE ANY RIGHTS TO EMPLOYMENT WITH THE VILLAGE OF TINLEY PARK.

ALL EMPLOYEES WHO ARE NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT OR CIVIL SERVICE RULES AND REGULATIONS ARE CONSIDERED EMPLOYEES AT-WILL WHO MAY BE DISCHARGED AT ANY TIME WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

THE VILLAGE RESERVES THE RIGHT TO ALTER, AMEND, AND/OR MODIFY ALL OR ANY PART OF THIS MANUAL AT ANY TIME, WITH OR WITHOUT NOTICE.

IN THE EVENT OF A CONFLICT BETWEEN THIS MANUAL AND APPLICABLE RULES AND REGULATIONS OF THE CIVIL SERVICE COMMISSION AND THE VILLAGE OF TINLEY PARK OR AN APPLICABLE COLLECTIVE BARGAINING AGREEMENT, THE APPLICABLE RULES AND REGULATIONS AND/OR APPLICABLE AGREEMENT SHALL PREVAIL.

THIS MANUAL IS INTENDED TO PROVIDE ONLY A GENERAL OVERVIEW OF SOME OF THE PRIMARY ASPECTS OF EMPLOYMENT WITH THE VILLAGE OF TINLEY PARK.

IT IS NOT INTENDED TO BE AN EXHAUSTIVE DESCRIPTION OF APPLICABLE EMPLOYMENT POLICIES, AND THE VILLAGE RESERVES THE RIGHT TO ADDRESS SPECIFIC SITUATIONS ON AN INDIVIDUAL BASIS.

ANY QUESTIONS OR CONCERNS ABOUT THIS MANUAL OR ABOUT ANY ASPECT OF EMPLOYMENT SHOULD BE BROUGHT TO HUMAN RESOURCES ("H.R.")

## **Mission and Value Statement**

The Village of Tinley Park exists to serve the needs of its residents and business community by providing responsive and efficient municipal services. Through focused efforts by its elected officials, the Village strives to provide a fair system of governance for its residents and visitors in a fiscally responsible manner.

Our professional, dedicated employees and volunteers contribute to our safe environment in order to promote a stronger sense of community, thereby shaping the future.

## **Equal Opportunity**

It is the policy and practice of the Village of Tinley Park to recruit, hire, train and promote employees without discrimination on the basis of race, religion, color, political affiliation, physical or mental disability, national origin, sex, marital status, age, sexual orientation, gender identification, or membership or non-membership in any employee association or any other non-job related characteristic. **See *Equal Employment Opportunity-Affirmative Action Program ("EEO-AA")***.

## **History of the Village**

The Village of Tinley Park, Illinois has been thriving and growing for more than a century. Permanent settlement in the area began in the 1830s. In 1853, the Village was officially established as Bremen, a name that reflected the community's German roots. Tradesmen, merchants, farmers, hotels and a progressive wind-driven mill and grain elevator helped Bremen serve the needs of the entire region. Located directly on the route of the Chicago, Rock Island and Pacific Railroad lines, the community flourished with economic growth. The modern-day Village of Tinley Park owes its name to the railroad. In 1890, Bremen changed its name to honor Samuel Tinley, Sr., the community's first railroad station agent. Today, the Centennial Monument, Engine #1892, which sits at Tinley Park's first train station, is a public reminder of the railroad's key role in the Village's development. Tinley Park's business community has always been comprised of innovative leaders. In 1905, the Diamond Spiral Washing Machine Company founded the first factory in the Village. With ingenuity and gumption, local businessmen established their own electric utility in 1909. From the 1890s through the 1950s, citizens operated an enterprising soda pop bottling plant in the Village. Inventor John Rauhoff developed and manufactured Ironite, an additive for waterproofing cement that was used in the construction of the Hoover Dam. Another local inventor and entrepreneur built a successful business with a chicken brooder of his own design. Over the years, Tinley Park has received recognition as the home of and five Indianapolis 500 race car drivers including Melvin "Tony" Bettenhausen, his sons Gary, Merle, Tony, Jr., and cousin Emil Andres; and more recently as the home of Olympic Swimmer, Christine Magnuson,

Tinley Park continues to commemorate its heritage. The area within the original 1892 municipal boundaries has been designated, "historical district." The "Old Zion" Landmark Church houses the Tinley Park Historical Society and museum. A prominent and stately structure in the Historic District, the church is listed in the National Register of Historical Places. Several other buildings in the Village are identified in the Notable Illinois Structures Survey. Recognizing its German heritage, Tinley Park established a Sister City relationship with Budingon, Germany and has hosted the largest citizen exchanges in the United States. More recently, an additional Sister City relationship has been formed with the town of Mallow, Ireland.

## **Form of Government**

The Village operates under the Mayor-Trustee form of government. The Mayor and Trustees are all elected "at large". Together, the Mayor and Trustees serve as the policy-making body of the Village. They perform functions that include passing resolutions and ordinances, approving the expenditure of money, levying taxes, approving subdivisions, zoning and other land use regulations, and generally deciding on important issues that affect the Village of Tinley Park.

The Mayor, with the consent and approval of the Village Board, appoints Department Heads to direct the activities of the respective operating departments. Department Heads report to the Village Manager, who in turn reports to the Village Board. The Village Manager is responsible for the implementation of Village Board Policy.

The Mayor and Trustees appoint members of various Commissions to assist in the operation of Village government. The members of these Commissions are volunteers and receive no compensation. These Commissions include:

**Civil Service Commission:** The Civil Service Commission oversees the operation of the Civil Service system and ensures its fairness, economy and efficiency. The Mayor and Village Board, in consultation with the Commission, appoint three Civil Service Commissioners. The Commission meets on the first and third Tuesday of each month and holds special and emergency meetings when necessary. Except for the Commission Secretary, the members of the Commission serve without salary. The Commission recommends, to the Village Board, amendments to the Civil Service Rules and hears appeals or complaints by the concerning employees of the classified service.

**Community Resource Commission:** The purpose of this Commission is to provide education on present available community services, to provide information about and promote local agencies, social services and emergency services, and to sanction and implement these services as needs are identified within the community, and as directed by the Board of Trustees. This Commission is active in the planning and implementation of activities and events which educate, inform and promote community involvement, as well as those which promote the mental, physical and social health of the community, as deemed to fall under the Tinley Park Community Resources Commission by the Village Board and the Commission itself.

**Economic and Commercial Commission:** The Village's Economic and Commercial Commission was established in 1980 for the purpose of structuring sound economic and commercial development policies, and recommending the required research and inventory of resources necessary to the preparation of industrial profiles for distribution to prospective employers considering expansion or location in the Tinley Park area.

**Environmental Enhancement Commission:** The policy of the Village is to provide, maintain and insure a healthful environment for the citizens of Tinley Park. The function of the Environmental Enhancement Commission is to formulate, prepare and recommend to the Village Board a comprehensive plan that protects the interests of current and future residents in a healthful environment.

**Historic Preservation Commission:** The function of this Commission is to review and make recommendations on building and facade modifications within Tinley Park's historic district to ensure that the character of historic Tinley Park is preserved.

**Main Street Business Commission:** The primary purpose of this Commission is to create, administer and promote a Main Street (Oak Park Avenue) business development and redevelopment plan to help create an atmosphere in the Village that is conducive for small business growth. A majority of the members must either own property or conduct business within the district.

**Plan Commission:** The Plan Commission has been created to insure that adequate provisions are made for the preparation of a comprehensive village plan for the guidance, direction and control of the growth and development of the community. Commissioners are charged with preparing and recommending to the Village Board a comprehensive plan for the present and future development of the Village (and contiguous unincorporated territory not more than 1½ miles beyond the corporate limits of the village and not included in any other municipality). The Commission may recommend to designate land suitable for annexation (and recommend the zoning classification for such land upon annexation).

**Senior Services Commission:** This Commission is charged with fostering the development of senior services within the Village, communicating to the Village Board those areas concerning senior services and developing a close working relationship with local providers striving to develop a "seamless" network of services that defines and meets the needs of senior citizens. This Commission encourages the spirit of volunteerism, recognizing the contributions of senior citizens and facilitating the participation and utilization of this most valuable resource.

**Sister Cities Commission:** The purpose of the Tinley Park Sister Cities Commission is to strengthen the Tinley Park sister city program through the meaningful involvement of private and public bodies, thereby encouraging international cultural relationships and increasing public awareness of the advantages of our international programs. The Tinley Park Sister Cities Commission believes "As we come to know and appreciate other cultures, we will truly know and appreciate our own." We feel that our "neighborhood" can be as big as we want it to be. The world is changing fast and we need to be part of a much bigger neighborhood than we have known before.

**Veterans Commission:** The purpose of the Veterans Commission is to recognize the contributions of residents of the Village who have served in the armed forces of the United States; to assist veterans in preserving their rights in obtaining benefits from various governmental agencies by cooperating with the agencies for the benefit of the veterans; and to educate the citizens as to the accomplishments and contributions of veterans.

**Zoning Board of Appeals:** The Zoning Board of Appeals reviews and makes recommendations to the Village Board on applications for variations when circumstances may require variances from the codes within the Village's zoning ordinances.

## Village of Tinley Park Departments

### Mayor & Village Board

The Village of Tinley Park operates under the Mayor-Trustee form of government with a Mayor, Village Manager, Village Clerk and six-member Board of Trustees. The Mayor is a member and the presiding officer of the Board of Trustees. The Mayor, Board of Trustees and Village Clerk are elected at large each for a four year term. The Mayor and the Board of Trustees appoint a Village Manager to implement Board policy and oversee the daily operations of the Village. The Village Board meets on the first and third Tuesday of each month at 8:00 p.m. In addition, the Village Board holds public committee meetings on a regular basis to discuss policies before they are presented to the Board as a whole. These committees, each chaired by a Village Trustee, are as follows: Finance and Economic Development Committee; Budget and Administration Committee; Public Safety Committee; Public Works and Boundaries Committee; Building and Zoning Committee; and Planning and Transportation Committee.

### ADMINISTRATION

**Village Manager's Office:** carries out the Village Board's policy and oversees the daily operation of Village business. The Village Manager is appointed by the Mayor and the Board of Trustees.

**Village Clerk's Office:** acts as custodian of the Village Seal, and official keeper of the records for the Village of Tinley Park. The responsibilities of the Village Clerk are defined by state and local statutes. These include record keeping, transcribing Board minutes; acting as deputy registrar for the Cook and Will County Clerks, filing of all official documents with the county, processing FOIA requests, publishing bid notices and presiding over bid openings, publishing all ordinances passed by the Village Board and licensing all businesses. The Village Clerk is an elected position for a four year term. A Deputy Clerk is appointed by the Village Clerk.

**Human Resources - Risk Management:** ("H.R.") provides a combination of traditionally administrative personnel functions with performance management, risk management, employee relations and resource planning including, but not limited to, hiring, firing, training, payroll and other personnel issues and benefits coordination, employment processes, employee grievances, employee evaluation coordination, policy and procedure manuals, staff development and worker's compensation. All H.R. activities are conducted responsibly in an effective, legal, fair and consistent manner and in compliance with all EEOC, state and federal laws.

**Senior Community Center:** is designed for socialization of Tinley Park seniors. The center offers recreational activities, luncheons, day trips, presentations and an annual picnic. **Senior Bus** services are provided to Tinley Park seniors and handicapped individuals at affordable rates for those who qualify.

### BUILDING

The Building Department is responsible for reviewing and processing permits for any new construction or additions to existing buildings including decks, fences or pools, etc.. The Building Department is also responsible for implementing and enforcing municipal codes that regulate sign installation, water softeners, air conditioners, swimming pools, fences, antennas, lawn sprinkler systems, driveways and accessory buildings. **Code Compliance** implements and enforces the currently adapted ICC (International Code Council) property maintenance codes, zoning codes and ordinances dealing with property. **Health and Consumer Protection** is responsible for all code enforcement activities related to sanitation and health concerns with residential as well as commercial properties. The Department also manages all business licenses in the Village as well as consumer complaints.

## PLANNING

The Planning Department is responsible for development through the regulations of the Comprehensive Land Plan, and Zoning and Subdivision Regulations. The Department works with the Board of Trustees, Long Range Plan Commission, Zoning Board of Appeals, Historic Commission, Main Street Commission and Economic and Commercial Commission as necessary in the review and public hearing process for requests for variances, special use requests, rezoning, annexation and plats of subdivision for property, as well as development of commercial and industrial properties.

## ECONOMIC DEVELOPMENT

The Economic Development Department is responsible for promoting a diversified, well-balanced and sustainable economy that encourages business growth and a high quality of life in Tinley Park. The department works with business owners, real estate executives, consultants and developers to attract new business and industry investment into the community. As the primary information source for the Village, business data is gathered and maintained. This data includes: demographics, site and building inventory, tax data, financing information and incentive criteria. Business retention programs are coordinated to promote expansion and growth of existing businesses.

## MARKETING AND COMMUNICATIONS

The Marketing and Communications Department is the communication center for news and information about Tinley Park services, activities and programs. The department staff manages the distribution of Tinley Park information through various methods such as the Village website; Tinley TV (available on Comcast Channel 4 and U-verse channel 99); the community e-mail program, the *Tinley Park Exchange*, brochures, flyers and local newspapers. In addition, the department manages the Village's tourism initiatives and the marketing efforts of Downtown Tinley including special events and promotion.

## FINANCE

The Finance Department is responsible for collecting all revenues, projecting and monitoring revenue levels, administering the payroll system and central purchasing and invoicing program, paying all obligations incurred by the Village, managing Village funds through cash management and investment programs; accounting and financial reporting for the Tinley Park Police Pension Fund and all necessary compliance reporting. **Information Technology ("IT")** includes the computer technicians who oversee computer operations, reporting, performance analysis and planning, security administration, technical support and accessibility. IT assists in implementing the Village's long-range technology plan.

## FIRE

The Fire Department is responsible for the management of fire services and the suppression of fires within the Village. The Fire Department is comprised of Fire Suppression and Fire Prevention. **Fire Suppression** consists of four divisions, Operations, Personnel, Training and Maintenance. The department is divided into five companies over four stations. Fire suppression responds to all fires and emergencies. All members of the Fire Department are part-time paid on call fire employees. Fire Suppression also provides mutual aid support to other community and township based emergency service units. **Fire Prevention Bureau** is responsible for the inspection of multi-family, commercial and industrial properties and also schools and churches throughout the community. The responsibility for fire and life safety for all new construction, other than single and multi-family dwellings lies with the bureau.



## **POLICE**

The Police Department is responsible for maintaining a safe environment through the enforcement of all ordinances of the Village of Tinley Park and all applicable federal and state statutes. The Police Department also provides mutual aid support to other community and township based emergency service units.

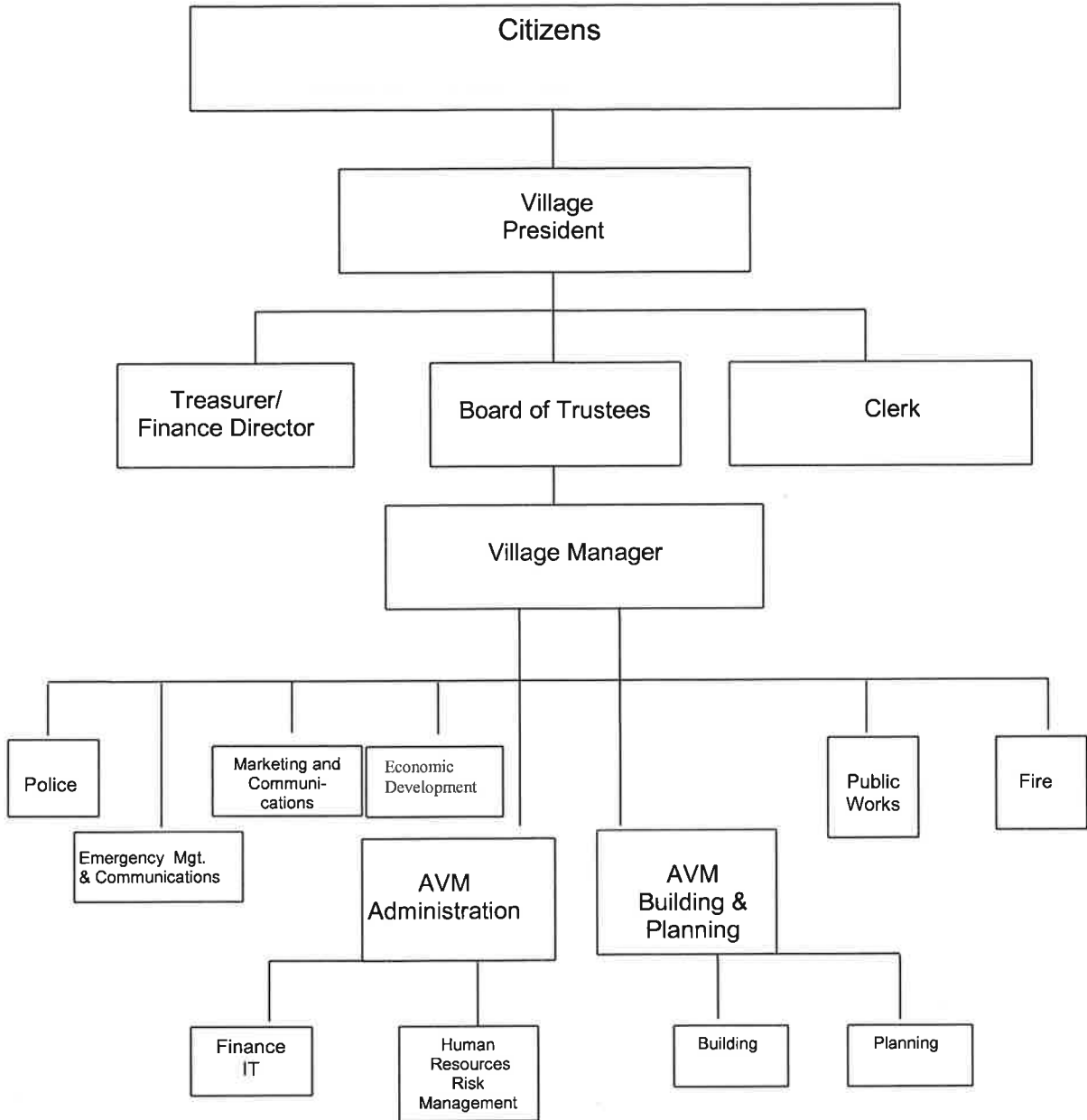
## **EMERGENCY MANAGEMENT AND COMMUNICATIONS**

The Emergency Management and Communications Department consists of the Dispatch/E-911 Telecommunications Center and the Emergency Management Agency ("EMA"). Dispatch is a 24 hour staffed facility that answers emergency and non-emergency calls for the Tinley Park Police Department and Fire Department. EMA provides both emergency and non-emergency support to other Village public safety agencies as well as mutual aid support to other community and township based emergency service units.

## **PUBLIC WORKS**

The Public Works Department is responsible for the safety and maintenance of Village infrastructure. The Public Works Department maintains and cares for all municipal buildings, public streets, alleys, sidewalks, gutters, drains, and trees and shrubs in Parkways; sanitary and storm sewers; lighting of public streets and alleys; and the water distribution system.

# Village of Tinley Park Organizational Chart



## **Article 1: General Information**

### **1.1 Purpose of Personnel Manual**

The Village of Tinley Park ("Village") Personnel manual ("manual") contains the general operating practices and procedures pertaining to employment with the Village. While this manual is not all inclusive, its purpose is to provide guidelines for supervisory personnel and staff relating to employment matters. This Personnel Manual would be too voluminous if it attempted to list all applicable state and federal personnel related laws and policies. Employees are required to adhere to all local, state and federal laws regarding personnel that are not specifically mentioned in this Personnel Manual. All provisions within the manual are subject to change at any time, with approval of the Village Board, without prior notice. The Village retains all rights to manage and direct the affairs of the Village and its employees as deemed necessary in order to accomplish the Village objectives in an economical and efficient manner.

This manual applies to all full-time, part-time, Paid-on-Call/Paid-in-Place employees, interns, contractual and/or other employees of the Village.

Nothing in the Village's Personnel Manual is intended to, or shall, create any contractual obligations of any kind. No policy, benefit, procedure or information set forth in the manual implies or may be construed to imply that it or any portion thereof is an employment contract. Employment with the Village is at-will and may be terminated by the Village with or without cause and with or without notice at any time, at the sole and absolute discretion of the Village. The Village of Tinley Park is an equal employment opportunity employer.

To the extent that a collective bargaining agreement with any group of employees of the Village is more or less restrictive than the provisions of this personnel manual, the provisions of such collective bargaining agreement shall control, even though such collective bargaining agreement may provide lesser privileges than this personnel manual. In addition, Civil Service employees should refer to the rules and regulations governing employment.

No representative, employee or agent has the authority to make any agreement contrary to the provisions of this document, except the Village Manager or Village Board, and then, only in writing. Final approval of this manual and any subsequent amendments will be determined by the Mayor and the Village Board. The Village Manager or his designee is responsible for administering and interpreting the personnel practices of the Village.

Notwithstanding anything to the contrary in this Personnel Manual, the Village retains all traditional rights to manage and direct the affairs of the Village in all of its various aspects and to manage and direct its employees, including but not limited to the following: to plan, direct, control and determine all the operations and services of the Village; to supervise and direct the working forces; to establish the qualifications for employment and to employ employees; to schedule and assign work; to determine the workweek of employees and to establish the starting and ending times of the workday; to assign or to transfer employees within the Village; to establish work and productivity standards and from time to time, to change those standards; to assign overtime, to lay-off or relieve employees due to lack of work or funds or for any other reason; to determine the methods, means, organization and number of personnel by which such operations and services shall be made or purchased; to contract out for goods and services; to discipline, suspend and discharge employees; to change or eliminate existing methods, equipment or facilities; and to take any and all actions as may be necessary to carry out the functions and purposes of the Village.

## 1.2 Open Door

The Village of Tinley Park promotes an atmosphere whereby employees can speak freely with members of management staff without fear of retribution. An employee is encouraged to discuss any issues or problems openly with a supervisor to ensure that appropriate action may be taken. H.R. is also available for resources and guidance.

## 1.3 Definitions

**Exempt Employee:** is an employee who does not receive overtime compensation for hours worked in excess of forty (40) hours per week. An employee in this category is paid, at fixed and regular intervals, on the basis of an annual salary. In accordance with the Federal and State Wage and Hour Laws, exempt employees include managerial, professional and certain administrative employees as defined in the *Fair Labor Standards Act (FLSA)*. Exempt employees may enjoy a flexible work schedule within the needs of the Department Supervisor's guidelines and with the approval of the Village Manager or designee. However, exempt employees are expected to work whatever additional time is needed to complete their work.

**Non-Exempt Employee** is an employee to whom the Village is required to pay overtime at the rate of time and one-half the employee's regular rate of pay for all hours in a workweek in excess of forty (40) hours in accordance with the applicable Federal and State Wage Hour Laws.

**Full-Time Employee** is any non-fire department employee who, regardless of designation in his or her employing department, has satisfactorily completed a probationary period and is regularly scheduled to work a seven or eight hour day, thirty-five or forty hour per week shift totaling at least 1820 hours annually.

**Part-Time Employee (Non-Management)** is an employee, other than Professional Part-time and Fire Suppression employees, who is regularly scheduled to work less than thirty (30) hours per week.

**Professional Part-Time Employee** is an employee, other than Part-time and Fire Suppression employees, who are regularly scheduled to work in excess of twenty-five (25) hours, but less than full time hours per week, and has a non-traditional alternative work week and/or schedule with responsibilities that include, but are not limited to, attending meetings, Village functions, etc. Employees in this category have a flexible work schedule and may choose to vary times of arrival to and departure from work consistent with the duties and requirements of the position.

**Fire Suppression Employee** is paid-on-call or Paid-in-Place for shift work are employees who are expected to respond on an on-call basis nights, weekends, holidays and other times as needed with no advance notification.

**Civil Service Employee** is employed pursuant to the rules and regulations of the Tinley Park Civil Service Commission in positions that are included in the Civil Service Classification Plan.

**Probationary Employee** is an employee whose continued employment is subject to a probationary period. A probationary employee may be dismissed at any time with or without cause and with or without notice.

**Temporary Employee** is employed and who is scheduled to work for a limited and defined period. Temporary employees do not qualify for benefits other than for social security and worker's compensation.

**Non-employee Consultant** is an experienced professional who provides expert knowledge and works in an advisory capacity to the Village as per agreement or contract.

## **1.4 Internship Programs**

**Seasonal/Paid or Unpaid** internships are offered to undergraduate or graduate students during the summer months and/or winter break. The duration of employment is limited.

**Regular** internships are offered in several Village departments. Interns accepted into this program must be enrolled in an undergraduate or graduate program. Employment will last anywhere from 12 to 24 months and interns will work between 20 and 30 hours a week. Regular interns are eligible for IMRF benefits in accordance with the rules and regulations of the Illinois Municipal Retirement Fund.

## **Article 2: General Employment Conditions**

### **2.1 Hiring Policy**

It is the policy of the Village of Tinley Park to provide equal employment opportunities to all applicants and employees. As an equal opportunity employer the Village will, except for cases of Bona Fide Occupational Qualification (BFOQ is a specific job requirement for a particular position reasonably necessary to the normal operation of the business), hire according to all applicable Civil Service rules and regulations and state and federal laws. Discrimination against any person in recruitment, hiring, training, promotion, discipline, pay or any other aspect of employment because of race, color, sexual orientation, religion, national origin, age, disability or any other legally protected classification is prohibited by federal and state law. In the event that a position becomes vacant within one month of completing the hiring process, the Village reserves the right to reconsider the pool of previous applicants. In compliance with applicable laws, the Village will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship on the Village or pose a direct threat to the health and safety of the individual or others. A disabled employee requiring accommodation should contact his/her department head and H.R. See ***Hiring and Recruitment Policy***.

### **2.2 Driver's License Obligation**

Any employee whose job includes operating a Village vehicle must maintain an appropriate Driver's License and must inform his/her supervisor in the event of loss of said license, receipt of a moving violation or restriction of said license. The Village reserves the right to take appropriate action in the event the employee becomes, in the opinion of the Village, no longer qualified to operate a Village vehicle.

### **2.3 Probationary Period**

The probationary period is utilized to observe an employee's work, to evaluate the employee's skills, to train the employee and/or terminate an employee whose work performance fails to meet required work standards. Generally, an employee's probationary period lasts for a period of twelve months unless otherwise specified by a Department Head or Village Manager.

<b>Classification of Employee</b>	<b>Probationary Period</b>
Full time	12 months
Part time	12 months
Firefighters	18 months

\* Probationary periods may be extended or reduced at the discretion of the supervisor and the approval of the Village Manager.

## **2.4 Internal Investigations and Searches**

The Village of Tinley Park reserves the right to search any employee's office, desk, files, locker, Village issued wireless communication devices and/or accessories, computer, laptop computer, electronic organizer and/or any other area or article on Village premises, including personal or Village vehicles, whether or not such property is locked or unlocked and whether or not the lock is Village or employee owned. It should be noted that all offices, computers, phones, desks, files and lockers, whether locked or unlocked, are the property of the Village and are issued for use by active employees. There should be no expectation to privacy on the part of any employee in any of the aforementioned areas. Investigations of police officers will be conducted pursuant to the Illinois Uniformed Peace Officers Discipline Act.

## **2.5 Residency Requirement**

All full-time employees, as a condition of employment and continued employment, are required to reside within the planning area as defined in the Village's comprehensive plan within twelve (12) months of the date of employment (hire date). A full-time employee, employed prior to the establishment of the Village's residency requirement, who changes his/her principal residence while employed by the Village is obliged to establish residency within the planning area of Tinley Park, as defined in the Village's comprehensive plan, within (1) year of the change. Requests for extensions of up to six months must be submitted in writing for review and/or approval by the Village Manager. Extensions greater than six months and/or waivers must be submitted in writing for review and/or approval by the Village Board. Residency for other employees is preferred but not required. It is the responsibility of each employee to notify H.R. immediately of any change of address or telephone number.

## **2.6 Orientation**

All newly hired employees will participate in an employee orientation designed to familiarize him/her with the Village atmosphere and explain general operating policies and procedures. A new employee will also meet with his/her department head or immediate supervisor to participate in department specific orientation to include safety orientation. Village employees who are promoted or transferred will participate in orientation specific to the new department and/or position

## **2.7 Felony Convictions**

All Village employees, regardless of position, title or status, are required to report all felony convictions to the Humans Resources Department within five (5) calendar days of the conviction date. Failure to report the conviction may result in disciplinary action. Felony convictions may, at the discretion of the Village, result in termination depending on the nature of the conviction.

## **2.8 Americans with Disabilities Act (ADA)**

The Village's recruitment, hiring and employment policies operate in accordance with the provisions of the Americans with Disabilities Act of 1990 and all subsequent amendments. The intent of the Act is to protect qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, assignments, classification, referral and other aspects of employment, on the basis of disability. See ***Americans with Disabilities Act (ADA)*** policy.

## **2.9 Employment of Relatives**

The Village discourages hiring or promotion of any employee that creates a situation where by an employee would be supervised by, or under the immediate supervision of a relative.

For purposes of this section, members of the immediate family, with the exception of those hired prior to the approval of this document, may include: spouse, mother, father, sister (step, half), brother (step, half), children (birth, step, adopted), aunt, uncle, nephew, niece, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparents, spouse's grandparents, grandchildren and any relative currently living with the employee. However, members of the same immediate family are not precluded from applying for positions within the Village.

## **2.10 Outside Employment**

Outside employment is defined as employment with another entity in addition to an employee's regular full-time position with the Village. No full-time employee shall engage in outside employment without prior approval by the Village Manager and Department Head. Newly hired full-time employees are required to address this issue at the time of hire.

The Village reserves the right to prohibit outside employment when such employment:

- interferes with work hours or over-time requirements of the employee's full-time position with the Village;
- is conducted on Village time;
- involves the use of Village uniforms, facilities, equipment, vehicles or supplies;
- involves the use of official information not available to the public;
- may be reasonably construed by the public to be an official act of the Village;
- reflects adversely upon the Village; or
- is in conflict with the employee's position with the Village, including work that an employee would be expected to do as part of his/her normal duties with the Village, work requiring approval or review of the Village, or work that would tend to influence the exercise of judgment on any matter coming before the employee in the course of his/her Village employment.

## **2.11 Dual Capacity Employment**

It is the policy of the Village of Tinley Park to prohibit Village employees from being employed by the Village in two positions regardless of full or part-time status. All employees who hold part-time positions must resign prior to accepting full-time positions within the Village. Exceptions to this policy may only be granted by the recommendation of the Village Manager with consent of the Village Board.

## **2.12 Civil Litigation**

Any employee of the Village who receives a summons, notice or complaint alleging a claim or cause of action arising as a result of the performance of his/her official duties as an employee of the Village shall immediately notify and furnish to his/her department head a copy of said summons, notice or complaint. The Department Head shall in turn forward the information to H.R.

H.R, following discussions with the Village Manager, shall thereafter forward said summons, notice or complaint to the Village's liability insurance carrier. The Village's insurance carrier shall make a determination if it will undertake the defense of the employee and provide coverage for any damages resulting from the claim or cause of action under the terms of the Village's policy. Should the alleged claim not result in a circumstance included in the Village's coverage, then the Village Manager shall determine whether the claim or cause of action did, in fact, arise as the result of legitimate and reasonable performance of work related duties. If the Village Manager's determination is affirmative, the Village shall undertake the defense of the claim or cause of

action at the Village's expense. In the event that a judgment is entered against said employee in the cause of action, the Village of Tinley Park will indemnify the employee from any portion of the judgment not satisfied by the Village insurance carrier to the extent allowed by law.

### **2.13 Employment Separation**

Termination of employment as a result of resignation, retirement, expiration of employment contract, reduction in workforce or discharge requires completion of a separation process. This process provides the eligible employee and deceased employee's designate with important information regarding health insurance and reimbursement of retirement contributions.

Separation can be both voluntary and involuntary and may include the following:

**1. ABANDONMENT:** If an employee is absent from work three (3) consecutive scheduled work days without communicating the cause of the absence to his/her supervisor, the lack of notice will be construed as job abandonment, and the employee shall be deemed to have resigned. In this event, H.R. will send notice to the employee by certified mail, to the employee's last known address, advising the employee that he/she is deemed to have resigned from employment with the Village. Abandonment also includes leaving the worksite without permission or prior notice.

**2. DEATH:** Separation will be effective as of the date of the death of an employee.

**3. RESIGNATION:** An employee may resign by submitting in writing the reasons for and the effective date of the resignation to his/her Department Head or Supervisor. The preferred method is by letter, signed by the employee. E-mail resignations are generally not accepted. A minimum of two weeks notice is desired. Uniforms or patches, I.D. cards, keys, etc. must be returned prior to receipt of the final pay check. An employee wishing to resign or retire from his/her employment in good standing must submit to his/her Department Head a written resignation at least ten (10) working days prior to the last date of employment. The Department Head may consent to an employee leaving sooner if necessary. A copy of the employee's letter of resignation, as well as a *separation from employment form*, should be forwarded to H.R. to begin the separation process.

**4. RETIREMENT:** An employee who retires from the Village will be separated as of the date of his retirement.

**5. TERMINATION:** An employee who is terminated will be separated as of the date of his termination.

The employee's final pay check will not be released to the employee until all Village equipment (vehicle keys, fobs, gasoline cards, employee identification cards, safety equipment, records, etc.) have been returned to or accounted for by the affected department.

### **2.14 Performance Evaluations**

**Annual Reviews:** All employees will be evaluated at least annually on his/her anniversary date or other approved review date by his/her immediate supervisor. The primary purpose of the employee performance evaluation is to foster communication between the employee and his/her supervisor. Evaluations may also be used in determining demotions, discharges and/or eligibility for promotions and/or merit pay.

**Probationary Review:** The Village requires all new employees to undergo monthly evaluations. Evaluations are conducted to ensure that new employees are learning, and also meeting objectives and expectations in a timely manner. An employee who has completed his/her probationary period will be evaluated annually in accordance with the Village's employee performance evaluation program.



**Progress Review:** The Village requires all newly promoted and transferred employees to undergo monthly reviews from the time of promotion or transfer for a period as determined by the department head.

### **2.15 Exit Interviews**

The Village encourages employees to participate in the exit interview process conducted by H.R. The interview provides employees with an opportunity to discuss their work experience and to comment on the strengths and weaknesses within both their department and the Village. It is also used to facilitate the return of Village property. Information obtained during the exit interview will not become part of the employee's personnel file.

### **2.16 Personnel Files**

The Village complies with the provisions set forth in the Personnel Record Review Act 820ILCS 40/1. H.R. is responsible for establishing and maintaining the official personnel files of the Village. Employees may inspect and copy their own personnel files, but may not remove documents. Personnel file inspections must be requested in advance and will be scheduled at a mutually convenient time as deemed appropriate by H.R. The Village reserves the right to have a member of H.R. present at the time an employee reviews his/her personnel file.

Only supervisory and management employees who have a legitimate employment-related reason may review another employee's personnel file. Employees reviewing any personnel file should consider the material to be confidential. All inspections of personnel files must be approved by H.R.

### **2.17 Personal Information**

It is the employee's responsibility to notify H.R. in a timely manner of any changes in personal information such as: name, mailing address, emergency contact and telephone number. In addition, for the purpose of health insurance administration, an employee's dependents and other related information must be kept current.

### **2.18 Grievance Procedures**

The grievance procedure is open to any employee who believes the treatment he/she receives on the job is inequitable or unfair. Bargaining unit employees should utilize the grievance procedure contained in their contract.

A grievance may be filed by following the steps outlined below:

- 1.** Discuss grievance with an immediate supervisor within two working days of the incident. No grievance will be honored if it is not filed within two days of occurrence. If the supervisor does not reply within three (3) days, or if an employee is dissatisfied with the response of his/her supervisor, he/she may initiate the next step.
- 2.** The grievance must be put into writing and submitted to the employee's Department Head within five (5) working days of the supervisor's decision in Step 1. If the Department Head does not respond within five (5) work days, it is considered "grievance denied". The employee may initiate Step 3 after this step.
- 3.** If the employee is dissatisfied with his/her Department Head's decision, he/she may submit a written request for a final determination to the Village Manager within five (5) working days of receipt of the Department Head's response. The Village Manager will review in detail and give a binding written response within ten (10) working days of his receipt of the grievance.

\* If the employee's immediate supervisor is a Department Head, then the grievance procedure must be initiated at Step 2.

### **Article 3: Hours of Work and Work Schedules**

The Village renders service 24 hours a day, seven days a week. As a consequence, the daily hours of work and the workweek of Village employees varies according to the services rendered by the particular department or division. Work schedules shall be established by the Department Head with approval of the Village Manager and any deviation from the established hours of work must be approved by the Department Head and the Village Manager.

#### **3.1 Work Week**

In general, a work week is defined as a consecutive seven (7) day period commencing at 12:00 a.m. on Sunday, and ending at 11:59 p.m. on Saturday, the seventh day. The work period for the Fire Department is defined as 106 hours within a two-week (14 consecutive days) period of time. It is the policy of the Village to establish the time and duration of work hours as required by the workload and production flow, customer service needs, the efficient management of employees and any applicable law. Each department head will determine the schedule of work hours for employees in his/her department. The department head and/or supervisor has the discretion to schedule employees to work weekends, extra shifts, or holidays when necessary. Once an employee reports for duty, work is to commence immediately. Failure to do so is considered falsification of time keeping records.

#### **3.2 Lunch and Break Periods**

Each supervisor will schedule a one-half hour unpaid lunch period and two unpaid fifteen minute breaks for each employee. Lunch and break periods will be scheduled to ensure adequate coverage for the department to assist the general public. Employees may not shorten the work day with the use of break time or lunch time. Employees, absent extraordinary circumstances, are required to take their scheduled lunches and breaks.

#### **3.3 Attendance and Absenteeism**

Regular and predictable attendance is an essential function of every position of employment in the Village of Tinley Park. Village employees are required to report to a designated place of work punctually and to work all regularly scheduled hours established by the department. When employees give notification of their inability to report for work, tardiness or need to leave early, they must speak directly to their supervisor or designee. Voicemail, email or text message notification may NOT be used to report inability to work and tardiness. An employee must speak with his/her supervisor directly. Notice must be received at least one hour prior to the employees scheduled start time. Notification should include a reason for absence and an indication of when the employee can be expected to return to work. Employees must obtain permission from their supervisors to leave their designated place of work during scheduled work hours. In addition, employees who are frequently away from their designated place of work for business reasons should keep their supervisors informed of their whereabouts. Employees who are absent due to illness for a period of 3 consecutive work days or more **are required** to present medical certification justifying their absence and/or indicating their ability to return to work. The Village reserves the right to require medical certification at any time, in its discretion. Employees who are absent from work due to serious weather conditions must use compensatory time or personal and vacation days to receive pay for their absence.

### **3.4 Modified Work Duty**

The Village may, at its discretion, assign an employee to an available modified work duty position while the employee is recovering from an illness or injury. However, the Village is not required to provide modified duty to any employee. No modified work duty assignment may exceed sixty (60) days without the approval of the Village Manager. Modified work duty decisions will be made on a case-by-case basis by the Village Manager. Please see the attached addendum for further information regarding the Village's Modified Work Duty Policy. Decisions regarding medical certification indicating restricted duties will be in accordance with Village policy. See ***Modified Duty Program***.

## **Article 4: Employee Conduct**

### **4.1 Rules of Conduct/Code of Ethics**

Employees of the Village must adhere to the following standards:

1. Uphold the Constitution and laws of the United States and the State of Illinois, and the laws, ordinances and policies of the Village of Tinley Park;
2. Be honest and trustworthy in all they say and write;
3. Be dedicated to providing quality services;
4. Be cooperative, constructive and efficiently use all available resources;
5. Be fair and considerate in the treatment of fellow employees and residents, addressing concerns and needs with equity, granting no special favors;
6. Be committed to accomplishing all tasks in a superior way, and abstaining from all job behavior that may tarnish the image of the Village of Tinley Park;
7. Recognize that public and political decisions are ultimately the responsibility of the Village Board; and
8. Be dedicated to service that improves the quality of life in the Village of Tinley Park.

### **4.2 Personal Appearance, Professional Image and Conduct**

The Village is committed to maintaining a favorable public image with Village residents, and promoting on-the-job safety. Employees who are issued Village uniforms and identification badges must wear them in accordance with departmental standards. It is the supervisor's responsibility to ensure that employees are neat in appearance and attire. Supervisors may establish department guidelines for suitable appearance and attire to ensure that the work environment is conducive to effective and efficient operation. Employees will respect the diversity of individuals in the workplace. Employees will not use vulgar, intimidating or abusive language, or otherwise engage in conduct that reflects poorly on the Village. See ***Dress Code Policy and Violence in the Workplace Policy***

### **4.3 Obligation to the Public**

You are a public employee serving the residents of the Village of Tinley Park. You may be the only contact a resident has with his/her Village government. The impression you make may be the residents' only impression of the local government. This applies whether speaking over the telephone, or in direct personal contact. When answering the telephone, give your name and

department. If you are asked a question or presented with a problem you cannot solve, transfer the call to someone who can handle the request or take the telephone number and name so that when you find the solution to the resident request, you can return the call. In your contact with a resident, display a pleasant, sincere and helpful manner. *Always remember the residents of this Village are never an interruption of your work; they are the reason for it.*

#### **4.4 Gifts and Gratuities**

All Village employees are prohibited from accepting personal gifts, gratuities or donations from the general public, vendors, businesses or other persons that employees may come in contact with in the course of performing their job related duties.

#### **4.5 Solicitation and Distribution**

Village employees are expected to devote their full attention to assigned work tasks during work hours. Limited solicitations or requests for contributions for gifts or receptions for employees (retirement, resignation or other events of personal significance) are permitted. In general, solicitation by employees or non-employees is not permitted during working hours on Village property. Solicitation, while in an official capacity, is prohibited at all times.

#### **4.6 Political Activities**

The support or promotion of political activities or interests by Village employees during work hours or with Village resources is prohibited. Any activity of a political nature conducted on an employee's personal time is permitted. Village employment, job evaluation, retention, compensation, appointment or termination will not be based on lawful political activities. Any employee who wishes to run for an elected Village position must first resign his/her position or seek a leave of absence.

#### **4.7 Work Area Housekeeping**

Good housekeeping is essential to safety in the work place. All employees should keep their work area clean, orderly and free from loose and unnecessary items. The Village is not responsible for any personal property lost, damaged or stolen while being used by an employee in the performance of his/her duties. Personal cell phones should be switched to silent mode or vibrate during regular office hours so as to prevent disruption of the normal course of business. All staff must maintain a clean and clear work area. No drinks, personal cell phones, food items or magazines are allowed in plain sight.

#### **4.8 Fraternalization**

Relationships among employees that negatively impact the work place are prohibited. Employees in a supervisory capacity must maintain a professional relationship with subordinates and peers. An employee holding a supervisory role is not permitted to pursue a romantic relationship with any employee who may report, either directly or indirectly, to them.

#### **4.9 Use of Village Equipment, Vehicles and Supplies**

Any employee or family member who damages or destroys any municipal equipment, either through willfulness or neglect, may be required to repair or replace the lost or damaged equipment. In addition, the employee may suffer disciplinary penalties imposed by the department head and/or the Village Manager. Employees must report any lost or stolen equipment immediately to his/her direct supervisor and/or IT technicians.

**A. Telephone:** Employees should reasonably limit their use of Village telephones for personal reasons as determined by the Department Head. The voice mail system is the property of the

Village of Tinley Park. It has been provided by the Village for use in conducting Village business. All communication and information transmitted by, received from or stored in this system is considered Village record and property of the Village of Tinley Park. The voice mail system is to be used for Village purposes only. Use of the voice mail system for personal purposes is prohibited. Employees have no right to personal privacy within the Village of Tinley Park's voice mail system. The Village of Tinley Park, at its discretion, reserves and may exercise the right to monitor, access, retrieve and delete any matter stored in, created, received or transmitted in the voicemail system without permission of, or notice to, the employee.

**B. Wireless Communications Equipment:** The Village's Wireless Communications Policy establishes the procedures for the assignment, procurement and use of Village provided wireless communications equipment and ensures the use of such equipment is in compliance with all federal, state and local laws. See ***Wireless Communications Policy***.

**C. Computers:** The Village owns and operates various computer systems that are provided for use by employees and contractors in support of business activities. All users are responsible for ensuring the equipment is used in an effective, ethical and lawful manner. Unacceptable use is prohibited, and is grounds for loss of privileges, as well as discipline, termination of employment and legal sanctions under federal, state or local laws. Policies and parameters regarding Village e-mail usage are defined in the Village's computer usage policy. When a user logs into a Village computer he/she accepts the Village's computer usage policy. See ***Acceptable Use Policy – Computer Systems***.

**D. Vehicles:** Unless otherwise approved, Village vehicles should not be used for an employee's personal use. Employees are held responsible for the care and use of all Village vehicles. When relevant to Village business, Village vehicles may be taken home by employees when approved by the department head and Village Manager. When not in use, Village vehicles must be properly locked to avoid any theft or destruction. In addition, employees should inspect their vehicles on a daily basis and report any damage and/or needed maintenance the Public Works Department. Any employee that fails to abide by the above requirements will be subject to disciplinary action including reimbursement, replacement and or termination.

Pursuant to the **Project 75 Program**, each full-time Patrol Officer is assigned a department vehicle to be used for their assigned duties and may be used off-duty within the provisions of the program. The use of department vehicle's while off-duty is to be viewed as a privilege and not an automatic fringe benefit or employment right.

**E. Pagers:** The Village owns and operates various pagers that are provided for use by employees in support of business activities. All users are expected to wear the pagers at all times during work hours and are responsible for ensuring the equipment is used in an effective, ethical and lawful manner. Unacceptable use is prohibited, and is grounds for loss of privileges, as well as discipline, termination of employment and legal sanctions under federal, state or local laws.

**F. Supplies:** Unless otherwise approved, Village supplies should not be used for an employee's personal use. Employees are held responsible for the care and appropriate use of Village supplies.

#### **4.10 Confidentiality**

Employees who have access to confidential information concerning employees, residents or Village businesses are entrusted to maintain the privacy of such information. Unauthorized attempts to access or disclose confidential information is considered a breach of trust and employees who do so may be subject to disciplinary action, including termination of employment. The use of any type of recording device to record private conversations is prohibited unless all parties to the conversation have given their consent and approval.

#### **4.11 Loitering on and off the Premises**

Although the Village encourages social interaction and free exchange of ideas, it reserves the right to set the time and place of public gatherings in order to maintain an environment that is conducive to working. The Village discourages loitering near and inside of Village buildings and or work sites. Loitering may be defined as standing idly, stopping numerous times or interfering with productivity by remaining inside or near the building during or after scheduled work hours.

#### **4.12 Media Contact**

The Village of Tinley Park will provide accurate and appropriate information to media representatives requesting information regarding Village matters, policies, operations and services. See **Media Contact Policy**.

#### **4.13 Harassment**

Appropriate conduct among employees is necessary to maintain an environment free of discrimination and harassment. The Village will not tolerate, condone or allow any form of harassment by Village employees, or anyone doing business with, or appearing before the Village. The Village encourages reporting of all incidents, regardless of who the offender may be, and will promptly investigate all reported incidents. See **Harassment Policy**.

#### **4.14 Workplace Violence**

The Village seeks to promote a safe environment for employees, visitors and vendors. The Village strives to maintain a work environment free from violence, threats of violence, harassment, intimidation and other disruptive behavior. Reports of incidents will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. See **Workplace Violence Policy**.

#### **4.15 Drug and Alcohol**

The Village strictly prohibits manufacturing, distributing, dispensing, possessing, use and/or sale of a controlled substance by any employee or other individual while on Village premises. See **Drug & Alcohol** policy. See **Drug and Alcohol Policy**.

#### **4.16 Tobacco Usage**

In accordance with the Smoke Free Illinois Law, the Village prohibits tobacco usage in any form in all buildings owned or leased by the Village, and in all Village-owned or leased vehicles. Employees who choose to smoke must remain 15 feet away from any entrance, exit or ventilation intake. See **Tobacco Usage Policy**.

#### **4.17 Child Protection**

The Village's child protection policy establishes a code of conduct that defines expected behavior by Village employees and volunteers to prevent child abuse while working in an official capacity. See **Child Protection Policy**.

#### **4.18 Whistle Blowing**

When an individual discovers information that he/she believes may show serious malpractice or wrongdoing within the organization, this information should be disclosed internally without fear of reprisal. This policy ensures that no member of staff should feel at a disadvantage in raising legitimate concerns. See **Whistle Blowing Policy**.

#### **4.19 Concealed Carry**

Public Act 98-0063 created a new "Firearm Concealed Carry Act," and also amended portions of many other acts, in order to create a system whereby Illinois residents can apply for a concealed carry license. All municipal buildings and any municipal vehicles, libraries, etc. are designated as "prohibited areas" for concealed carry licensees to carry their weapons. All employees, regardless of whether they are licensed under Illinois Law, are strictly prohibited from carrying a concealed weapon into any Prohibited Area, and from carrying a concealed weapon while acting in any capacity in his or her employment with the Village.

#### **4.20 Hands Free/Cell Phone Driving Ban**

Effective January 1, 2014, a law prohibiting driving while using handheld cell phones and similar electronic communications devices goes into effect Jan. 1, 2014, per House Bill 2417. All Village employees are required to comply with this law.

#### **4.21 Sportsmanship at Village sponsored games/activities/contests**

The Village sponsors various sporting events and other activities. Employees participating and/or attending these events are expected to comply with the Rules of conduct as defined in Section 4.1 fair play, respect for opponents, and polite behavior by someone who is competing in a sport or other competition; conduct becoming to one participating in a sport (such as fairness, respect for one's opponent, and graciousness in winning or losing).

#### **4.22 Medical Marijuana**

In compliance with the Compassionate Use of Medical Cannabis Pilot Program Act, the Village shall continue to enforce a policy concerning drug testing, zero-tolerance, and a drug free workplace provided the policy is applied in a nondiscriminatory manner. All employees working for the Village of Tinley Park are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or aftereffects of medical cannabis. See ***Drug and Alcohol Policy***.

#### **4.23 Social Media and BLOGS**

The Village of Tinley Park supports self-expression, including the right to express oneself to others via letters to the editor, Internet blogs, social web pages, posting on open forums, or speaking during public events. However, the Village expressly prohibits employees from speaking or writing on behalf of the Village, without express permission in writing. See ***Acceptable Use Policy***.

#### **4.24 Progressive Discipline**

Village employees represent the Village and are expected to comply with reasonable standards of job performance including personal and professional conduct. Failure or refusal to meet these standards shall justify reason for disciplinary action. This policy will be followed unless superseded by negotiated contract or the rules and regulations of the Civil Service Commission. See ***Progressive Discipline Policy***.

## **Article 5: Compensation**

### **5.1 Payroll**

The Village's salary ordinance provides a minimum and maximum annual salary for all positions. Employees of the Village are paid bi-weekly, every other Friday, for the two-week period ending the previous Saturday. When a holiday falls on a Friday, pay checks or direct deposit statements will be distributed the day before. Paychecks/pay stubs should be given personally to the employee unless other arrangements are made. Issues regarding payroll should immediately be brought to the attention of the Finance Department for resolution. All employees must maintain and submit accurate records of all hours worked. These records will be forwarded to the Finance Department for payroll purposes.

### **5.2 Overtime**

It is the Village's expectation that all work should be accomplished within the regularly scheduled workday. If it becomes necessary to work beyond the defined work period, overtime hours will be compensated pursuant to FLSA standards. Only actual time worked is counted toward the calculation of overtime. Bargaining unit employees should reference their agreement.

### **5.3 On-Call Time**

The Fair Labor Standards Act (FLSA) (29 U.S.C. §201) requires employers to compensate workers for on-call time when such time is spent "predominantly for the employer's benefit". An employee who is not required to remain on the employer's premises and is not primarily benefiting the employer is not working while on call. As such, in accordance with the U.S. Department of Labor (DOL) regulations (29 C.F.R. §785.17) the Village does not compensate employees who are not working predominantly for the Village's benefit while on call. Bargaining unit employees should reference their agreement.

### **5.4 Compensatory Time**

Under the Code of Federal Regulations Title 29, Section 553.22 compensatory time (comp-time) and comp time off are interchangeable terms under the Fair Labor Standards Act. Comp time off is paid time off that is earned and accrued by an employee in lieu of immediate cash payment for employment in excess of the statutory hours for which overtime compensation is required by Section 7 of the FLSA. See ***Compensatory Time Policy***

### **5.5 Wage Garnishments**

In accordance with the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996, all employers are required to report newly hired and rehired employees to a state directory within 20 days of the employee's hire date based on Illinois Statute 820 ILCS 405/1801.1 Wage garnishment notices received will be processed during the next payroll. All employees are expected to conduct personal affairs so the Village will not have to act as a collection agent. Three (3) or more notices for wage garnishment within a one (1) year period of the first notice may result in discipline or termination. Child support or other court ordered deductions will be made in accordance with applicable laws.

### **5.6 Longevity**

In compliance with the Village's annual ordinance establishing pay scales and certain fringe benefits for employees, all full-time employees may be entitled to longevity compensation. Compensation is awarded to the eligible employee upon completion of 5, 10, 15 and 19 years of continuous full-time service. The date of award corresponds to the employee's start date as a full-



time employee. Applicable Longevity compensation is outlined in the Village's Pay Ordinance. Bargaining unit employees should reference their agreements.

### **5.7 Estate Payment**

The death of an active employee should be reported to H.R. when the employee's home department is notified. Compensation for hours already worked, annual leave, sick leave and compensatory leave, up to allowable limits, and any refunds or reimbursements payable to the employee must be paid in the name of the deceased employee.

## **Article 6: Employee Benefits and Services**

### **6.1 Health, Dental, and Vision Insurance**

The Village provides a comprehensive health, dental and vision insurance benefit program to all eligible employees that elect to participate. Employees will pay a portion of the premium. The Village will pay the remaining balance. Premium payment deductions will be withheld directly from the employee's payroll check on a bi-weekly basis. Coverage begins on the first day of employment with open enrollment occurring in August of each year. Changes to an employee's plan may be made during this open enrollment period with implementation date of October 1st. H.R. will inform employees of all available benefits. The Village reserves the right to modify, amend or terminate employee benefits and services as they apply to all current, former, and retired employees.

Under the Health Insurance Portability and Accountability Act (HIPAA) the Village of Tinley Park will not use or disclose any personal health information regarding an employee or participant in a health care program or service without a signed authorization.

### **6.2 Life Insurance**

All full-time employees benefit from group term life insurance. The full cost of this coverage is paid by the Village. Benefit amounts are outlined in the certificate of insurance provided to all employee participants.

### **6.3 Health and Dental Insurance Waiver Benefit**

At the Village's discretion, a payment may be made to eligible employees who elect not to participate in the Village's health and dental plan.

### **6.4 Health and Dental Insurance at Termination**

Employee health and dental insurance benefits end on the last day of the month of active employment.

### **6.5 COBRA**

**The Consolidated Omnibus Budget Reconciliation Act (COBRA)** provides workers and their families who become ineligible for health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in hours worked, transition between jobs, debt, divorce and other life events. Qualified individuals may be required to pay the entire premium for coverage up to 102% of the cost of the plan.

## 6.6 Vacation for Full Time Employees

**Civil Service Full-Time Employees** receive vacation benefit as follows:

<u>YEARS OF SERVICE</u>	<u>VACATION DAYS</u>
1	5
2	10
7	15
11	20
15	25

**Non-Civil Service Full-Time Employees** receive vacation benefit as follows:

<u>YEARS OF SERVICE</u>	<u>VACATION DAYS</u>
1	22
15	25

All employees eligible for vacation benefits should be aware of the following policies:

1. Eligible staff **must be employed a minimum of six (6) months** to be eligible to use or receive payout for any vacation time. No vacation will be awarded to terminating employees with less than 6 months of service.
2. Appointed, full-time employees **may be afforded the opportunity to borrow** up to five (5) days of paid vacation during the first year of service, to be subtracted from the second year's vacation bank.
3. Vacation time is available for use by the employee **after it has been earned**. Vacation days may not be taken in less than half day increments. Upon termination of employment, the employee will receive pay for any unused, earned and/or accrued vacation time. No vacation shall be earned during periods of unpaid leave nor any period of service during which an employee is absent from work for more than thirty (30) consecutive calendar days and is not on vacation or paid sick leave.
4. All vacation time must be taken **prior to the employee's anniversary date** or date as determined by the employee's Department Head.
5. **Vacation carry-over**, not to exceed five (5) days, is permitted with the prior approval of the Village Manager.
6. Employees **may not take more than two (2) consecutive weeks** of vacation. Whenever a paid holiday falls during an authorized vacation leave, the employee's vacation leave on the date of the paid holiday will be considered a holiday for payroll purposes, and will not be charged to the employee's accumulated vacation time.
7. The number of employees who are granted vacation at the same time **may be limited**. Vacation time will be scheduled so that the mission of the respective department is not adversely affected. **Vacation requests may be denied based on staffing needs**. All vacation requests require authorization from the supervisor and the approval of the Department Head. Vacation time requested for approval is based on seniority of continuous employment.
8. **Full time employees shall have priority** in scheduling vacation time.
9. It is expected that while an employee is on vacation, he/she will not visit the premises or use Village equipment.

10. Vacation time **may not be purchased** from the employer. Exceptions to this policy must be approved by the Village Manager.

### **6.7 Vacation for Part-Time Employees**

**Eligible Part-time employees**, other than Professional Part-time and/or Fire Suppression employees, who are regularly scheduled to work at least 20 hours per week and have been employed by the Village for three continuous uninterrupted service years are eligible for the following vacation benefits:

Years of Service	Vacation Hours
3 yrs	40 hrs
7yrs	50 hrs
11yrs	60 hrs

**Eligible Professional Part-time employees**, other than Part-time and/or Fire Suppression employees, who are regularly scheduled to work at least 25 hours per week are eligible for the following vacation benefits based on their regularly scheduled work week.

Years of Service	Vacation Weeks
2 yrs	2 weeks
7yrs	3 weeks
11yrs	4 weeks

### **6.8 Personal Days**

Full-time employees are permitted to take two (2) paid personal days per fiscal year (May 1<sup>st</sup>-April 30<sup>th</sup>) based on the requirement that employment occurred before November 1<sup>st</sup> of that year. Employees hired between November 1<sup>st</sup> and January 31<sup>st</sup>, will receive one (1) personal day. Those hired after January 31<sup>st</sup> will not receive any Personal Days allowance until the following May. Personal days are not cumulative over the term of employment. Personal days can be taken in no less than ½ day increments. Personal time may not be redeemed for cash. Personal days may not be carried over into the next fiscal year.

### **6.9. Holidays**

A holiday is defined as a day which is authorized by law that limits work or official business. The Village of Tinley Park officially recognizes the following eleven (11) holidays during the calendar year:

NEW YEAR'S DAY
DR. MARTIN LUTHER KING JR BIRTHDAY
PRESIDENTS DAY
GOOD FRIDAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
THANKSGIVING DAY
FRIDAY AFTER THANKSGIVING DAY
CHRISTMAS EVE (1/2 DAY)
CHRISTMAS DAY
NEW YEAR'S EVE (1/2 DAY)

In the event that any of the above holidays fall on a Saturday, the preceding Friday will be observed as the holiday. In the event that any of the above holidays fall on a Sunday, the following Monday shall be observed as the holiday.

In order to be paid for a holiday, employees must not have an unapproved absence on the day preceding a holiday and/or the day after a holiday.

Any other holidays or specific days that an employee may wish to celebrate or observe must be taken as a personal, vacation, or compensatory time off.

## **6.10 Sick Days and Disability**

Full-time employees will receive pay during unavoidable absence from work due to sickness or accident during any one year in accordance with the schedule defined in Section two of Ordinance # 70-0-002. An employee must have completed 6 months of continuous employment in order to be eligible for the benefits of this ordinance.

Accrued Uninterrupted Service	Weeks of Full Compensation	Weeks of 2/3's compensation	Week's of full & partial compensation
1/2 Year	2	24	26
1-1/2 Years	3	24	27
2-1/2 Years	5	23	28
3-1/2 Years	6	23	29
4-1/2 Years	8	22	30
5-1/2 Years	10	20	30
6-1/2 Years	12	19	31
7-1/2 Years	14	18	32
8-1/2 Years	16	17	33
9-1/2 Years	18	16	34
10-1/2 Years	20	15	35
11-1/2 Years	21	14	35
12-1/2 Years	22	14	36
13-1/2 Years	24	13	37
14-1/2 Years	26	12	38
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26-1/2 Years	46	3	49
27-1/2 Years	48	2	50
28-1/2 Years	50	1	51
29-1/2 Years	52	0	52

## **6.11 Deferred Compensation**

The Village currently offers all full-time and part-time employees the option of participating in either the Nationwide Retirement Solutions or ICMA-RC Deferred Compensation plans. Under current federal tax law the employee's gross (taxable) income is reduced by the amount of money deferred, thus income taxes are reduced. Income tax liability is incurred when the deferred funds are paid back to the employee upon retirement, termination of Village employment or in the event of an eligible emergency.

## **6.12 Flexible Spending**

Flexible spending accounts (FSA) are a pre-tax savings benefit offered to full and part-time eligible employees. FSA are tax favored accounts that allow participants to set aside money pre-tax in a calendar year for eligible medical and dependent care costs. The benefit of enrolling is that the employee does not have to pay federal, state, FICA or Medicare taxes on the money set aside. Interested staff must reapply each year.

## **6.13 Illinois Municipal Retirement Fund (IMRF)**

Eligible employees, who work a minimum of 1,000 hours within a twelve (12) month period, are mandated to participate in the Illinois Municipal Retirement Fund. State Statutes require that a percentage be deducted from each employee's paycheck for his/her contribution to the plan. The Village also contributes a percentage for each employee.

## **6.14 Wellness Program**

A number of worksite wellness initiatives are offered to Village employees including annual Wellness fair, immunizations, Virgin Pulse pedometer program, Smoking Cessation and Employee Assistance Program ("EAP").

The use of the Village's **exercise facility** located at the Police Department is available to staff who have completed training on-site of all exercise equipment and who have executed the exercise facility release. The exercise facility is located within the Police Department and is available to all current Village employees. Contact the Police Department Officer assigned to this facility for more information.

## **6.15 Credit Union Membership**

Membership opportunities in the Oak Lawn Credit Union and NuMark Credit Union are offered to all employees. Automatic payroll deductions are made for direct deposit into the employee's credit union account.

# **Article 7: Retiree Benefits and Services**

## **7.1 Health Insurance upon retirement**

State law provides that all full-time eligible employees who have retired with less than 20 years of service under the Illinois Municipal Retirement Fund (IMRF), can elect to continue participation in the Village's health and accident insurance program with the employee being responsible for paying the cost of the coverage.

## **7.2 Illinois Municipal Retirement Fund (IMRF) Pension upon retirement**

Tier 1: State law mandates that an employee must participate in IMRF for a minimum of 8 years to be eligible for retirement benefits. If an employee terminates prior to the completion of 8 years the employee's share of the monies accumulated in the fund may be returned to the employee.

Tier 2: State law mandates that an employee must participate in IMRF for a minimum of 10 years to be eligible for retirement benefits. If an employee terminates prior to the completion of 10 years the employee's share of the monies accumulated in the fund may be returned to the employee. Effective January 1, 2012, unless previous employment with an IMRF employer.

**Eligibility is dependent upon original participation date.** To receive full benefits the employee must reach the age of 60. Reduced benefits are available for employees retiring between the age of 55 and 60.

### **7.3 Social Security**

Employees, with the exception of Patrol Officers, participate in the Federal Social Security Program (F.I.C.A) which provides retirement, disability and death benefits. The rate of deduction is set by law and withheld from each paycheck. In addition, all employees participate in the Medicare program.

### **7.4 Police Pension**

All full-time sworn members of the Police Department may apply to be covered by the Village of Tinley Park Police Pension Fund, subject to acceptance by the Pension Board. This pension fund is supported by both employee contributions and Village funds and is administered by the Police Pension Board.

Police Pension Board members are selected as set forth in the Illinois Compiled Statutes. The Illinois Compiled Statutes also set forth the rate of employee contributions as well as retirement and pension benefits toward the fund. Currently, to be eligible for full pension, a full-time employee must serve 20 years and reach the age of 50.

### **7.5 Fire Suppression Employees Deferred Compensation**

The Village contributes the sum equivalent of five percent (5%) of an eligible paid-on-call firefighter's gross earnings to the investment plan of his/her choice within the ICMA 457 Deferred Compensation plan. This contribution is subject to change at any time, with or without notice.

### **7.6 Retirement Honorarium and Party for Eligible Employees**

Eligible employees who have completed fifteen (15) or more years of continuous service with the Village, whether such employee is appointed under the rules and regulations of the Civil Service Commission or otherwise, may be eligible for an honorarium and celebration event upon retirement.

Employees who have completed fifteen (15) years or more of continuous service with the Village will receive, upon retirement, a gift of \$50.00 per year of service not to exceed \$1,000.

**Retirement Honorarium Award Scale:** The Village will contribute the monetary amount listed below toward the cost of a Village sponsored party (alcoholic beverages not included):

<b>Years of Service</b>	<b>Honorarium Amount</b>
15	\$750.00
16	\$800.00
17	\$850.00
18	\$900.00
19	\$950.00
20+	\$1,000.00

**Retirement Party Award Scale:**

<b>Years of Service</b>	<b>Retirement Party Amount</b>
15	\$500.00
20	\$750.00
25	\$1,000.00

**7.7 Employee Recognition**

The Village encourages employees to make a performance difference either individually or in teams. Employee achievements and accomplishments are rewarded and recognized. See *Employee Recognition Program*.

**Article 8: Professional Development**

**8.1 Training and Career Opportunities**

The Village encourages employees to identify and participate in professional development and training as needed and approved by department heads. In support of career development and opportunities, employees are encouraged to speak with a supervisor regarding these offerings.

**8.2 Transfers and Promotions**

**Transfers:** A transfer consists of a voluntary or involuntary reassignment of an employee to another position in a different Village department of similar pay, status and responsibility. Transfers may be made whenever deemed necessary to meet the needs of the Village. A transfer will not affect an employee's seniority. Transfers of employees may be made upon the recommendation of a department head with the approval of the Village Manager. Employees who are transferred may be subject to performance review during the first six months of serving in the transferred position.

**Promotions:** The Village of Tinley Park encourages employees to aspire to higher level positions for which they qualify. The Village has a job posting program that offers employees the opportunity to bid on certain positions within the organization. Generally, an employee must be in his/her current position for at least one year before applying for a change in position. In addition, employees must have a good performance, attendance and punctuality record. Employees who are promoted may be subject to performance review during the first six months of serving in the promoted position.

As a courtesy, the Village will notify all employees regarding job openings/announcements. When possible, notices will be posted for five days prior to releasing the announcement to the public. This notice does not guarantee an interview, transfer or promotion.

**8.3 Educational Assistance**

The Village of Tinley Park firmly supports the efforts of individuals to improve job-related skills and knowledge and to acquire the education necessary to enhance management skills or prepare for career-related promotional opportunities. See *Educational Assistance Policy*.

## **8.4 Travel and Expense Reimbursement**

Employees who incur expenses while performing Village duties will receive reimbursement in accordance with current IRS regulations for expenses. In order to qualify for reimbursement, an employee must submit to his/her direct supervisor a detailed expense report, including original receipts and invoices.

An employee who is required to use his/her personal vehicle for authorized Village business will be reimbursed at the current IRS rate per mile. Such employees must have a valid driver's license and adequate automobile insurance. Reimbursement must be approved by the Department Head. An employee must keep a record of his/her mileage and submit a Village expense report. Department heads will make the final determination on expenses that qualify for reimbursement. See *Travel and Conference Policy*.

## **Article 9: Approved Leaves of Absence**

### ***PAID LEAVE INCLUDES:***

#### **9.1 Bereavement Leave**

The Department head or Village Manager may, upon request, grant an eligible employee an emergency leave of absence of up to three (3) consecutive days without loss of pay due to the death of a member of the employee's immediate family. The purpose of this leave shall be to attend the funeral and/or assist with pre/post funeral arrangements.

For purposes of this section, members of the immediate family include: spouse, mother, father, sister (step, half), brother (step, half), children (birth, step, adopted), mother-in-law, father-in-law, grandfather, grandmother and/or grandchildren. When a death occurs of an employee's grandfather in-law or grandmother in-law, that employee may be excused for up to two (2) days for the purpose of attending the funeral. One (1) day funeral leave may be granted for attending the funeral of some other member of the family.

Vacation and compensatory time may be used to extend bereavement leave with the approval of the department head and if not causing undue hardship to the department. The Village reserves the right to request documentation of a death.

#### **9.2 Jury Duty**

All eligible, full-time employees qualify for paid jury duty leave. Upon notification of jury duty by the court, the employee should inform his/her supervisor by presenting a copy of the notification. When at all possible, employees should give the Village reasonable notice of the need for jury duty leave by delivering a copy of the notification to the Village within ten (10) days of issuance.

An eligible employee will be granted leave with pay for jury duty only when he/she is required to serve on a regularly scheduled work day. (An employee will not be compensated for jury duty when he/she is required to serve on a nonscheduled workday). Additionally, an employee may not be denied time off for jury duty because he/she works nights. (The Village may not require a night shift worker to work the night shift while on jury duty during the day.) Jury duty is treated as an authorized absence from work; therefore, an employee will continue to receive his/her regular base pay while performing jury duty services.

Compensation for jury duty will be calculated on the employee's base rate times the number of hours the employee would otherwise have worked on the day of absence. The time spent on jury duty leave does not constitute hours worked and will not be used in the calculation of overtime. An employee called to jury duty may retain whatever compensation is awarded by the court for such service. See *Jury Duty Policy*.



### **9.3 Court Appearance**

A full or part-time employee who is summoned to serve as a witness pursuant to his/her job duties with the Village will receive full pay for the period of time required in fulfilling this duty. Employees will not be granted paid time off to appear in court on personal matters or as a witness for a party other than the Village.

### **9.4 Admin Day**

Eligible employees will qualify for one day off with pay per year. In January of each year, employees will be notified of awarded time off. The following requirements will be used to determine if awarded time off will be granted:

- Perfect attendance within a calendar year; or
- Deputy Chief, Sergeants, and Patrol Officer's safe driving record.

### **9.5 Military Leave**

The Village intends to comply with all applicable State and Federal laws relating to military leave. No Village employee will be discriminated against because of his or her military service. To the extent this policy conflicts or is inconsistent with applicable law, the law shall prevail. See ***Military Leave Policy***.

### **9.6 Catastrophic or Compassionate Leave Donation**

It is the policy of the Village to permit employees to donate vacation and compensatory time to be used by qualifying employees. The leave is to assist employees and their families when a catastrophic event forces the employee to exhaust all leave time, lose compensation from the Village, and when the situation presents a hardship to the employee and the employee's family or to assist when the employee is absent due to a situation that places primarily responsibility for care on those employees. A qualifying employee may benefit from a maximum of 80 (10 days) hours of time transferred from other employees. The Village Manager will make the final determination as to what qualifies as a catastrophic event and/or increase the maximum benefit.

### **9.7 Maternity/Paternity Leave**

Eligible full-time employees may be eligible for disability leave under Village Ordinance 70-0-002 and Family Medical Leave Act.

### ***UNPAID LEAVE INCLUDES:***

#### **9.7 Leave of Absence**

Leave of absence without pay may be granted at the discretion of the department head and the Village Manager. Re-employment with the Village will be based upon job availability. To receive consideration for such leave, a written request must be initially submitted to the department head for consideration. A minimum of two weeks notice, except in the event of an emergency, must be provided for consideration of such leave. The Village Manager will make the final determination on the duration (not to exceed three months) and terms and conditions of the leave. Employees are not permitted to seek or to avail of other employment opportunities while on an approved leave of absence.

## **9.8 Family Medical Leave**

In compliance with the Family and Medical Leave Act of 1993 (FMLA), the Village of Tinley Park grants up to twelve (12) weeks of unpaid family and medical leave during any twelve (12) month period to eligible employees. See ***Family Medical Leave Act (FMLA) policy***.

## **9.9 Victim's Economic Safety and Security Act (VESSA)**

Village employees may take unpaid leave under the Victim's Economic Security and Safety Act (VESSA) in order to seek assistance in response to an act or threat of domestic violence, sexual assault or stalking. An employee may take this leave to seek services for someone who is a victim of domestic or sexual violence if the victim is (1) the employee, (2) a covered family member (spouse, child or parent) and/or (3) a household member (person currently residing with the employee). See ***VESSA policy***.

## **9.10 School Visitation**

The Village complies with the Illinois School Visitation Rights Act (1992) 820ILCS 147/1-49 by permitting employees to take up to eight (8) hours of unpaid leave per school year, with no more than four hours taken in one day for the purpose of attending conferences or classroom activities. An employee requesting leave under this Act must provide a written request at least seven days in advance, except in the case of emergencies. This leave is intended to be used as a last resort by employees who have no other paid (vacation or personal) leave available and who have made every attempt to schedule the visit during non-working hours. Request forms are available from H.R.

## **9.11 Voting Leave**

The Village encourages each employee to fulfill his/her civic responsibilities by participating in elections. Generally, employees should vote either before or after work. If an employee is unable to vote in an election during non-working hours, the Village will grant him/her up to two (2) hours of unpaid time off in accordance with state law (10 ILCS 5/17-15).

Employees should request time off to vote from their supervisor at least two working days prior to Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

# **Article 10: Safety and Security**

In addition to the information provided in this article further safety information may be found in the Village's Safety Handbook.

## **10.1 Safety**

The Village of Tinley Park provides and maintains safe and healthy working conditions for all employees. Each employee is required, as a condition of employment, to develop and exercise safe work habits in the course of employment, to prevent injuries to themselves and fellow employees and to conserve Village property and equipment. It is the responsibility of each employee to observe safety regulations and to use all safety equipment provided. All employees are expected to help maintain a clean and uncluttered work area in order to minimize fire and safety hazards. All unsafe acts or conditions should be reported immediately to a supervisor. Contact your supervisor regarding the Village's Safety Handbook and your department specific Safety Rules.

## **10.2 Occupational Injuries**

The Village adheres to statutory state worker's compensation laws. The Village maintains Worker's Compensation coverage for its employees through the Intergovernmental Risk Management Agency (IRMA). Any employee that experiences a work related injury or illness should immediately notify his/her supervisor. To be eligible for Worker's Compensation coverage, employees will be required to follow all rules and regulations established by the Village and/or IRMA.

Employees must promptly report all personal injuries, regardless of severity, while on duty. Reports shall be furnished to H.R. and shall include all necessary information to complete the required insurance company reports. Forms may be obtained from the employee's supervisor or H.R.

The Village provides a First Aid Kit on all Village premises for employee use in the treatment of minor scratches, burns, headaches, nausea, etc. The Village provides automated external defibrillator's (AED) in several locations in all municipal buildings. AEDs are used to treat victims who experience sudden cardiac arrest. In the event of an emergency requiring AED application, any trained volunteer responder/employee may activate the internal emergency response system and provide prompt basic life support including AED and first aid according to training and experience. See *AED Policy*.

## **10.3 Personal Protective Equipment (PPE)**

Department heads will be responsible for identifying personal protective equipment that should be provided to employees. The Village shall provide personal protective equipment to all applicable positions. Any employee who believes his/her personal protective equipment is deteriorated or outdated should immediately report it to a supervisor. Personal protective equipment must be worn when specified by the employee's supervisor and only when engaged in Village business.

## **10.4 Safety Committees**

Safety Committees are integral parts of the Village's overall risk management plan. The purpose of these committees is to promote, communicate and establish safety related polices and procedures. For further information on safety committees, the employee may contact the safety representative for his/her department.

## **10.5 Building Evacuation**

The Village has outlined a Building Evacuation policy in the event of a fire, tornado hazardous material/chemical spill or lockdown. Training will be provided on this policy as well as a drill. Please see the attached addendum for further information regarding the Village's Building Evacuation Policy.

# **Article 11: Disciplinary Action**

## **11.1 Disciplinary Action**

Any disciplinary action will be in accordance with procedures established by the personnel rules and regulations or the rules and regulation of the Civil Service Commission, whichever is applicable. Please see the attached addendum for further information regarding the Village's Disciplinary Policy.

Employees who are not covered by a collective bargaining agreement or Civil Service Rules and Regulations, are employees-at-will who may be disciplined or discharged at any time, with or without cause and with or without notice.



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## 2014 PERSONNEL MANUAL ACKNOWLEDGEMENT

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- I acknowledge receipt of notice of the existence of the 2014 Personnel Manual that outlines the responsibilities of an employee of the Village of Tinley Park and the responsibilities of the Village.
- I understand it is my responsibility to read the Personnel Manual and, if I have any questions, I should first contact my Supervisor or Department Head, then the Department of Human Resources - Office of Risk Management.
- I understand that the Personnel Manual is not an employment contract and does not create any enforceable rights to any particular terms and conditions of employment, but does provide the organizational employment policies and procedures by which I am governed.
- I further understand that the Personnel Manual is subject to change without notice and changes in procedure will supersede or eliminate those found in this Personnel Manual.

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Employee Name (please print)

Date

---

Employee Signature

Date

Department: \_\_\_\_\_

Please sign and return this page only to H.R. immediately after executing this document.  
Thank you.

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## **Americans with Disabilities (ADA) Compliance Policy**

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**PURPOSE:** The Americans with Disabilities Act ("ADA") requires employers to reasonably accommodate qualified individuals with disabilities. It is Village policy to comply with all Federal and state laws concerning the employment of persons with disabilities.

**POLICY:** It is Village policy not to discriminate against qualified individuals with disabilities with 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 that they can perform the essential functions of the job.

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 will provide reasonable accommodations to any qualified individuals with a disability.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired.

Current employees who pose a direct threat to the health and safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made with regard to the employee's immediate employment situation.

The Department of Human Resources - Office of Risk Management, along with the Village Manager, is responsible for implementing this policy, including resolution of reasonable accommodation, safety and undue hardship issues. The Department of Human Resources - Office of Risk Management, will engage in an interactive process to determine what accommodations, if any, can reasonably be made.

The ADA Amendments Act took effect January 2009 and makes the first significant changes to the ADA since its enactment in 1990. Congress passed the amendments in response to Supreme Court decisions that had interpreted the ADA's definition of "disability" in a way that was much more narrow than Congress intended. Specifically, those cases had focused on the threshold issue of to what extent an impairment must "substantially limit" a major life activity in order to rise to the level of a disability. Under the amendments, it is expected that more individuals will now be considered individuals with disabilities protected by the ADA. Additional information can be found at [www.ADA.gov](http://www.ADA.gov).

In compliance with Senate Bill 133 (effective January 1, 2010), the Village's ADA Coordinator, contact information and grievance procedure can be found on the Village internet page.

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February 5, 2008  
October 19, 2010  
October 24, 2013

## **Automated External Defibrillator Policy (AED)**

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**PUPPOSE:** An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). The AED will analyze the heart rhythm and advise the operator if a shock able rhythm is detected. If a shock able rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock.

**POLICY:** The AED is only to be applied to victims who are unconscious, not breathing normally, and showing no signs of circulation such as normal breathing, coughing and movement.

**AUTHORIZED USERS:** Staff who successfully completed training or any trained volunteer responder who has successfully completed an approved CPR/AED training program within the last two years and has a current successful course completion card are authorized users.

**RESPONSIBILITIES:** Authorized users shall:

- Activate the internal emergency response system and provide prompt basic life support including AED and first aid, based on training and experience;
- Understand and comply with this policy;

**VOLUNTEER RESPONDER RESPONSIBILITIES:** Anyone can, at his/her discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to his/her training and experience.

These responders are encouraged to contribute to emergency response only to the extent that they are comfortable.

The emergency medical response of these individuals may include CPR, AED or medical first aid.

**EQUIPMENT:** The AED and first aid emergency care kit will be brought to all medical emergencies.

**LOCATION OF AED:**

- Village Hall = located in Kallsen Center Room A and Employee Lounge, behind door.
- Other locations = contact your supervisor

**TRAINING:** The Village offers CPR/AED training on an on-going basis. Contact your supervisor for more information.

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February 15, 2008  
October 11, 2010  
October 23, 2013



## **Acceptable Use Policy (AUP) – Computer Systems**

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**PURPOSE:** The Village owns and operates various computer systems, which are provided for use by employees and contractors in support of business activities. All users are responsible for seeing that these systems are used in an effective, ethical, and lawful manner. This document establishes rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited, and is grounds for loss of computing privileges, as well as discipline or legal sanctions under federal, state or local laws. All users of the Village's computing systems must read, understand and comply with the policies established in this document as well as additional guidelines established by administrators of each system.

**RIGHTS:** These computer systems, facilities and accounts are owned and operated by the Village. As such, The Village reserves all rights, including termination of service without notice, to the computing resources it owns and operates. As Village property, any computer hardware, software or internet connection is subject to inspection and search at any time. These procedures shall not be construed as a waiver of any rights of the Village, nor shall they conflict with applicable law.

**PRIVILEGES:** Access and privileges on the Village's computing systems are assigned and managed by the system administrators of specific individual systems. Eligible individuals may become authorized users of a system and be granted appropriate access and privileges by following the approval steps for that system.

1. A designated IT technician must facilitate approval of all access to the Village's computer resources, including the issuing of passwords. The Department of Human Resources – Office of Risk Management will notify IT technicians of any new hires and/or authorized users.
2. Authorized users may not, under any circumstances, transfer or confer these privileges to other individuals. Authorized users shall not use any account assigned to any other individual without permission from the system administrator. The authorized user is responsible for the proper use of the system, including any password protection.
3. Authorized users may not install or connect any device on a computer or to the Village network without authorization from the system administrator. These include, but are not limited to: laptops, PDAs, cameras, electronic media and/or jump drives.

**RESPONSIBILITIES:** Many of the Village's computers provide access to outside networks, both public and private, which furnish electronic mail, information services, bulletin boards, conferences, etc.. Authorized users may encounter material that may be considered offensive or objectionable in nature or content. The Village of Tinley Park does not assume responsibility for the contents of any of these outside networks. Authorized users are responsible for maintaining the following:

- a. **An environment in which all Village of Tinley Park computing resources are shared equitably among users.** The system administrator sets minimum system guidelines within which authorized users must conduct their activities and establishes parameters for an environment which does not harm the functionality of the equipment.
- b. **An environment conducive to business.** All authorized users must exercise proper e-mail etiquette at all times conducive to professional business practices. Documents regarding etiquette are available through the system administrators and through specific individual networks. Any authorized user who harasses another person, or makes defamatory remarks shall bear the full responsibility for his or her actions. The Village's role in managing these systems is only as an information carrier and will never consider

**(AUP continued)**

transmission through these systems as an endorsement of said transmission by the Village of Tinley Park. The authorized user may never attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading (except for those outside services which may conceal identities as part of the service).

- c. **An environment free from illegal activity or malicious acts.** The authorized user may never use a system to perform an illegal activity or malicious act. Any attempt to increase the level of access to which he or she is authorized, or attempt to deprive other authorized users of resources or access to any of the Village's computer systems, shall be regarded as malicious, and may be treated as an illegal act.
- d. **A secure environment.** Any authorized user who finds a possible security lapse on any system is obligated to report it to the system administrators. Knowledge of passwords or of loopholes in computer security systems shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources or otherwise make use of computing resources for which proper authorization has not been given.

**ACCOUNTS:** An account assigned to an individual may not be used by others without written permission from the system administrator. The individual is responsible for the proper use of the account, including proper password protection. The use of shared drives is encouraged for access between authorized users within departments requiring access to specific documents.

**CONFIDENTIALITY:** There shall be no expectation of privacy in any computer system, hardware, software, e-mail usage history or internet history. All computers are the property of the Village and are subject to inspection and search at any time.

**USAGE LIMITATIONS AND PROHIBITED CONDUCT:** No one should deliberately attempt to degrade the performance of a computer system or to deprive authorized personnel of resources or access to any Village computer system. Electronic communications facilities (such as e-mail) are for the Village's related activities only. Incidental personal use is permissible so long as:

- It does not consume an excessive amount of resources defined as going beyond the usual, necessary, or proper limit or degree; characterized by excess use;
- It does not interfere with staff productivity.
- It does not preempt any business activity.

Authorized users may not use the Village's systems for charitable endeavors, private business activities, or amusement/entertainment purposes unless expressly approved by the Village Manager or designee. The use of Village resources, including electronic communications, may never create the appearance or reality of inappropriate use.

**INTERNET USAGE AND BLOGS:** Village provided Internet/Intranet privileges, like computer systems and networks, are Village resources intended for business purposes. Use of Internet/Intranet is subject to monitoring for security and/or network management and employees may further be subject to limitations on their use of such resources. When using Village Internet/Intranet resources, authorized users shall not:

- Use the Internet for any illegal purpose.
- Upload, download or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the Village or the Village itself

**(AUP continued)**

- Visit Internet sites that contain illegal, obscene, or hateful content which is objectionable and inappropriate for the workplace. Neither shall users send or receive material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person.
- Disable Anti-Virus scanning software. Systems are configured to automatically scan any material downloaded from an Internet web site.

The internet is a place that encourages free and creative expression, and as in any environment where people are given this freedom, conflict may arise. The views and opinions expressed in a "BLOG" should represent those of the employee and not those of the Village of Tinley Park unless stated explicitly.

**SOCIAL MEDIA AND BLOGS:** The Village of Tinley Park supports self-expression, including the right to express oneself to others via letters to the editor, Internet blogs, social web pages, posting on open forums, or speaking during public events. However, there are some points that the Village wants you to consider when writing or expressing yourself publicly:

- Unless the Village (in writing) officially designates you to speak or write for the Village, you should never state that you write or speak on behalf of the Village or that your viewpoints are the same as the Village, and you should make this clear to those reading or listening to your points of view. You may consider a disclaimer to this effect, but note that it may not excuse improper or illegal conduct;
- Do not disclose private or confidential information about the Village or employees, [volunteers, contractors, vendors e.g.] or any other person that associates with the Village. You should use common sense and courtesy, and you should follow strictly the Village's policy on preserving confidential information;
- In addition to our rules on confidentiality and Acceptable Usage Policy - Computer Systems, the Village requests that you follow all other applicable guidelines in this Personnel Manual when commenting in an open forum;
- What you write or say and how you write or say something is up to you. However, the Village provides notice that it reserves the right to read what you write or say publicly and make a determination if it meets the professional standards of the Village or damages the Village. Written or stated comments harmful or damaging to the Village or to its employees, (volunteers, contractors, vendors e.g.) or any other person that associates with the Village may lead to termination.
- The Village does not tolerate persons that solicit minors for sex or violate the laws regarding minors and their protection. Employees that violate child protection laws, including solicitation of sex from minors or posting of illegal pornographic material, will be subject to discipline including, but not limited to, termination.

**E-MAIL USAGE:** Correspondence via e-mail is not private. Use of e-mail may be subject to monitoring for security and/or network management reasons. Authorized users may be subject to limitations on the use of such resources. When using the Village E-mail resources, authorized users shall not:

- Spend an excessive amount of time on personal e-mail, previously defined as going beyond the usual, necessary, or proper limit or degree; characterized by excess use;
  - Use e-mail for any illegal purpose.
  - Send Village-wide virus alerts. Virus information shall be forwarded to the MIS staff for verification, and to ensure necessary precautions are taken.
  - Create or send indecent, offensive or obscene remarks, proposals or materials.
  - Transmit commercial software or any copyrighted materials belonging to parties within or outside of the Village.

**(AUP continued)**

- Reveal or publicize confidential or proprietary information which includes, but is not limited to: financial information, new business ideas, strategies and plans, databases and the information contained therein, lists, technical information, computer/network access codes and business relationships.

**UNAUTHORIZED ACCESS:** Loopholes in the computer system or knowledge of a special password should not be used to damage the computer systems, obtain extra resources from another user, gain access to systems, or use systems for which proper authorization has not been given.

**COPYRIGHT AND LICENSING RESTRICTIONS:** The Village abides by all applicable federal and state statutes and regulations pertaining to the use of computer hardware and software including, but not limited to, federal copyright laws. Unauthorized copying, altering, modifying, merging, transferring, de-compiling, or reverse assembly of licensed software is strictly prohibited. Illinois law further governs the use of any computer resource (including software). Computer software protected by copyright is not to be copied from, into, or by using the Village's computing facilities, except as permitted by law or by contract with the owner of the copyright. This means that such computer and microcomputer software may only be copied in order to make back-up copies, if permitted by the copyright owner. The number of copies and distribution of copies may not be done in such a way that the number of simultaneous users in a department exceeds the number of original copies purchased by that department. Most copyright licenses for software contain single CPU usage restrictions. These restrictions must be honored. In some instances, the software copyright owner may grant a variance from these restrictions to the Village. However, without explicit written variance, single usage restrictions in the license apply to all users.

**VIOLATIONS AND DISCIPLINARY ACTION:** An authorized user's computer use privileges may be suspended immediately upon discovery of a possible violation of these policies. IT Technicians will notify the Department of Human Resources - Office of Risk Management of any unusual system anomalies as well as any possible violations. The Department of Human Resources - Office of Risk Management will then notify specific Department Supervisor(s). Violations of these policies will be dealt with in the same manner as violations to other Village policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the Village, and, in some instances, legal action. Violations of some of the above policies may constitute a criminal offense.

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February 4, 2008  
September 30, 2010  
November 6, 2010  
December 6, 2010  
October 23, 2013

## **Building Evacuation Procedures – Village Hall**

**PURPOSE:** The purpose of this policy is to familiarize Village of Tinley Park employees and visitors with the procedures that must be followed in the event of a building evacuation from the Village Hall. Each municipal facility should have evacuation procedures in place. Contact your supervisor for specific information regarding your department evacuation procedures.

**POLICY:** It shall be the responsibility of the Village to establish procedures that are designed to provide guidance during emergencies and, if necessary, for the safe and orderly evacuation of buildings. It shall be the responsibility of all employees to familiarize themselves with these procedures and to follow them in the event of an emergency.

### **FIRE EVACUATION**

1) Upon discovering a fire, the most important thing to do is notify people of the fire. Contact your department Fire Warden or supervisor.

2) If you are in immediate danger, leave the building at once. Notify the Tinley Park Fire Department by dialing **911 directly or 9-911** from an internal phone. Be prepared to provide your name, address and department, explain what happened, location of the fire, when and how the fire started, if known.

3) Notify co-workers and visitors of the fire by pulling the red alarm pull box. Doing this should also notify the fire department. These devices are located at all exits. Ensure the Fire Department is contacted by phone to confirm it received the alarm.

4) If the fire is small, you may choose to extinguish it with a fire extinguisher. Only attempt to do so if you have been trained on fire extinguisher usage and if you feel comfortable using it.

5) If the fire is large, smoky or rapidly spreading, close the door to the room that contains the fire and evacuate the building immediately. Notify others and if possible activate a pull station. When you are safe, call 911.

6) Evacuate the Building: There are three primary exits to be used in case of a fire:

- Clerk's Office and any Public Works office personnel who are close to the main entrance should exit through the main entrance. **The Designated Assembly Point** is posted by Veterans Plaza on the east end of the building. The secondary exit for the Clerk's Office is the employee entrance near the Council Chambers on the south end of the building. If this exit is used, the Emergency Assembly Point is posted in the far west end of the parking lot.
- The second exit is the employee entrance on the north end of the building. The remaining Public Works Employees, the Finance Department and any other employees who are on the north end of the building should use this exit. **The Designated Assembly Point** is posted in the parking lot. If this exit can not be used, employees should use the main entrance to exit the building and gather in the Veterans Plaza.
- The third exit for the Building department is the main entrance. **The Designated Assembly Point** is in the parking lot on the north end of the building, near the Volunteer Kiosk. In case this exit can not be used, the secondary exit is through the Kallsen Center. The meeting area remains the same.

Upon evacuation, remain in the designated meeting area and account for all people who were in the building. Stay clear of emergency personnel. Do not return to the building until

**(BUILDING EVACUATION continued)**

instructed to do. Notify police personnel or firefighters on the scene if you suspect that someone may be trapped inside the building, or may be unaccounted.

**TORNADO EVACUATION:**

1. Upon being made aware of a tornado, the most important thing to do is notify people. Contact your department supervisor.
2. During tornado watches, make sure that one individual is responsible for monitoring the weather situation. Watches can quickly turn into warnings. Be sure that the National Weather Service alerting monitor at your location is on and the volume is adequate to hear watches and warnings.
3. Seek Protection: In case of a tornado warning, seek shelter that is void of:
  - Windows
  - Hallways with glass
  - Rooms with loose materials
  - Large roof spans
4. The best places to seek shelter in the event of a tornado is:
  - Under your desk
  - Inside the washrooms

Avoid sending employees to their personal vehicles, as they offer no protection from tornadic winds. Follow the safety directions of Emergency Services Personnel, Fire Department, Police Department.

**HAZARDOUS MATERIAL/CHEMICAL EXPLOSION EVACUATION**

- 1) Upon being made aware of a chemical explosion or hazardous material spill, the most important thing to do is notify people. Contact your department supervisor.
- 2) Notify the Tinley Park Fire Department by dialing 9-911 (inside a Village building). Be prepared to give them your name, address and department, explain what happened, where the chemical explosion or hazardous material spill is, when and how it started.
- 3) Evacuate the building. In the event of a chemical explosion or hazardous material spill always use the exit that is furthest from the chemical explosion or hazardous materials spill. There are three primary exits to be used in case of a chemical explosion or hazardous material spill: clerk's office main hall, employee entrances near the trustee's offices or near the employee lounge. You may also use the Building Department entrance, hallway exit between the main village hall and building department, or any of the Kallsen Center doors that exit to the outside.

Follow the procedures for fire evacuation and meet at the Designated Assembly Point outdoors, unless otherwise instructed to leave the facility premises.

**(BUILDING EVACUATION continued)**

**EARTHQUAKE EVACUATION**

- 1) Remain Calm; protect yourself from falling objects and broken glass by getting under a desk or table. Face AWAY from windows. DO NOT attempt to run out of the room or building. Most earthquake injuries are from falling objects or flying glass just outside building.
- 2) After earthquake is over and it is safe to come out from under the table, carefully evacuate the building. Stay away from windows or at least when passing by large windows as if they are broken they could fall inwards on you.
- 3) Ensure you evacuate the building after the earthquake. Natural gas or hazardous materials could be leaking and not be readily apparent to you.

**BOMB THREAT**

If you receive a threatening call regarding a bomb threat keep the caller on the line as long as possible. Ask the following questions:

- What does the bomb look like?
- When is it going to go off?
- Does it react with water?
- Why are you doing this?

As soon as the caller hangs up, dial 911 immediately.

- Notify your supervisor.
- Evacuate the building.
- Do not re-enter building until the "all clear" has been given by Fire or Police Personnel.

Follow the procedures for fire evacuation and meet at the Designated Assembly Point outdoors, unless otherwise instructed to leave the facility premises.

**CUSTOMERS/VISITORS:** Employees are also responsible for ensuring any customers or visitors are aware of the situation and evacuate immediately. At the commencement of every public event held in the Village Hall, all guests shall be informed of all primary and secondary exits of the building. In the case of a special event at the Village Hall, Village employees should direct people to the nearest exit. Maps are posted in the Kallsen Center and the Council Chambers to direct people who may be unfamiliar with the building.

**If time and emergency permit,** employees in the Clerk's Office are responsible for ensuring the vault is locked and the cash register drawers are closed.

**RESTROOMS:** Before exiting the building, the washrooms must be checked to make sure they are empty. There are washrooms near the north exit and in the main entryway of the Clerk's Office and the Building Department.

**LOCKDOWN**

The Village will consider utilizing a lockdown plan whenever there is a potential threat of danger to employees in or near Village owned facilities and to improve law enforcement capabilities. A lockdown involves securing doors in attempt to protect employees from danger and to prevent an intruder from gaining access to employees to inflict harm. Employees should be flexible and

adaptable to change during lockdowns and follow the instructions of supervisors/law enforcement officers until the lockdown is cancelled.

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February 5, 2008  
October 11, 2010  
October 23, 2013  
January 6, 2014



## **Catastrophic or Compassionate Leave Program and Policy**

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**Purpose:** The Village of Tinley Park offers a Catastrophic or Compassionate Leave Program is to provide employees an opportunity to support their co-workers who are facing a major life crisis or situations that place primary responsibility for care on those employees. The program was developed as part of the Village's efforts to create a caring environment. While the program establishes a mechanism for leave donations, participation is entirely voluntary. The Village Manager shall have the authority to issue such rules and regulations necessary to implement and continue this program.

**Policy:** The Catastrophic or Compassionate Leave Program allows employees to provide assistance in the form of donated vacation or compensatory time to eligible employees who have not earned or who have exhausted all paid leave due to a catastrophic emergency situation. Subject to the stated eligibility requirements outlined below and approval of the Village Manager, salary and benefits continuation is achieved through donations of vacation or compensatory time credits from the employee's co-workers.

### **Definitions**

**Employee:** is a regularly scheduled staff member of the Village of Tinley Park who accrues annual leave and is eligible to participate in this program.

**Catastrophic emergency situation:** A catastrophic emergency is a crisis situation that involves an employee and affects his/her family and creates a financial hardship because the employee has exhausted or not earned all eligible leave.

**Donor:** is an active and regularly scheduled Village of Tinley Park employee who is donating his or her own accumulated vacation or compensatory leave days to another Village of Tinley Park employee for the purpose of Catastrophic Leave.

**Donation of Catastrophic or Compassionate Leave:** Eligible staff may make a donation by completing the **Catastrophic or Compassionate Leave Donation** form and submitting it in confidence to the Department of Human Resources - Office of Risk Management.

- Donors may indicate the name of the employee(s) to whom they wish to donate vacation or compensatory hours.
- Donations will be processed in the order received.
- All donations will be processed anonymously.
- Eligible staff may contribute vacation and/or compensatory time in four (4) hour increments. Donations cannot be made in advance of accrual.
- Donors will be notified in writing of their approval for participation in the program by the Department of Human Resources - Office of Risk Management.
- Participation is entirely voluntary.

**Use of Catastrophic/Compassionate Leave Bank:** Any employee who has experienced a catastrophic event, illness or injury may be eligible for Catastrophic or Compassionate leave.

Employee should contact his/her direct supervisor in confidence regarding the need for such leave or an employee may be nominated by a co-worker.

Employee/recipient is required to use any leave accrued during the previous pay period(s) prior to use of donated leave hours including vacation, compensatory time and paid time off hours and must not be receiving Employee-paid Disability or Worker's Compensation payments.

**(CATASTROPHIC LEAVE continued)**

Recipient may benefit from a maximum of eighty (80) hours of leave donations (10 days) per calendar year, unless modified by the Village Manager.

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April 2, 2009  
September 30, 2010  
December 6, 2010  
October 23, 2013  
January 6, 2014

## **Check Cashing Policy**

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**PURPOSE:** The purpose of this policy is to establish the Village of Tinley Park's position on cashing employee checks. This Check Cashing Policy was originally created in 1987 and remains current.

**POLICY:** The Village Clerk's Office may cash checks for employees only. Under no circumstances are third party checks to be accepted. Third party checks are drafts which are originally made payable to someone other than the Village of Tinley Park. The employee checks allowed to be cashed are:

- Village Payroll or Accounts Payable Checks made payable to the employee only;
- Personal Checks.

The Village Clerk's Office cashes employee checks with the following restrictions:

- Checks cannot be for more than \$200.00
- Personal checks can only be made payable to the Village of Tinley Park and only payable for a whole dollar amount.
- Cashing of checks is subject to the availability of money after the working cash needs of the Clerk's Office are met.
- Abuse of the check cashing privilege by an employee will result in revocation of the privilege and possible disciplinary action.

**PRIVACY NOTICE:** To assure the continued privacy and confidentiality of your personal financial information, the Village of Tinley Park does not disclose any nonpublic personal information about our employees to affiliates or non-affiliated third parties except as permitted by law. We restrict access to nonpublic information about you to those employees who need to know that information to provide products or services to you. We maintain physical, electronic and procedural safeguards that comply with Federal regulations to guard your nonpublic personal information.

**ENFORCEMENT:** There are no exceptions to this policy. Employees acting on behalf of the Village must familiarize themselves with this policy and fully comply with these rules. Failure to do so will result in discipline up to and including termination.

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March 17, 2009  
September 30, 2010  
October 23, 2013

## **Child Protection Policy**

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**PURPOSE:** The Village of Tinley Park employs individuals who work with many children and young people throughout the year in a variety of ways. The intent of this policy is to establish a code of conduct on expected behavior in order to prevent child abuse by Village employees and volunteers. While this policy is not intended to address child abuse by a suspected parent, it should be noted that mandated reporters should follow DCFS policies and must report any suspected abuse regardless of the source. In the context of child protection, children and young persons refers to anyone less than 18 years of age.

**VILLAGE RESPONSIBILITY:** The Village will comply with all Local, State and Federal authorities to protect the rights of a child. It is not intended that this policy should restrict employees from normal ways of working, but employees should always consider how an action or activity may be perceived as opposed to how it is intended.

**POLICY:** The Village will meet its commitment to protect children from abuse by employees and volunteers through the following means:

- **Awareness:** ensuring that employees and volunteers are aware of the problem of child abuse and the risks to children.
- **Prevention:** ensuring, through awareness that employees and volunteers minimize the risks to children.
- **Reporting:** ensuring that employees and others are clear on what steps to take as concerns arise regarding the safety of children.
- **Responding:** ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

**NOTIFICATION:** This policy does not preclude an individual from contacting the Illinois DCFS Child Abuse Hotline at 1-800-25-abuse. Law enforcement should be contacted if creditable evidence is presented to an employee. Mandated reporters should contact DCFS as required by the Abused and Neglected Children Reporting Act (ANCRA).

**TRAINING:** All staff will have access to a copy of this policy.

- Recruitment procedures will include checks on suitability for working with young people.
- New orientation will include briefing on child protection issues.
- Every department will display contact information for reporting possible child abuse.
- Training, learning opportunities and support will be provided.

**EMPLOYEE CODE OF CONDUCT:** Following is the code of conduct and rules for employees to follow. This is not an exhaustive or exclusive list. The principle is that employees should avoid actions or behavior that may constitute or be perceived as potentially abusive behavior.

Staff and volunteers must never:

- Hit, physically assault or verbally abuse children.
- Develop physical/sexual relationships with children.
- Develop relationships with children that could in any way be deemed exploitative or abusive.
- Act in any way that may be abusive or may place a child at risk of abuse.
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive in the presence of children.
- Behave physically in a manner which is inappropriate or sexually provocative in the presence of children.
- Do things for children of a personal nature that they can do for themselves.
- Condone or participate in, behavior of children which is illegal, unsafe or abusive.

**(CHILD PROTECTION continued)**

- Discriminate against, show differential treatment or favor particular children to the exclusion of others.
- Spend excessive time alone with children away from others.

**It is important for all staff and volunteers in contact with children to:**

- Be aware of situations which may present risks.
- Plan and organize the workplace so as to minimize risks.
- Avoid situations, as far as possible, where an employee and a child are completely unobserved.
- Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed.
- Ensure that a sense of accountability exists between staff so that potentially abusive behavior does not go unchallenged.
- Listen to what children say about their contact with staff or others and encourage them to raise any concerns.
- Empower children – discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.
- Challenge, record and act upon allegations made by children.
- Value and respect children as individuals.

**Responding to allegations or suspicions:** It is not the responsibility of any staff member to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with Village personnel or the appropriate authorities. Employees suspecting child abuse or neglect shall report any such suspected abuse and neglect according to the following procedures:

1. Call DCFS and report any actions to his/her supervisor.
2. Supervisor is charged with making sure DCFS, local law enforcement officials and the Director of Human Resources are notified.
3. Once advised of the allegation, the Director of Human Resources will;
  - Notify state agencies ASAP;
  - Cooperate with investigators;
  - Keep a copy of the report sent to state agencies. This copy shall be kept confidential, as required by law;
  - Take any employment action necessary in conjunction with proper authorities;
  - The Village Manager or his/her designee will monitor the employee's/volunteer's activities throughout the duration of the investigation.

**ENFORCEMENT:** Employees acting on behalf of the Village must familiarize themselves with this policy and fully comply with these rules. Failure to do so will result in discipline up to and including termination. The integrity of the information gathered is of paramount importance. As such, interviewing employees or witnesses should be done by law enforcement personnel. Additionally, employees may be reassigned or removed from positions in which they are working with children until allegations have been thoroughly investigated. The Village Manager will determine the appropriate action at the conclusion of any investigation.

**CONFIDENTIALITY:** Management will attempt to preserve confidentiality during the investigation and in imposing any discipline, to the extent that the needs of the situation permit.

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February 5, 2008  
September 30, 2010  
October 23, 2013

## **Community Service Program and Policy**

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**PURPOSE:** Community service refers to the type of service work that members of certain youth organizations, such as the Boy Scouts or Girl Scouts, and some high school and grammar school students, perform to meet specific class or education requirement.

Examples of community service projects include, but are not limited to: cleaning a park; picking up trash; collecting donation items such as food, clothing, shoes, etc.; getting involved in Habitat for Humanity; reading to the elderly; helping at soup kitchens, local libraries or school activities; photocopying; preparing mailings, etc.

The Village currently offers Community Service projects through the Tinley Park Police Department for special events such as the Christmas or Irish parades and National Night Out. Tinley Park Public Works utilizes students who are 16 years of age and older who have a current and valid driver's license for a variety of community service projects as well. The Village's Administration department also utilizes students to assist with special events and projects as needed.

**POLICY:** The Village of Tinley Park encourages students to take pride in their community by getting involved. Students who participate in the Village of Tinley Park Community Service Program must successfully satisfy the time and quality requirements as established by the class or educational coordinator and the Village contact through the department that utilizes the Community Service Program volunteers in order to receive full community service hour credit,

**PROGRAM CONTACTS:** Community Service project opportunities can be obtained by contacting the department head or designee.

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March 17, 2008  
October 19, 2010  
October 23, 2013

## **Compensatory Time Policy (Comp Time)**

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**PURPOSE:** Under the Code of Federal Regulations, Title 29, Section 553.22, Compensatory time ("Comp Time") and comp time off are interchangeable terms under the FLSA. Comp time off is paid time off the job which is earned and accrued by an employee in lieu of immediate cash payment for employment in excess of the statutory hours for which overtime compensation is required by Section 7 of the FLSA.

Employees may elect to receive compensatory time off in lieu of cash overtime compensation. Compensatory time off is paid time off that is earned at a rate of one and one half hours of time off for every hour worked for which overtime compensation would be required under the Fair Labor Standards Act.

As a condition of employment, The Village policy reflects FLSA standards in that overtime hours can be converted to comp time in 1 hour segments (1 hour overtime = 1 1/2 hours comp time.) Employees may add hours to comp time bank until a total of 40 hours of overtime (60 hours of comp time) have been reached. To earn more than 60 hours of comp time, employees must use the comp hours earned. Employees may not exceed the 40/60 rule of hours. Any hours worked over 40 hours will be paid as overtime and do not accrue as comp hours.

Generally, Comp time can be used in 1/2 day or whole day increments (4 hours or 8 hours) for professional staff and 3.5 hours or 7 hours for clerk staff. Bargaining unit staff should consult their contract. Department supervisors may approve Comp time in other increments, based on the department needs.

Comp time hours may be used at any time with prior approval. Comp time may not be added to extend a vacation beyond two (2) weeks nor can it be applied toward early retirement.

To the extent that a collective bargaining agreement is more or less restrictive than the provisions of this policy, that agreement of such collective bargaining unit shall prevail, even though such agreement may provide lesser privileges than this policy.

**POLICY AND PROCEDURE:** To use comp time earned, employees must have the department Supervisor's approval at least 24 hours in advance. For staff who use time cards, comp time hours must be noted on the front of the time card at the top right ("TOTAL HOURS;--COMP HOURS----"). For Staff who complete time sheets, comp time hours must be noted on the time sheet on the correct line for the correct day/date. Department Supervisors must note the comp hours for record keeping purposes and approval on the timecard or time sheet as such.

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February 5, 2008  
September 30, 2010  
November 8, 2010  
October 23, 2013

## **Concealed Carry Policy**

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

**POLICY:** All municipal buildings and municipal vehicles are designated as "Prohibited Areas" for concealed carry licensees to carry their weapons. All Prohibited Areas that are buildings must clearly and conspicuously display a 4"x6" sign on the premises, which states that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois State Police. The Village Manager shall determine placement of these signs at all building and restricted parking area entrances. The Department of Human Resources, in consultation with the Village Manager, shall be responsible for the placement and maintenance of the signage.

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

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

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

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

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

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

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October 23, 2013  
January 6, 2014



## **Dress / Professional Image Policy**

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**PURPOSE:** The purpose of this policy is to set forth the basic guidelines of appropriate and acceptable dress for employees of the Village of Tinley Park. It is important that each employee project a professional image at all times.

**POLICY:** All non-uniformed employees working in climate-controlled municipal buildings and facilities are permitted to dress in business casual clothes from Monday through Thursday, and to dress in casual clothes on Fridays during the year.

This policy is superseded by safety dress codes that take precedence and are required in certain departments for certain positions. Any medical condition or situation that would prohibit the employee from following this policy in full would be taken into consideration on an individual basis.

The Village Manager or Department Head may prohibit casual dress due to special circumstances or activities that may be occurring on that given day. The Village Manager, or designee, shall be responsible for final decisions regarding acceptable dress levels for employees.

**BUSINESS CASUAL:** Business Casual attire means clothing that allows employees to feel comfortable at work, yet appropriate for an office environment. Each employee should choose business casual clothing that displays professionalism, while keeping his/her workday schedule in mind. Employees who are hosting or attending meetings with external client/vendor/business representatives must wear appropriate clothing, including business attire.

**DRESS DOWN FRIDAY:** Dress down is defined as a level of dress that is slightly lower than business casual. Jeans may be worn on Dress Down Friday. The Village Manager, or designee, may designate other workdays that will be designated as dress down.

### **Examples of Unacceptable Attire (Monday through Friday):**

- Bare shoulder tops or sleeveless tops
- Shorts and/or walking shorts
- Casual Sandals (NO Flip Flops of any type) or shower shoes
- T-shirts
- Sweatshirts
- Athletic Spandex, leggings, jeggings
- Tie-dye
- Clothes that are torn/dirty in appearance
- Clothing with commercial advertising on front chest
- Clothing with slogans, cartoon figures, pictures or commentaries
- Pajama/sleep pants
- Cargo or carpenter pants
- Overalls
- Barefoot (for safety purposes, employees must wear shoes at all times.)
- Mini skirts (more than 3 inches above the knee)
- Low cut, sheer or revealing shirts, blouses
- \*Gym shoes (Fridays only)

### **Examples of Acceptable Dress Down Friday Clothing includes:**

- Gym shoes
- Dress jeans
- Golf shirts or polo shirts with logos (logo must fit size of lapel or left pocket)

Should a question arise as to whether or not the clothing will be acceptable, the recommendation is not to wear the item of clothing and/or to inquire as to its acceptability prior to wearing the item.

**(DRESS / PROFESSIONAL IMAGE continued)**

Employees should check with their own department supervisor/head for any questions regarding appropriate attire.

**GUIDELINES FOR EMPLOYEES ON ALL WORKDAYS:** Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest or buttocks area and is generally not immodest. Clothing should be free from sexually related references, foul or offensive language, and/or language that suggests or promotes the use of illegal drugs.

**GENERAL APPEARANCE:**

- Jewelry being worn should conform to normally accepted business practices. No other areas of the body other than the ears should be visible with body piercing jewelry.
- Tattoos must be covered completely.
- Makeup should be kept professional and minimal. Hair color should be kept appropriate for a business environment.

**PERFUME / FRAGRANCE**

- Colognes and fragrances should be kept to a minimum. Staff should be mindful that scented products such as hair spray, perfume, or other scented items can trigger reactions such as respiratory distress and headaches in an enclosed, climate controlled environment.

**APPLICABILITY:** Clothing with the Village logo may be worn only by current Village employees while on duty during regular working hours or at other times only while in the performance of his/her duties. Due to safety concerns, any employee who is terminated or otherwise severs employment with the Village is required to return all Village issued clothing containing the Village department name and/or employee name and/or title, prior to receipt of his/her final check. Items with only the Village logo may be retained by the employee. Contractual employees are not permitted at any time to wear attire with Village department name and/or employee name and/or title.

**ENFORCEMENT:** Employees who report to work inappropriately dressed, as determined by the Department supervisor, will be instructed to leave work to change clothes and will not be paid for the time used to correct their attire. Any questions about what is or is not permitted can be directed first to the employee's immediate supervisor for resolution, then the Department head, then ultimately, to the Village Manager.

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February 5, 2008  
June 16, 2010  
July 26, 2010  
September 30, 2010  
December 3, 2010  
February 7, 2011  
September 23, 2013  
October 23, 2013

## **Drug and Alcohol Policy**

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**PURPOSE:** This policy establishes guidelines to provide a safe, healthy and secure work environment for Village employees and other individuals doing business with the Village. It outlines the Village's expectations and requirements for creating and maintaining an alcohol and drug free environment, and for dealing with substance abuse in the workplace. It provides an opportunity for employees with a substance abuse problem to get well, rather than provide grounds for the Village to terminate employment.

**POLICY:** All employees are subject to this policy while on property owned, controlled or operated by the Village, including all offices, facilities, land, buildings, structures, fixtures, installations, automobiles, trucks, and all other vehicles and equipment, whether owned, leased, rented or used by the Village including its affiliates and subsidiaries.

All employees working for the Village of Tinley Park are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or aftereffects of alcohol, illicit drugs, prescription and non prescription medications or any other substances. ***Bargaining unit employees should reference their agreements.***

The Village strictly prohibits manufacturing, distributing, dispensing, possessing, use and/or sale of a controlled substance, including any of the following items by any employee or other individual while on Village premises:

- Illegal or unauthorized drugs (including excessive quantities of prescription, other people's prescription or over-the counter drugs) and any other chemical substances that may affect an individual's mood, senses, responses, motor functions or may alter or affect a person's perception, performance, judgment, reactions or senses. Illegal drugs are those defined as illegal under federal, state or local laws; they include, but are not limited to, Marijuana, Heroin, Hashish, Cocaine and Hallucinogens.
- Prescription or over the counter drugs that may adversely influence performance or behavior when taken in prescribed quantities.
- Drug related paraphernalia. (Material or equipment used or designed for use in testing, packaging, storing, injecting, ingesting, inhaling or otherwise introducing into the human body any illegal or unauthorized drugs).
- Alcohol or intoxicating beverages, with the exception of Village Sponsored parties approved by the Village Manager.

**MEDICATION:** Employees who are prescribed medication are expected to consult with their personal physician or pharmacist to determine if medication use will have any potential negative effects on job performance. They are required to report to their supervisor if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment and provide appropriate medical verification on restrictions in the performance of duties.

**MEDICAL MARIJUANA:** In compliance with the Compassionate Use of Medical Cannabis Pilot Program Act, the Village shall continue to enforce a policy concerning drug testing, zero-tolerance, and a drug free workplace provided the policy is applied in a nondiscriminatory manner.

**All employees, including Registered Qualifying Patients, as defined by the Act, are strictly prohibited from using, possessing, selling, distributing or being impaired by cannabis while on the Village's premises, during hours of employment or while acting in any capacity in their employment with the Village. All employees are subject to this policy while on property owned, controlled or operated by the Village, including all offices, facilities, structures, fixtures, installations, land, parking areas, sidewalks, common areas under the control of the Village, automobiles, trucks, and all other vehicles and equipment whether owned, leased, rented, or used by the Village, including its affiliates and**

**(DRUG AND ALCOHOL - continued)**

subsidiaries or any place where an employee can reasonably be expected to be observed by others.

**All employees working for the Village of Tinley Park are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or aftereffects of medical cannabis. Any employee found to use, sell, possess, distribute or be under the influence of cannabis while on Village premises, performing Village related duties, or while operating any Village equipment, is subject to disciplinary action, up to and including termination of employment and possible criminal prosecution. Any cannabis found on the premises will be turned over to the appropriate law enforcement agency. Registered Qualifying Patients are subject to testing as set forth elsewhere in this policy to the same extent as any other employee.**

All employees who are Registered Qualifying Patients must submit to the Department of Human Resources documentation illustrating that they are a Registered Qualifying Patient, including documentation of the employee's diagnosis of a "debilitating medical condition" and the employee's Register Identification Card. All Registered Qualifying Patients are expected to consult with their personal physician to determine if the use of medical cannabis will have any potential negative effects on job performance. All Registered Qualifying Patients are required to report to their supervisor if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment and provide appropriate medical verification on restrictions in the performance of duties. The following employees are prohibited from becoming a Registered Qualified Patient: active duty police officers, firefighters, correctional officers and probation officers and CDL holders.

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

**ROLES & RESPONSIBILITIES:** Village Management, at all levels, is required to provide a safe and effective working environment and to support the well being of each employee through awareness and appropriate training of drug and alcohol issues. It is the responsibility of all supervisors to be able to identify situations that may cause concerns about an individual's ability to perform his or her job, and take appropriate steps. Where necessary, any employee who is suspected of violating the provisions of this policy will be removed from Village premises, pending an investigation and a decision on appropriate consequences that may include disciplinary action up to and including termination. The Village shall ensure that supervisors shall receive at least sixty minutes of training on recognizing alcohol misuse, and receive at least sixty minutes of training on recognizing controlled substance use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and controlled substance use.

If an employee, visitor or contractor arrives at the workplace (on company property) and there is reasonable cause to suspect that the employee, visitor or contractor is under the influence of alcohol or drugs, the supervisor shall immediately remove him/her from the work environment. In the event that there is any doubt as to whether the employee is or is not impaired, the supervisor should err on the side of caution and remove him/her from the work environment.

Unexpected circumstances can arise when an off duty employee is requested to work. It is the employee's responsibility to refuse the request to work, and ask that the request be directed to another person, if the employee is unfit due to the influence of alcohol or drugs.

If an employee believes an individual holding a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify their supervisor, department head or Department of Department of Human Resources - Office of Risk Management- Office of Risk Management.

**(DRUG AND ALCOHOL - continued)**

**WHO IS SUBJECT TO TESTING?**

- I. **Pre-Employment** – As a prospective employee, you are required to submit a pre-employment examination, which contains a drug and alcohol screening. Only after a negative drug or alcohol test has been received by your employer may you begin performing duties.
  
- II **Reasonable Suspicion** - The Department Head may order a drug or alcohol test when there is reasonable suspicion or evidence that an employee is impaired or incapable of performing his or her assigned duties. "Evidence" shall include; reduced productivity, unnecessary use of force, irrational behavior, excessive vehicle accidents, an accident inflicting damage to Village equipment, high absenteeism, or behavior inconsistent with previous performance, including long term physical or personality trait changes. Employees are required to submit to any test (whether drug, alcohol, or both) that a supervisor requests based on reasonable suspicion. Reasonable suspicion means that one or more trained supervisors reasonably believes or suspects that you are under the influence of drugs or alcohol. Testing cannot be based on a hunch or guess alone; their suspicion must be based on observations concerning physical appearance, behavior, speech, and smell that are commonly attributed to controlled substances or alcohol use.
  
- III **Post Accident** – Alcohol and drug testing will be administered following any accident involving a Village-owned vehicle.

**DISCIPLINARY ACTION:** If there is reason to suspect that an employee is working while under the influence of an illegal drug or alcohol, the employee will be suspended with pay until the results of a drug and alcohol test are made available to the Village. Where drug or alcohol testing is part of a routine physical or random screening, there will be no adverse employment action until receipt the test results. Employees violating this policy will be subject to disciplinary action up to and including termination. Registered Qualifying Patients may be subject to disciplinary action to the same extent as any other employee, but will not be subject to disciplinary action based solely on their status as Registered Qualifying Patients, unless failing to take an action would (1) put the Village in violation of federal law, or (2) cause the Village to lose a monetary or licensing-related benefit under federal law or regulations.

**EMPLOYEES CHARGED WITH UNLAWFUL DRUG ACTIVITY:** Any employee who is convicted of an activity involving an illegal drug either on or off Village premises is in violation of this policy. Any employee who is convicted under a criminal drug statute must notify the Village in writing of such conviction no later than five calendar days after the conviction. In deciding what disciplinary action to take, the Village may take in to consideration:

- The nature of the offense charged.
- The safety requirements of the employees present job assignment.
- The employees record with the Village.
- The employees statement of facts
- The disposition of the charge
- The impact of the offense on the Village and other relevant factors.

The Village may take disciplinary action before and/or after final disposition of the charges.

**COORDINATION WITH LAW ENFORCEMENT AGENCIES:** The sale, use, purchase, transfer or possession of an illegal drug or drug paraphernalia is a violation of the law. The Village will report information concerning possession, distribution or use of any illegal drugs to law enforcement officials and will turn over to the custody of law enforcement officials any such substances found during a search of an individual or property.

**(DRUG AND ALCOHOL - continued)**

**LEAVING WORK:** The Village will arrange transportation for any employee who feels they may be impaired from use of drugs or alcohol.

**ON THE JOB DRUG ABUSE, POSSESSION AND DISTRIBUTION:** Any employee found to use, sell, possess or distribute or be under the influence of any illegal or unauthorized drugs (including excessive quantities of prescription or over the counter drugs) while on Village premises, performing Village related duties, or while operating any Village equipment, is subject to disciplinary action, up to and including termination of employment and may result in criminal prosecution. Any suspected illegal drug confiscated will be turned over to the appropriate law enforcement agency.

**ALCOHOL USE AND ABUSE:** The use or personal possession (e.g., on the person or in a desk, or vehicle) of alcohol during work time or on Village property is a dischargeable offence. For all employees, alcohol consumption is prohibited during the work day, including rest periods or meal periods. Notwithstanding this, there may be occasions, removed from the usual work setting, at which it is permissible to consume alcohol in moderation, with management approval. Employees who consume alcohol under such circumstances shall not report back to work during that work day.

**PROCEDURAL GUIDANCE:** The Village will provide employees and their families with confidential, professional assessment and referral for assistance in resolving or assessing treatment for addiction to, dependence on or problems with alcohol, drugs or other personal problems adversely affecting their job performance. Confidential assessment and referral services will be provided without cost to the employee or family member. The cost of treatment, counseling, or rehabilitation resulting from EAP referral will be the responsibility of the employee.

When documented job impairment has been observed and identified, a supervisor may recommend participation in the EAP. Any action taken by the supervisor however will be based on job performance.

Supervisor's referrals to the EAP will include employee's release of information consent form to be returned to the Village by the EAP. Refusal to participate in, or failure to complete in the EAP directed program, will be documented. Should performance not improve after a reasonable amount of time, the employee is subject to progressive corrective action up to and including termination of employment.

Self referral by employees or family members is strongly encouraged. The earlier a problem is addressed, the easier it is to deal with and the higher the success rate. While self referral in itself does not preclude the Village's use of corrective actions, participation in an EAP directed program, may enable the supervisor to allow time for completion of such program before initiating or determining additional corrective action. EAP related activities, such as referral appointments, will be treated on the same basis as other personal business or health matters with regards to use of sick leave or compensatory time. To contact an EAP counselor, call 1-800-292-2780.

**RETURN TO DUTY:** Any employee who previously tested positive on an alcohol or controlled substance test and was not terminated, must submit to a return to duty test. Results of the applicable test, controlled substance or alcohol test results must be negative. You may be subject to unannounced follow-up testing for a period of one year following employee's return.

**CDL ALCOHOL AND DRUG TESTING:** Testing is performed on employees who perform safety-sensitive functions related to the operation of vehicles requiring a Commercial Driver's License (CDL) licensed driver to deter them from reporting to work or remaining on the job under the influence of alcohol or controlled substances/drugs.

Employees who are required to hold a CDL based on duties performed are subject to testing. A CDL is required for;

**(DRUG AND ALCOHOL - continued)**

- Vehicles with a gross weight rating of 26,001 or more pounds,
- Vehicles designed to transport 16 or more passengers, including the driver, and
- Vehicles used to transport hazardous materials that are required to be placarded in accordance with the Hazardous Materials Transportation Administration.

All testing is conducted by a certified testing facility that complies with the federal regulations pertaining to the Federal Motor Carrier Safety Act.

**RANDOM TESTING:** CDL-licensed employees are subject to random testing on a regular basis to comply with federal regulations. The employee must cease performing safety-sensitive duties and report to the collection or testing facility immediately. If the employee is not at work, the employee should not be given prior notice, but should be notified to go for testing on his or her return to work.

**REASONABLE SUSPICION TESTING:** If a supervisor who has received required training under Department of Transportation (DOT) rules observes behavior or other signs of possible alcohol or controlled substance abuse immediately before, during, or immediately after performing safety-sensitive duties, the employee is directed to undergo testing. The person observing the behavior must notify Department of Human Resources - Office of Risk Management of the need for testing and complete the Reasonable Suspicion Drug and Alcohol Testing form. The employee is provided with transport to and from the collection or testing facility and arrangements will be made for transporting them home. Tests should be performed immediately. Tests can also be conducted within 8 hours for reasonable suspicion of alcohol abuse and within 32 hours for reasonable suspicion of controlled substance abuse. The employee must not engage in safety-sensitive duties until negative test results are received.

**POST ACCIDENT TESTING:** An employee must be tested immediately following an accident, within eight hours for alcohol and within thirty-two hours if involving controlled substances after an accident involving;

- A fatality,
- Where the employee receives a moving traffic violation,
- Either bodily injury occurred requiring immediate medical treatment away from the scene or
- A vehicle incurred disabling damage.

**POSTIVE TEST RESULTS – RETURN TO DUTY:** If positive drug test results or alcohol tests of 0.04 BAC or greater are received, the employee must immediately be removed from safety-sensitive duties. Department of Human Resources - Office of Risk Management reports any positive drug and alcohol test results, other than pre-employment, to the Division of Motor Vehicles (DMV) within 5 business days following the receipt of confirmation of a positive drug test.

In addition, the employee is subject to disciplinary action, up to and including dismissal, under the Village's policy for improper personal conduct. The employee is also provided with information to obtain a substance abuse evaluation by a substance abuse professional (SAP). If allowed to return to work, the employee must complete the evaluation and any recommended treatment, and produce a negative test result prior to return. The employee is subject to a minimum of six follow up tests during the twelve months after return to duty. The Village is not required to pay for rehabilitation or to hold a job for an employee. If positive alcohol tests of 0.02 to 0.039 are received, the employee must be removed from safety-sensitive duties for 24 hours and then be evaluated by his or her supervisor for approval to return to duty. The employee is subject to disciplinary action, up to and including dismissal, under the Village's rules for improper personal conduct.

**(DRUG AND ALCOHOL - continued)**

**EMPLOYEE REFUSAL TO BE TESTED:** All of the following are considered a refusal to be tested.

- Failure to appear for testing.
- Not appearing for testing in a timely manner as determined by the employer.
- Leaving the collection site before testing is completed.
- Failure to provide a specimen.
- Failure to allow direct observation for reasonable suspicion.
- Providing an insufficient specimen without a valid medical reason.
- Failure to undergo medical examination when directed.
- Failure to cooperate with the testing process.
- Providing an adulterated or substituted specimen and,
- Employees who refuse to be tested are subject to disciplinary action, up to and including dismissal, and will be referred for evaluation by a substance abuse professional (SAP).

**DILUTED SPECIMENS:** Verified positive diluted specimens are treated as positive test results. The Village will require employees with negative dilute specimens to undergo immediate unobserved recollection.

**SPLIT SPECIMEN TESTING:** The collection or testing facility must perform a split specimen collection. If an applicant or employee tests positively for drugs, he or she can request a re-test using the split specimen. The applicant or employee will bear the cost of the re-test. If already employed, the individual will be placed on investigatory leave pending the results of the split test.

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February 4, 2008  
September 30, 2010  
October 23, 2013  
January 6, 2014



## **Equal Employment Opportunity and Affirmative Action Program (EEO-AA)**

**Policy Statement:** The Village of Tinley Park, Illinois, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1992, and the Civil Rights Act of 1991, does not discriminate on the basis of race, color, national origin, religion, sex, physical or mental disability, or age, in any of its policies, procedures or practices.

**Village Profile:** The Village of Tinley Park is an equal employment opportunity provider. Our mission and value statement is as follows:

**The Village of Tinley Park exists to serve the needs of its residents and business community by providing responsive and efficient municipal services. Through focused efforts by its elected officials, the Village strives to provide a fair system of governance for its residents and visitors in a fiscally responsible manner. Our professional, dedicated employees and volunteers contribute to our safe environment in order to promote a stronger sense of community, thereby shaping the future.**

**Affirmative Action Policy Statement:** It is the policy and practice of the Village of Tinley Park to provide equal opportunity to all employees and applicants for employment without regard to age, sex, pregnancy, race, color, religion, national origin, marital status, physical or mental disability, sexual orientation or status as a veteran. Efforts shall be taken to ensure the implementation of this policy in all areas of Village employment. This policy includes:

1. Recruitment, advertising or solicitation for employment.
2. Selection, placement, upgrading, transfer, promotion or demotion.
3. Rates of pay or other forms of compensation.
4. Selection for training.
5. Layoff or termination.
6. Terms and conditions of employment.
7. All other aspects of personnel administration.

**Statement of Purpose:** This Equal Employment Opportunity and Affirmative Action ("EEO-AA") program is designed to ensure against practices of discrimination based on age, sex, pregnancy, race color, religion, national origin, marital status, physical or mental disability, sexual orientation or status as a veteran, and is designed to accomplish a positive, continuing equal opportunity program for all employees and applicants for employment. Equal employment opportunity reflects the Village's goal to have a fully integrated work force.

This EEO-AA policy means that:

- Everyone is encouraged to apply for jobs, seek further training, compete for promotions, and will be afforded equal opportunity for development and advancement.
- Competition among individuals for a specific job, training opportunity or promotion will be based on qualifications and demonstrated ability.
- Supervisors at all levels will insure that all actions affecting employees and job applicants will be accomplished within equal employment opportunity guidelines.

**Village of Tinley Park EEO-AA Program:** The Village of Tinley Park EEO-AA program is compliant with C.F.R. Subsection 42.304 and maintains the following:

- (a) A job classification table is attached hereto and clearly indicates for each job classification or assignment the number of employees within each respective job category classified by race, sex and national origin (Hispanic, Asian or Pacific Islander and American Indian or Alaskan Native). Such information is readily available from the Village's Eden's software system .
- (b) The number of disciplinary actions taken against employees by race, sex and national origin within the preceding fiscal year, the number of types of sanctions imposed (suspension

**(EEO continued)**

- (c) indefinitely, suspension for a term, loss of pay, written reprimand, oral reprimand) against individuals by race, sex and national origin and is attached hereto.
- (d) The number of individuals by race, sex and national origin (if available) applying for employment within the preceding fiscal year and the number by race, sex and national origin (if available) of those applicants who were offered employment and those who were actually hired is attached hereto.
- (e) The number of employees in each job category by race, sex and national origin who made application for promotion or transfer within the preceding fiscal year and the number in each job category by race, sex and national origin who were promoted or transferred is attached hereto.
- (f) The number of employees by race, sex, and national origin who were terminated within the preceding fiscal year, identifying by race, sex and national origin which were voluntary and involuntary terminations is attached hereto.
- (g) Available community and area labor characteristics within the relevant geographical area including total population, workforce and existing unemployment by race, sex, and national origin is attached hereto.
- (h) The Village's Recruitment and Hiring policy, setting forth the Village's existing employment policies and practices as defined in Subsection 42.202 (c), is attached hereto. The majority of full time positions are covered by Labor agreements. The procedure for filling vacancies, promotional or otherwise, is dictated by contract language for most positions. This process is fairly and consistently applied.
- (i) The Village Plans to distribute its EEO-AA program to all personnel, applicants and the general public as follows:
  - All current personnel will be notified of the existence of the Village's EEO-AA program via written memorandum. The EEO-AA program will be accessible on the Village internal Human Resources web page, intranet.
  - All applicants will be informed of the existence of the Village's EEO-AA program via written acknowledgement letter, indicating the location that applicants can view the program, specifically the Village's website, [www.tinleypark.org](http://www.tinleypark.org)
  - The general public will be informed of the existence of the Village's EEO-AA program via notice within municipal buildings indicating the location that the general public can view the program, specifically the Village's website, [www.tinleypark.org](http://www.tinleypark.org).
- (j) Pursuant to revised order No. 4 of the Office of Federal Contract Compliance, U.S. Department of Labor, the specific personnel to implement and maintain adherence to the equal employment opportunity program for the Village of Tinley Park are as follows:

**The Village Manger shall**

- Lend the full support of his/her office to achieve equal employment opportunity in the Village of Tinley Park.
- Appoint an EEO-AA Officer for the Village of Tinley Park. The current EEO-AA Office for the Village of Tinley Park is the Human Resources Director.
- Direct the formulation, implementation and evaluation of the Village's affirmative action program.

(EEO continued)

**Department Heads shall:**

- Provide program support and take all positive steps needed to assure and advance equal employment opportunity.
- Assure that all persons are treated fairly and given equal opportunity in selection, training, promotion, performance evaluations, work assignments, classification and compensation, assignments of overtime and additional duties, and all other terms and conditions of employment, as applicable.
- Assure that grievance procedures are strictly adhered to without retaliation or reprisals against any person filing a discrimination complaint, or against any person giving testimony or aiding in the resolution of a complaint.

**All Supervisors shall:**

- Assure equal employment opportunity in all aspects and conditions of employment.

**All Employees shall:**

- Respond promptly to all requests by the EEO-AA Officer, Supervisors and Department Heads for information and access to data and records for the purpose of enabling the officer to carry out responsibilities.

**The Human Resources Director shall:**

- Ensure that equal employment opportunity policies are vigorously carried out at all levels including Civil Service Commission recruitment, testing and selection.
- Have responsibility for developing, implementing and evaluating the Village's EEO-AA plan.
- Investigate any complaint of discrimination, and if necessary institute procedures to correct such discrimination.
- Periodically review the Village of Tinley Park's EEO-AA plan and initiate and establish as necessary, changes to assure that the Program does not fulfill the Village's obligation to establish a workable EEO-AA plan.
- Work with available local community agencies to ensure that minorities and females are aware of job openings and are submitting applications. All advertisements for job openings display the Village's commitment to equal employment opportunity by utilizing EEO/AA.
- Ensure that the entire recruiting process is carried out without bias, including advertising, review of applications, interviewing and selection.
- Ensure that a copy of the Village of Tinley Park's EEO-AA Plan is provided to each employee upon hire and is maintained by each Village department.
- Ensure that Village bulletin boards display Federal and State posters.

**Application:** The EEO-AA program applies to all Village job applicants and employees of the Village of Tinley Park. This program is effective on the date executed and shall continue in effect until a revised plan is issued.

**Procedures:** The Human Resources Department, Department Heads and Supervisors will take positive steps to ensure that this plan is complied with in all terms, conditions, and privileges of employment. The following policy statements are intended to be guides for the Human Resources Department and Department Heads in assuring non-discrimination in all terms, conditions and privileges of employment.

**1. Employment of persons without regard to race or color:**

It shall be an unfair or discriminatory practice to fail to or refuse to hire, to discharge an employee, or to accord adverse or unequal treatment to any person or employee with respect to application, hiring, training, apprenticeship, tenure, promotion, upgrading, compensation, layoff, or any term or condition of employment because of race or color.

(EEO continued)

**2. Employment of persons without regard to religion or creed.**

It shall be an unfair or discriminatory practice to fail or refuse to hire, to discharge an employee, or to accord adverse or unequal treatment to any person or employee with respect to application, hiring, training, apprenticeship, tenure, promotion, upgrading, compensation, layoff, or any term or condition of employment because of religion or creed. The duty to not discriminate because of religion or creed includes an obligation on the part of the Village to make reasonable accommodations to the religious needs of employees where such accommodations can be made without undue hardship to the Village's operations.

**3. Employment of persons without regard to sex.**

It shall be an unfair or discriminatory practice to fail or refuse to hire, to discharge an employee, or to accord adverse or unequal treatment to any person or employee with respect to application, hiring, training, apprenticeship, tenure, promotion, upgrading, compensation, layoff, or any term or condition of employment because of sex, including pregnancy and medical conditions which result from pregnancy. The duty to not discriminate because of pregnancy shall include, in accordance with Illinois State Law, allowing an individual to work so long as she is physically able to do her job; the entitlement to leave for the period that she is physically disabled; the holding of her job or making a comparable job available upon return to work; and, in all other ways, treating pregnancy the same as any other temporary physical disability. The duty shall also include allowing leave for pregnancy in accordance with the Family and Medical Leave Act of August 5, 1993. The principle of non-discrimination requires that individuals be considered on the basis of job related qualifications. The Village may hire

**4. Employment of persons without regard to national origin.**

It shall be an unfair or discriminatory practice to fail or refuse to hire, to discharge an employee, or to accord adverse or unequal treatment to any person or employee with respect to application, hiring, training, apprenticeship, tenure, promotion, upgrading, compensation, layoff, or any term or condition of employment because of national origin or ancestry.

Unfair or discriminatory employment practices with regard to national origin or ancestry include: requirements that applicants and employees read, write, and/or speak English where English language skill is not a requirement of the work to be performed; denial of equal opportunity because of membership in lawful organizations identified with or seeking to promote the interests of national groups; denial of equal opportunity to persons married to or associated with persons of a specific national origin or ancestry; denial of equal opportunity because of attendance at schools or churches commonly utilized by persons of a given national origin or ancestry.

**5. Employment of persons without regard to disability:**

Refusal to hire disabled individuals due to assumptions regarding the physical or mental limitation of individuals' specific disabilities is discriminatory. No otherwise qualified disabled individual with a physical or mental disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, be excluded from employment in, or be subjected to discrimination under any program or activity of the Village of Tinley Park. For these purposes, the term "disabled individual" means any person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment.

Applicants for employment who need special accommodation to apply or test for a position should seek accommodation from the Human Resources Department. Upon review and determination of the request, the applicant will be notified of approval or denial.

(EEO continued)

Department Heads shall cooperate with the Human Resources Department in assessing the ability of disabled job applicants and employees, who are otherwise qualified, to perform the duties of the position.

**6. Employment of persons without regard to age:**

Discrimination on the basis of age is prohibited except where specific age requirements constitute demonstrated and bona fide occupational qualifications necessary for effective work performance.

**Recruitment:** Village bulletin boards shall prominently display "Equal Employment Opportunity" posters. The Human Resources Department and Civil Service Commission shall advertise all job vacancies in such a manner that prospective applicants are aware that recruitment is taking place. The Human Resources Department and Department Heads shall assure that the evaluation of applicants takes into consideration only job related criteria. All selection instruments, including written performance, or oral tests, education and experience ratings, personal interviews, application forms and reference checks, must be designed to assure equal opportunity. All recruiting literature shall meet the standards listed below:

- Emphasis is placed on the Village of Tinley Park as an equal opportunity employer.
- Language or photographs do not imply inequality between the sexes.

**Job Structuring and Upward Mobility:** All departments shall insure that job classifications utilized do not include factors that discriminate against any one group or class of persons in favor of another group or class of persons. Job specifications shall be reviewed and evaluated periodically, and revised as needed, to assure that hiring requirements are related. Employees shall be assisted in developing their careers to the fullest extent feasible for the department concerned. Employees should be given as much assistance as possible in the form of counseling, job coaching, and training from his or her supervisor, fellow employees, and the Human Resources Department.

**Promotions:** Affirmative action in the recruitment and placement of employees depends on the qualifications and experience. Promotions to vacant positions shall be filled through normal recruiting procedures.

**Education and Training:** Managers shall assure that all training is provided on an impartial basis to all levels of employees. Available training programs will be advertised in such a manner that employees are aware that training is available. All managers and supervisors shall receive training which will make them aware of equal employment opportunity guidelines and their responsibilities under the various laws and executive orders.

**Discrimination Complaint Appeal Procedures for Employee:** Should an employee feel that an action causes discrimination on the basis of age, sex, pregnancy, race, color, religion, national origin, marital status physical or mental disability, sexual orientation or status as a veteran, the employee may:

1. Employee initiates grievance procedure within time limits established in Personnel Policy Manual or Collective Bargaining Agreements on grounds of discrimination. First step is to discuss action(s) with immediate supervisor. Village or Collective Bargaining Agreement grievance procedures are followed through to final step within time limits established for each phase of the procedure.

**(EEO continued)**

2. If an employee is not satisfied with internal Village procedures, a complaint may be filed with:

Illinois Department of Human Rights  
Chicago – 312-814-6200  
James R. Thompson Center  
100 West Randolph – Ste 10-100  
Chicago, IL 60601

Or

Illinois Human Rights Commission  
312/814-6269  
James R. Thompson Center  
100 West Randolph – Ste 5-100  
Chicago, IL 60601

**Discrimination Complaint Appeal Procedures for Job Applicants:** If a job applicant is not satisfied with results of recruitment process; a complaint may be filed with the Village Manager. If Applicant is not satisfied with Internal Village procedures; a complaint may be filed with:

Illinois Department of Human Rights  
Chicago – 312-814-6200  
James R. Thompson Center  
100 West Randolph – Ste 10-100  
Chicago, IL 60601

or

Illinois Human Rights Commission  
312/814-6269  
James R. Thompson Center  
100 West Randolph – Ste 5-100  
Chicago, IL 60601

**EFFECTIVE DATE: September 22, 2010**

**Recordkeeping and Certification:** This program and all records used in preparation shall be kept on file and retained by each recipient covered by these guidelines for subsequent audit and or review by responsible personnel.

I, Scott Niehaus, certify that the Village of Tinley Park has formulated an annual EEO-AA program in accordance with 28 CFR 42.301, et. seq., subpart E, and that it is on file in the Office of the Department of Human Resources – Office of Risk Management located at the Village Hall, 16250 Oak Park Avenue, Tinley Park, Illinois, for review an audit by officials of the cognizant State planning agency as required by relevant laws and regulations.

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Scott R. Niehaus, Village Manager

Date:

September 22, 2010  
November 6, 2010  
October 23, 2013

(EEO continued)

**Attachment:**

- (a) A job classification table is attached hereto and clearly indicates for each job classification or assignment the number of employees within each respective job category classified by race, sex and national origin (Hispanic, Asian or Pacific Islander and American Indian or Alaskan Native). Such information is readily available from the Village's Eden's software system.
- (b) The number of disciplinary actions taken against employees by race, sex and national origin within the preceding fiscal year, the number of types of sanctions imposed (suspension indefinitely, suspension for a term, loss of pay, written reprimand, oral reprimand) against individuals by race, sex and national origin.

<b>Discipline</b>	<b>Race</b>	<b>Sex</b>	<b>National Origin</b>
<b>Oral Warning</b>			
<b>Written Warning</b>			
<b>Suspension</b>			
<b>Loss of pay</b>			
<b>Termination</b>			

- (c) The number of individuals by race, sex and national origin (if available) applying for employment within the preceding fiscal year and the number by race, sex and national origin (if available) of those applicants who were offered employment and those who were actually hired.

<b>Applicants</b>	<b>Race</b>	<b>Sex</b>	<b>National Origin</b>
<b>Total Unsolicited</b>			
<b>Interviewed</b>			
<b>Hired</b>			

- (d) The number of employees in each job category by race, sex and national origin who made application for promotion or transfer within the preceding fiscal year and the number in each job category by race, sex and national origin who were promoted or transferred.

<b>Employees</b>	<b>Race</b>	<b>Sex</b>	<b>National Origin</b>
<b>Total Applied</b>			
<b>Promoted</b>			
<b>Transferred</b>			

- (e) The number of employees by race, sex, and national origin who were terminated within the preceding fiscal year, identifying by race, sex and national origin which were voluntary and involuntary terminations.

<b>Employees</b>	<b>Race</b>	<b>Sex</b>	<b>National Origin</b>
<b>Total Terminated</b>			
<b>Voluntary</b>			
<b>Involuntary</b>			

- (f) Available community and area labor characteristics within the relevant geographical area including total population, workforce and existing unemployment by race, sex and national origin.

## **Employee Rewards & Recognition Policy**

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**PURPOSE:** The Village's Rewards & Recognition Policy is designed to encourage employees to make a performance difference either individually or through teams. The policy recognizes achievements or accomplishments that contribute to the overall objectives of the Village. This policy is applicable to all full time and part time employees.

**OBJECTIVES:** The objectives of the Village of Tinley Park's Rewards and Recognition Policy are:

- to recognize and promote positive behaviors that support Village goals and objectives;
- to provide timely recognition to employees either as planned or immediate recognition;
- to provide both individual and team recognition;
- to improve employee productivity and quality of work and
- to improve customer service.

**RECOGNITION:** To ensure fair and consistent application within the Village, a set of rewards and recognition programs has been developed. These programs are described below. They are typical of recognition programs identified as best practices in the public sector and include both planned and immediate employee recognition programs.

**PLANNED EMPLOYEE RECOGNITION:** This approach is characterized by pre-arranged, more frequently scheduled ways of acknowledging contributions and accomplishments of an individual or a team. Examples include rewards and recognition for:

- Attendance
- Safety
- Customer Service
- Public Service
- Productivity
- Outstanding Achievement

**IMMEDIATE EMPLOYEE RECOGNITION:** This approach provides employee rewards and recognition at any time for demonstration of behavior and values of the Village, contributions to the goals and objectives of the organization and to acknowledge individual or team accomplishments. Examples include rewards and recognition for:

- Teamwork
- Project completion
- Suggesting a new practice or procedure
- Exemplary effort
- Employee appreciation

**LEVELS OF RECOGNITION:** The Village's program has three levels of rewards and recognition:

**1<sup>st</sup> Level:** This is the first level of award to recognize a superb job on a project, task or activity including outstanding support of day to day business operations, or for suggestions leading to the improvement of a work process, work flow or customer service.

- Written memo of commendation from Departmental head, copies to the Mayor, Village Board, Village Manager, Assistant Village Manager and Human Resources Director.

**2<sup>nd</sup> Level:** This is the second level of award intended to recognize sustained outstanding achievement and/or contribution above and beyond standard job requirements or to recognize suggestions leading to improvements in the work process, work flow, or in customer service.

- Written memo of commendation from Departmental head, copies to the Mayor, Village Board, Village Manager, Assistant Village Manager and Human Resources Director, and
- Departmental recognition/gift.



**(EMPLOYEE REWARDS continued)**

**3<sup>rd</sup> Level:** This is the third and highest level of award that may be given to an individual or team to recognize a major extraordinary achievement and/or extraordinary contribution requiring maximum effort that significantly impacted customer service and productivity that is not likely to repeat itself.

- Written memo of commendation from Departmental head, copies to the Mayor, Village Board, Village Manager, Assistant Village Manager and Human Resources Director;
- Departmental recognition/gift; and
- Recognition by the Mayor and Trustees at a Village Board Meeting.

**MANAGEMENT RESPONSIBILITY:** Each Department Head will determine how the policy is to be administered within their respective areas. An **Employee Nomination Form** may be submitted to the appropriate Department Head for review and approval. Nomination forms are available at each Village Department. Each Department Head is responsible for indicating and approving the appropriate recognition level and forwarding the forms to the Human Resources Department. On receipt of completed nomination forms, the Human Resources Department will take the appropriate action.

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February 5, 2008  
October 23, 2013

## **Family and Medical Leave (FMLA)**

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**POLICY:** Eligible employees may take up to a total of 12 work weeks of leave during the designated 12 month period for any one or more of the following reasons:

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

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

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

An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a single 12-month period to care for the service member, provided such leave shall only be available during a single 12-month period, and during this single 12-month period the eligible employee shall only be entitled to a combined total of 26 workweeks of leave, inclusive of any other entitled leave.

On October 28, 2009, the President signed the National Defense Authorization Act for Fiscal Year 2010 (2010 NDAA), Public Law 111-84. Section 565 of the 2010 NDAA amends the military family leave entitlements of the Family and Medical Leave Act (FMLA). These amendments expand coverage for "qualifying exigency" leave to eligible employees with covered family members in the Regular Armed Forces and coverage for "military caregiver leave" to eligible employees who are the spouse, son, daughter, parent, or next of kin of certain veterans with a "serious injury or illness". On December 21, 2009, the President signed the Airline Flight Crew Technical Corrections Act, Public Law 111-119, which modifies the FMLA eligibility requirements for flight crew members.

New final regulations under the Genetic Information Nondiscrimination Act (GINA) require employers who seek medical certifications in support of leave or accommodation requests - including FMLA leave - to provide new disclosures or risk violating GINA. GINA was signed into law by President Bush in May 2008 and took effect on November 21, 2009. Title II of the Act is purportedly designed to prevent the misuse of certain genetic information for employment purposes. Title II prohibits discrimination and harassment based upon genetic information, bars employers from acquiring genetic information except in certain narrow circumstances, and requires employers to keep any genetic information they may have confidential

**(FMLA continued)**

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

1. Inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care; or
2. Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
  - i) a period of incapacity of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves:
    - a. treatment two or more times by a health care provider, or
    - b. treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
  - ii) any period of incapacity due to pregnancy or prenatal care;
  - iii) any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
  - iv) a period of incapacity which is permanent or long-term due to a condition which treatment may not be effective;
  - v) any period of absence to receive multiple treatments by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar without medical intervention or treatment.

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

Family or medical leave may be taken intermittently or on a reduced leave schedule when medically necessary. Leave may not be taken intermittently or on a reduced leave schedule because of the birth or placement of a child for adoption or foster care, unless the mother or the child has a serious health condition. Leave may not be taken in increments of less than one hour. Employees needing intermittent leave or leave on a reduced leave schedule must attempt to schedule the leave so as not to disrupt the operations of the Village of Tinley Park. Certification of the medical necessity of intermittent leave or leave on a reduced leave schedule may be required.

In any instance where the necessity for leave arises from any qualifying exigency due to a spouse, son, daughter, or parent of the employee being on active duty in the Armed Forces is foreseeable, whether because the spouse, son, daughter or parent is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide such notice to the Village of Tinley Park as is reasonable and practicable.

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

**(FMLA continued)**

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

- A. The continuation, reoccurrence or onset of a serious health condition of the employee or the employee's immediate family member which would otherwise entitle the employee to leave under this policy; or
- B. Other circumstances beyond the control of the employee.

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

Requests for family or medical leave or for extensions of such leave must be substantiated by medical certification. Employees on family and medical leave shall report their status and intent to return to work to their immediate supervisor at least once every two weeks.

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

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

Vacation and sick days do not continue to accrue during family or medical leave. Holiday pay will be provided if the holiday falls within the period of the employee's substituted paid leave. Other- wise, no holiday pay will be paid during family or medical leave. Employees taking family or medical leave shall be restored to their previous position or to an equivalent position in accordance with the Family and Medical Leave Act, provided the employee would otherwise be employed at the conclusion of the leave if the employee had not taken the leave.

**Return from FMLA:** Employees taking family or medical leave shall be restored to their previous position or to an equivalent position in accordance with the Family and Medical Leave Act, provided the employee would otherwise be employed at the conclusion of the leave if the employee had not taken the leave.

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May 28, 2008  
September 30, 2010  
November 8, 2010  
October 23, 2013

## **Jury Duty Leave Policy**

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**Purpose:** The Village of Tinley Park encourages employees to fulfill their civic responsibilities by serving jury duty when required.

**Policy:** An employee called to serve on a jury may be granted leave with full pay for the duration of the period for which called and for a period not to exceed 14 days, unless released earlier, without charge against vacation or personal time. All regular full time employees qualify for paid jury duty leave.

Compensation for jury duty will be calculated on the employee's base rate times the number of hours the employee would otherwise have worked on the day of absence excluding overtime.

**The employee called to jury duty may keep whatever compensation is awarded by the court for such service.**

**Procedures:** Upon notification by the court of jury duty, the employee should inform his/her supervisor by presenting a copy of the notification. Employees should give the Village reasonable notice of the need for jury leave by delivering a copy of the notification to the Village as soon as possible after receipt. After the jury duty has been served, the employee is obliged, as evidence of his or her attendance, to submit to the Village a copy of the compensation check awarded by the courts.

An employee will be granted leave with pay for jury duty only when he or she is required to serve on a regularly scheduled work day. An employee will not be compensated for jury duty when he is required to serve on a nonscheduled workday. Additionally, an employee may not be denied time off for jury duty because he or she works nights, that is, the Village may not require a night shift worker to work the night shift while on jury duty during the day.

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October 25, 2007  
October 19, 2010  
November 6, 2010  
October 23, 2013

## **Media Communication Policy**

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**PURPOSE:** The Village of Tinley Park shall at all times provide accurate, timely and appropriate information to media representatives requesting information regarding Village matters, policies, operations and services.

**POLICY:** The purpose of this policy is to establish guidelines for communication between Village employees and media representatives requesting information concerning Village issues, policies, operations and services.

**PROCEDURE:** The Mayor and members of the Village Board shall be the principal spokespersons of the Village on all official dealings of the Village. If they are not readily available, the Village Manager or his/her authorized designee shall be the principal spokesperson on official actions of the Village.

- 1) General media inquiries should always be directed to a Department Head or the Village Manager's Office. Department Heads may designate other individuals to interact with the media as needed.
- 2) Village employees should provide readily available public information to the media when requested. This includes public meeting dates, meeting locations, agenda materials, Village ordinances and other information as prepared for public distribution.
- 3) Village employees shall direct any requests that involve matters of policy, controversial issues or other public information that is not readily available to their Department Head or the Village Manager's Office.
- 4) Village employees should be mindful that they are perceived to be acting on behalf of the Village. Therefore, employees shall always behave professionally and courteously, staying focused on the message they need to convey, while avoiding extraneous commentary, speculation, or the drawing of conclusions with incomplete information.
- 5) Department Heads and their designees, except when on the scene of an emergency, shall consult with the Village Manager's Office before agreeing to be interviewed by radio or television media.
- 6) Employees, as representatives of the Village, should work toward the presentation of Village issues in a positive manner.
- 7) Confidential information of the Village shall not be disclosed to the media.
- 8) Employees shall not extend preferential treatment to any representative of the media.
- 9) All Freedom of Information Act requests shall be completed in accordance with State laws and Village policies.
- 10) For informational purposes, copies of news releases shall be sent to all members of the Village Board prior to release to the press.

**COMMUNICATION METHOD:** The media shall be informed of Village happenings through the following communication outlets:

- News Releases (see attached standardized release form)
- The Exchange publication
- Public Access Cable Channel 4
- Village Web Site
- Public Information Areas at the Village Hall and other public buildings

**(MEDIA COMMUNICATION continued)**

All news releases, with the exception of routine crime beat reporting issued by the Police Department or other routine departmental information, need approval of the Department Head, the Village Manager's Office and/or the Mayor's Office before distribution. The Village Manager shall be consulted before any department seeks to hold a news conference.

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February 5, 2008  
Updated October 19, 2010  
October 23, 2013

## **Modified Duty Program and Policy**

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**Purpose:** The Early Return to Work ("Modified Duty") Program Policy addresses the type of work that, in accordance with written medical authorization, can be performed with only a minimum of physical exertion without risk to the recuperation process and without potential harm to others. During the period of time proscribed by the physician, work assignments are made for a temporary duration. Assignments may include work within the employee's normal duties handled by another position within the department, duties in another department or a combination thereof.

**Philosophy of the Program:** Modified Duty programs have been shown to be valuable in the rehabilitation of injured employees and can potentially reduce worker's compensation costs. Such a program can speed recovery, accelerate the return to normal duties and allow an employee to maintain basic skills or learn new skills during recovery. Modified Duty programs allow for continued social contact with fellow employees and income maintenance during the disability period. These programs are credited for improving employee morale and increasing productivity during the proscribed duration. In a strictly medical sense, Modified Duty Program Policy can help protect the employee from re-injury and make it easier to comply with medical restrictions.

**Policy:** The Village may, in its discretion, assign injured employees to modified duty consistent with verified work restrictions. Cases are reviewed on an individual basis.

- Modified Duty work assignments shall not exceed ninety (90) calendar days, but may be terminated prior to that time limit.
- Modified Duty may be denied when the employee has no reasonable expectation of returning to regular duty within ninety (90) days, and shall not exceed twelve (12) months in any thirty-six (36) consecutive months' period of time.
- Extensions of Modified Duty assignments may be granted if, as determined by the Village Manager, such an extension would be in the best interest of the employee and the Village.

Contact the Director of Human Resources for more information regarding this program.

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February 15, 2008  
October 19, 2010  
November 8, 2010  
October 23, 2013



## **Progressive Discipline Policy**

Village employees represent the Village and are expected to comply with reasonable standards of job performance including personal and professional conduct. Failure or refusal to meet these standards shall justify reason for disciplinary action. This policy will be followed unless superseded by negotiated contract or the rules and regulations of the Civil Service Commission of the Village of Tinley Park.

**PURPOSE:** The purpose of this policy is to provide a uniform and consistent approach to employee discipline and establish guidelines for management actions designed to correct the conduct or performance of employees who:

- (1) Fail to meet established standards, or
- (2) Have engaged in unacceptable behavior.

In the United States, employment is generally considered to be "at will," in the absence of a contract between the employer and the employee or in the absence of a collective bargaining between a union and an employer. At-will employment generally means that either an employer or an employee may end the employment at any time for most any reason. In other words, no "good cause" is required to fire an at-will employee.

Relevant factors in determining discipline will be based on individual circumstances and will normally include:

- the nature and seriousness of the offense and its relation to the employee's duties, position, and responsibilities, including whether the offense was intentional or technical or inadvertent, or was committed maliciously or for gain, or was frequently repeated;
- the employee's job level and type of employment, including supervisory or fiduciary role, contacts with the public, and prominence of the position;
- the employee's past disciplinary record;
- the employee's past work record, including length of service, performance on the job, ability to get along with fellow workers, and dependability;
- the effect of the offense upon the employee's ability to perform at a satisfactory level and its effect upon supervisors' confidence in the employee's ability to perform assigned duties;
- consistency of the penalty with those imposed upon other employees for the same or similar offenses;
- the notoriety of the offense or its impact upon the reputation of the Village.

**PROCEDURE:** The Village employs a three-pronged, progressive discipline policy that encompasses the following:

1. Verbal warning/informal counseling with action items: the Department Head or his designee shall inform the employee promptly and specifically of such infractions. Then, the Department Head or his designee will provide corrective actions steps to be met by the employee within a reasonable period of time. If no improvement is made, then
2. Written "Employee Warning Report" form is completed, detailing the infraction and outlining action items that must be met by the employee within a time frame determined by the Department Head or his designee. If no improvement is made, then
3. Demotion, Suspension or Termination of employment is recommended and carried forth. The Department Head or his designee with the Village Manager and Human Resources Director's approval may reassign an employee with or without reduction in pay.

**(PROGRESSIVE DISCIPLINE continued)**

- The Department Head or his designee may, with the Village Manager and Human Resources Director' approval, suspend the employee with or without pay. The employee shall be given written notice outlining the reasons for suspension, effective date(s) and further action necessary. A copy shall be forwarded to the Human Resources Dept. for the employee's personnel file.
- The Department Head or his designee may recommend, in a written memorandum, that an employee be terminated from employment with the Village of Tinley Park. The termination memorandum must provide clear, specific and detailed justification for the action. The Village Manager and the Human Resources Director must approve all terminations. A copy of the termination memorandum will become part of the employee's personnel file.
- ***Some cases may warrant serious disciplinary action, including termination without following every step of this process. Each case will be evaluated on its own individual merit.***

**Reasons for Disciplinary action, suspension and/or termination include, but are not limited to:**

1. Failure to comply with or violation of any or all of the Village Policies, ordinances, and/or departmental policies;
2. Failure to meet prescribed standards of work, conduct and ethics to the extent that makes the employee unsuitable for employment in the Village services including lack of care and/or disregard for Village property or co-worker's safety;
3. Incompetence, inefficiency or negligence in the performance of duty;
4. Waste, damage, destruction, theft, unauthorized or improper use of any Village property;
5. Insubordination ;
6. Conviction of a felony or any misdemeanor involving moral turpitude;
7. Unacceptable attendance record or habitual tardiness;
8. Absence without supervisor's approval; and or job abandonment of position for three (3) consecutive work days, without notification;
9. Acceptance of any valuable consideration from any party other than the Village, for the performance or non-performance of job duties;
10. Knowingly omitting or failing to provide truthful and relevant information on application or during application process;
11. Falsification or deception of records for personal advantage;
12. Inability to get along with fellow employees so that work quality or quantity is adversely affected including discourtesy, offensive or abusive conduct either through attitude, language or actions to the public or to co-workers while on duty;
13. Failure to follow one's Department Head or Supervisor's instructions;
14. Failure to report on the job accidents or injuries;

**(PROGRESSIVE DISCIPLINE continued)**

15. Failure to comply with set Safety Standards and governing Illinois Law while driving municipal vehicles.
16. Inability to perform job duties because of physical or mental impairments that cannot be reasonably accommodated;
17. Unacceptable conduct occurring during or after regular scheduled working hours if such conduct affects the employee's ability to work for the Village or if it places the Village reputation in a negatively viewed position.
18. Failure or refusal to comply with the requirements of this Personal Policy/Manual.

The employee will be notified in writing of any proposed action. The employee may appeal this proposed action to the Village Manager.

**APPEAL PROCESS:** Any regular full-time and part-time employee who is not serving in the probationary period of employment may file an appeal to grieve a disciplinary action that has been taken against him/her by following the grievance procedure set forth herein. An employee serving in the probationary period of employment may not file an appeal to grieve a disciplinary action that has been taken against him/her by following the grievance procedure set forth herein.

**GRIEVANCE PROCESS:** Any inquiry, complaint, dissatisfaction or grievance of any sort by an employee must be:

- (1) Discussed with the employee's immediate supervisor. If the grievance cannot be settled at this level, then the employee may lodge a formal written complaint with the Department Head.
- (2) If the grievance still cannot be settled, then the employee may lodge a formal written complaint with the Department of Human Resources - Office of Risk Management.
- (3) If the grievance still cannot be settled, then the employee may lodge a formal written complaint with the Village Manager or designee. The decision of the Village Manager will be final.

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October 26, 2007  
September 30, 2010  
November 8, 2010  
October 23, 2013

## **Recruitment and Hiring Policy**

It is the policy of the Village of Tinley Park to recruit and hire employees based on the knowledge, skill and experience required for the position as described in an approved job description. As an equal opportunity employer the Village attempts to abide by all applicable provisions of federal, state and local law. The Village of Tinley Park does not discriminate in its employment policies and practices on the basis of race, color, religion, national origin or ancestry, sex, age, marital status, physical or mental handicap/disability or any other classification protected by applicable law.

To initiate the recruitment process, a properly completed and approved Employment Requisition must be forwarded to the Human Resources Department by the Department Head. No recruitment activity may take place until the Employment Requisition is approved by the Village Manager.

The **Human Resources Department** has the **sole authority** for the following:

- Job Posting
- Recruitment & advertising
- Determining interview and selection process in collaboration with department heads.
- Making offers of employment with salaries approved according to Village of Tinley Park compensation policies and practices
- Arranging starting dates for employment, promotion and transfer
- Authorizing background investigations and/or pre-employment physicals

The **Department Head** or his/her designee has the **responsibility** for initiating appropriate recruitment activities such as:

- Accurately describing work accountabilities and requirements in a job description
- Approving Employment requisition and submitting to the Human Resources Department
- Following practices for interviewing and selection, consistent with applicable law and regulations regarding employment
- Selecting a candidate to fill the open position

### **Job Posting**

All open positions will be posted for a minimum of five working days by the Human Resources Department. In instances when a position will be filled by promotion or transfer within the department, the Village posting may be waived with the approval of the Village Manager. In conjunction with the job posting procedure, external advertising of the position may also occur.

### **Promotion or Transfer**

The Village of Tinley Park encourages employees to consider promotional opportunities and transfers based on their interest in developing their careers. Interested employees should review job postings for these opportunities and contact the Human Resources Department. To be eligible for promotion or transfer employees must be in good standing and in their current position for a minimum of six months.

### **Employment of Relatives**

Department Heads, Managers or Supervisors should neither initiate nor cause the hire of an employee who is their relative. An employee may not be hired, promoted or transferred into a position which would result in his/her being directly or indirectly supervised by a relative. Should direct or indirect supervision of a relative result from marriage, action will take place to transfer one of the employees within a six month period after the supervisory relationship is established.

Family members include parent, mother-in-law, father-in-law, spouse, son daughter, brother, sister, aunt uncle, niece, nephew, grandparent or grandchild.

**(RECRUITMENT AND HIRING continued)**

**Contacts**

- Contact the HR Director for Risk Management, retirement, staffing tables and all other issues pertaining to the administration of Human Resources.
- Contact the HR Assistant for legal matters, Risk Management, recruitment, orientation, Village policies, forms, employee benefits and payroll administration.

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February 15, 2008

## **Tobacco Usage/No Smoking Policy**

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**PURPOSE:** The Village of Tinley Park has adopted a policy on the designation of tobacco permitted areas. This policy prohibits tobacco usage in any form in all buildings owned or leased by the Village and in all Village-owned or leased vehicles.

**POLICY:** Tobacco usage is defined as the carrying and/or inhaling of a lighted cigarette, cigar, pipe and the chewing or any other form of tobacco. Village owned or leased buildings are defined as and include all meeting rooms, computer operations rooms, offices, stairwells, hallways, elevators, public or reception areas, restrooms, corridors, and other common-access areas. Tobacco usage is also specifically prohibited in eating facilities and in all areas where a safety hazard exists including, but not limited to storage and hazardous materials handling areas, as follows:

**A. Buildings:** No-smoking signs shall be posted:

- at the entrances to all Village owned or leased building
- in any common use area including stairwells, hallways, elevators, and public or reception areas
- in any eating facility contained in a Village owned or leased building
- in any area where hazardous materials are handled or stored
- in any room in which a public meeting may be held.

**B. Vehicles:** All forms of tobacco use are strictly prohibited in Village-owned or leased vehicles. Tobacco use is prohibited in Village pool vehicles (any shared use vehicle that typically may be driven by more than one Village employee at any given time would be considered a pool vehicle).

**C. Designated Tobacco Areas:** Staff and visitors who wish to use any form of tobacco may do so outside of Village owned or leased facilities where ash urns or other receptacles provided specifically for the disposal of tobacco paraphernalia exist, this includes the use of chewing tobacco. Disposal of paraphernalia associated with this form of tobacco must be done in the receptacles provided. Individuals must be at minimum, ten (10) feet from any facility entrance and an appropriate distance away from any other safety hazard or any area where hazardous materials are handled or stored. Tobacco users must properly dispose of tobacco use remains in ash urns or other receptacles provided specifically for disposal of tobacco paraphernalia. A trash receptacle is not considered an approved receptacle for tobacco materials other than wrappers and other cartons or containers used to store or carry tobacco materials, and unused and unlit tobacco materials.

**ENFORCEMENT:** It is the responsibility of all employees of the Village to adhere to this tobacco policy and to inform others of its contents. Complaints relating to the implementation and enforcement of this policy should be referred to the appropriate department head. If a resolution cannot be reached by the department/division head, the matter should be referred to the Human Resources Department. In addition to being charged with violating the tobacco usage policy, unresponsive individuals may also be charged with failure to comply with the reasonable request of their immediate supervisor and/or Human Resources Department.

Visitors must observe this tobacco usage policy. Department Heads, building coordinators, sponsors/hosts of Village events are responsible for visitors' compliance with the Village's tobacco usage policy. Visitors who use tobacco will be requested to extinguish the cigarette, cigar, pipe, etc. and will be informed of the policy. Refusal to do so will constitute a violation

of the policy and may result in removal from or denial or re-admittance to the building or event. All Village employees are expected to comply with this policy. If a Village employee is

observed using tobacco in a prohibited area, the employee may also be in violation of state law. Harassment by any employee who is in compliance with this policy will not be accepted.

Enforcement of this policy shall be in accordance with the disciplinary procedures as outlined in Village Personnel Manual.

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February 5, 2008

## **Travel and Conference Policy**

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**PURPOSE:** The purpose of this policy is to identify and provide guidelines regarding conference attendance and travel reimbursement procedures and to further delineate those valid business expenses for which public officials and employees of the Village may qualify for payment or reimbursement. This policy applies to employees and appointed and elected public officials of the Village of Tinley Park. Reference IRS Regulations, Organization, Finance and Management (1.32.1).

**POLICY:** It is the policy of the Village of Tinley Park to encourage the professional development of Village employees and public officials through attendance at meetings and conferences where such participation is determined to be in the best interests of the Village. Those employees and public officials who attend such meetings and conferences shall be reimbursed for all valid business expenses related to the attendance and participation at such meetings and conferences. Spouses, other family members or guests may attend these functions, but the attendance by such spouse, other family members or guests shall be at the expense of the employee or public officials.

It shall be understood that all subsistence rates, allowances and payments provided to Village employees and public officials through the implementation of this policy shall be paid when such employees or public officials are engaged in Village business and where the attendance or participation at meetings and conferences has been authorized in advance by the Village Manager.

Receipts, proof of payment documentation or certification in the case of lost or non-available receipts are required for all reimbursements. Such documentation shall be provided to the Finance Department on a timely basis.

If an employee/official wishes to have his/her spouse, other family members or guests accompany him/her, the employee/official shall advise the Village at the time the advanced travel request is made. The employee/official shall provide payment to the Village of any costs for the spouse, family members or guests which would need to be submitted in advance to the sponsors of the conference, seminar or meeting so that no obligation by the Village exists to provide such payment.

If an employee/official requests that travel arrangements be made by the Village, and payment is forwarded to the sponsor of the requested conference, seminar or meeting, or other travel arrangements are paid for by the Village, and that employee/official fails, without good cause to attend the conference, seminar or meeting, the employee/official shall reimburse the Village the amount paid by the Village.

**CONTROL OF TRAVEL:** A positive system for control over travel, reimbursable under this policy is hereby established by the Village, requiring the prior authorization or approval by the Village Manager or his designee. The Village Manager shall be informed of any employee travel requiring an overnight stay. Authorization of travel is to be exercised through the use of the current budget, or through other equally effective means.

The employee/official is required to request and retain itemized receipts for all expenses incurred during the period of travel. Itemized receipts from restaurants with a listing of each food and beverage selection are required, as well as itemized receipts from lodging establishments. Any other travel expenses incurred shall be supported by an itemized receipt, clearly indicating the nature of the expenditure. If an itemized receipt is not available from a given establishment, the employee/official shall advise the Village in writing of the unavailability of a detailed receipt. The employee/official will be reimbursed by the Village in the next regular Accounts Payable cycle. Employee Expense Reports may be audited by the Finance Department.



**(TRAVEL continued)**

If a question arises regarding the method of reimbursement to be allowed an employee/official under these travel regulations, the option to be selected shall be the option that is most advantageous and economical to the Village. The method selected is not to be influenced by the personal travel plans of the employee/official.

Employees/officials are to exercise prudent judgment in incurring travel expenses on official Village business. Expenses determined to be inappropriate by an employee's supervisor or the Village Manager will not be reimbursed or paid for by the Village.

Before approving any travel request involving reimbursement or payment of expenses by the Village, where the total distance (one way) is forty-five (45) miles or less, the Village Manager shall determine, in advance of the travel, whether it is more economical to reimburse the employee/official for subsistence and/or lodging, or require the employee/officials to return to Tinley Park.

**DEFINITIONS:** For purposes of this policy, the following definitions apply:

- In-State Travel - means travel within the State of Illinois.
- Out-of-State Travel - means travel anywhere outside the boundaries of the State of Illinois
- Village Employees - means all regular, temporary or seasonal employees of the Village of Tinley Park, whether full-time or part-time, and whether represented by a bargaining unit or not, including but not limited to the Village Manager, department heads, supervisory or management employees.
- Appointed Officials - means all members of the Village Board, commission or committees, who are not employees of the Village, but who have been appointed to represent the Village as a non-paid volunteer on such board, commission or committee.
- Elected Officials - means members of the Village Board holding current office, whether they have been elected to that position, or appointed to fill a vacant position on the Village Board.
- Conferences, Seminars, Meetings - refers to and includes any and all public, municipal and governmental gatherings, for municipal-political, educational and professional purposes, the attendance at which, by Village employee(s) and/or public official(s) would be beneficial to and in the best interests of the Village of Tinley Park.

**REIMBURSEMENT:** Reimbursement is to be for all authorized travel, subject to the restrictions provided herein, but shall not be made for expenses incurred at or between the Village of Tinley Park and the employee/official's home. Maximum reimbursement of transportation expenses via commercial carrier is to be no greater than coach class or its equivalent, provided that it shall be the responsibility of the employee/official to request of the transportation vendor a "government rate," if available, unless a lower rate for the same travel service is available. All exceptions are to be approved in advance by the Village Manager. If personal travel is combined with Village related business travel, the employee/official shall be responsible for paying the increase in airfare necessary to accommodate the personal part of the flight. The Village shall only pay the lowest available advance purchase coach class roundtrip airfare between O'Hare/Midway Airports and the Village related business destination(s). Such payment for personal travel shall accompany the Village's payment to the vendor for the air travel ticket.

**DIRECT PAYMENT TO VENDORS:** Any employee/official who requests a direct billing to the Village of Tinley Park must obtain advance approval from the Village Manager. Direct billings to the Village from vendors for expenses of individual in travel status are not to result in a cost to the Village in excess of what would be payable by way of reimbursement to the individuals involved.

**(TRAVEL continued)**

**MEALS AND LODGING:**

- Allowable overnight lodging expenses are intended to include the basic commercial lodging rate or the "government rate," if available, any applicable sales taxes and/or hotel/motel taxes, and any tip or gratuity. It shall be the responsibility of the employee/official to request of the lodging vendor a "government rate," if available, unless a lower rate for the same accommodations is available.
- Reimbursement for alcoholic beverage expenses is prohibited.
- Maximum meal allowances are intended to include the basic cost of a meal, any applicable sales tax, and any tip or gratuity not to exceed 20% of the total cost of the meal. Meal allowances shall not be reimbursed when meals are furnished to the employee/official as a part of the meeting, seminar or conference being attended. If some but not all of the meals are provided as part of the meeting, conference or seminar, the meal allowance reimbursement available to the employee/official shall be only available for the specific meals not included.
- Maximum meal allowances for employees and officials of the Village in connection with their Village related travel shall be reimbursed, upon providing the Village with a receipt for the meal(s), at the maximum daily total amount set forth as per current IRS Standards.
- This applies to travel that extends beyond one day in duration (i.e. overnight lodging is included). Single meal rates for meetings and seminars, where the meal is not provided as part of the meeting or seminar cost, shall be reimbursed at the single meal as per current IRS Standards.

If meal costs exceeds the allowances per IRS Standards, a receipt and a satisfactory explanation must be provided to the Village for each meal in excess of such amounts. If no receipt is available for a meal for which an employee/officials seeks reimbursement or for which the employee/official must otherwise provide an accounting, the employee/official shall provide a statement as to the cost of the meal and reasons for unavailability of a receipt. In any such case where a receipt is not provided, the maximum amount that the employee/official may be reimbursed would be the amount of the maximum single meal allowance set forth above.

For an employee/official to be eligible for meal allowances, the employee/official must be in travel status during the normal meal period(s). To receive reimbursement for breakfast, the employee/official must be in travel status before 7:00 A.M., and for lunch before Noon, and/or return after 1:00 P.M., except where a luncheon meeting is held. For dinner, the employee/official must be in travel status until after 6:00 P.M.

**REIMBURSABLE TRANSPORTATION EXPENSES:** Reimbursable transportation expenses include all necessary official travel on airlines, buses, private motor vehicles, and other usual means of conveyance. The mileage reimbursement rate available for employees/officials using their own vehicles while on Village related travel shall be the mileage reimbursement rate used by the Internal Revenue Service in effect at the time of the travel, or the cost of a reasonably

**(TRAVEL continued)**

attained, advance purchase coach class roundtrip airfare to the destination of the Village related travel, which is less.

**MULTIPLE ATTENDEES:** Reimbursement is to be payable only to the Village employee/official providing the vehicle used for the trip when two or more employees/officials are traveling in the same motor vehicle on the same trip. Carpooling is highly encouraged, whenever possible.

**MISCELLANEOUS TRAVEL EXPENSES:** Miscellaneous travel expenses essential to the transaction of official Village business are reimbursable to the employee/official. Reimbursable expenses include, but are not limited to:

- Taxi fares, motor vehicle rentals, parking fees, and ferry and bridge tolls. Under most circumstances, adequate ground transportation and shuttle services are available. These modes of transportation should be considered before renting a vehicle. For one person, a rental car is a very expensive mode of travel. As the number of persons sharing the ride increases, the more economical a rental car becomes. If there are no acceptable alternatives, motor vehicle rentals are reimbursable expenses with prior authorization by the Village Manager. Rental vehicles shall be used for official Village business only, and only employees and officials covered by the Village's insurance shall be authorized to drive any rented vehicle. Liability coverage through the Village's insurance carrier is in effect when persons operate rental vehicles in the course of Village business. The Village's insurance policy also provides property coverage on a rental vehicle while the vehicle is in the employee/official's "care and custody". It is not necessary to purchase collision damage waiver insurance offered by rental car agencies. The Village will not be responsible for the loss of personal items taken from a rental vehicle.
- Registration fees required in connection with attendance at approved meetings, seminars or conferences.
- Telephone charges that are for Village business. The number, person called and purpose of the call should be noted on the lodging receipt.
- Tips and gratuities for other Village related business travel expense such as taxi and airport shuttle drivers and airport luggage skycaps, not to exceed what is customary and reasonable for those services.

Certain travel expenses are considered as personal and not essential to the transaction of official Village business and therefore **not** reimbursable. Such non-reimbursable expenses include, but are not limited to:

- Entertainment expenses, television or movie rental, and other items of a similar nature.
- Taxi fares, motor vehicle rental, and other transportation costs to or from places of entertainment and other similar facilities.
- Cost of personal trip insurance and medical and hospital services.
- Personal telephone calls of an employee/official, except to the home of the employee/official where a brief call is made to advise members of the family of the employee/official of a change in travel plans, and except for not more than one brief call each day during Village travel related absence, where the absence is for a period of at least two full days, to the employee's/official's home to check on the employee's/official's family.
- Personal expenses, such as personal entertainment, vehicle rentals for other than Village related activities, barbers, hairdressers, dry cleaning, etc.

**(TRAVEL continued)**

- Any tips or gratuities associated with personal expenses.

**REQUIRED POST CONFERENCE REPORTING:** Upon completion of Village approved conferences, it is a requirement for the attending employee/official to justify his or her attendance by sharing acquired knowledge and demonstrating its value to Village Departments and to the community.

A Conference Report conveys key information about the conference to people who did not attend, and ensures effective transmission of the conference's value to the Village. Examples of information that might be included on the report are:

- Specific skill building session handouts,
- Network event takeaways (New contacts, why they are important),
- Information about products and services,
- Program ideas or recommendations, etc.

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September 13, 2010  
February 7, 2011  
September 23, 2013

## **Tuition Reimbursement Program and Policy**

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**PURPOSE:** The Village of Tinley Park firmly supports the efforts of eligible employees to obtain, maintain or improve their job-related skills and knowledge, and to acquire the education necessary to enhance their skills or prepare for career-related promotional opportunities.

**EMPLOYEE ELIGIBILITY CRITERIA:** Full-time employees must have completed one (1) year of continuous Village service immediately prior to beginning course work. Part time employees must have completed three (3) years of continuous part time service, working twenty hours per week or more. Employees must meet all the requirements of the program, and be a Village employee at the completion of the course work to qualify for reimbursement.

Individuals must remain in the employment of the Village for a period of two (2) years after the completion of course work that is paid for in whole or in part, by the Village. If an individual voluntarily leaves employment before the two (2) year period, the employee will be required to compensate the Village for 50 % its investment furthering educational accomplishment.

**QUALIFYING COURSEWORK:** Educational activities eligible for reimbursement must be job-related and offered by approved schools.

- a. The educational organization offering the course work must meet minimum academic standards as defined by the Illinois State Education Department or the U.S. Office of Education or the National Commission on Accrediting.
- b. For course work provided by educational organizations not listed by the Illinois State Education Department, verification of accreditation or affiliation must be submitted for review and approval in conjunction with submission of the application.
- c. To qualify for reimbursement, course work must be directly job-related or more broadly career-related. Employees must demonstrate to their supervisor how the course work relates to present job duties or career goals.

### **REIMBURSEMENT POLICY:**

#### ***Covered Expenses***

Reimbursement expenses are those costs that relate directly to the pursuit of an educational activity. Expenses include tuition for credit course work **approved in advance**. Expenses are to be itemized on an original paid receipt.

For courses that are taken for credit as part of a degree program, tuition is reimbursed only for courses taken and completed with a final grade of "B" or equivalent, or higher. In order to be eligible for reimbursement, the employee's supervisor must first review and certify that the classes meets the specified criteria. Graduate tuition reimbursement is generally limited to one Master's degree and one PhD per employee.

#### ***Exclusions and Limitations***

The Village will provide, to the extent permitted by the current budget, each qualifying employee with tuition assistance under the following terms and conditions and guidelines:

- Class schedules must not interfere with employee's regular work schedule.
- If eligible employees are laid off, their hours are reduced, or they go on a disability leave of absence, any approved courses in progress will be reimbursed, provided the course is completed with a final grade of "B", or equivalent or higher and fulfills the other provisions of this policy.
- Tuition is not reimbursable when employee voluntary terminates employment or is terminated for cause prior to course completion.
- Tuition is not reimbursable to employees who have not received advance approval.

**(TUITION REIMBURSEMENT continued)**

- Ancillary fees that may be required by the educational institution, including but not limited to fees for application, technology, late registration, student activities, health care services (either mandatory or optional), student licensing, matriculation, graduation or diploma are not reimbursable.
  - Also excluded are expenses for meals, lodging, transportation, parking, books or others that may be indirectly or incidentally related.
  - No reimbursement will be given for educational efforts financed by any other sources, i.e.: VA, State of Illinois, county, and/or Federal Grants.
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February 5, 2008

## **VICTIMS' ECONOMIC SECURITY AND SAFETY ACT POLICY ("VESSA")**

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**PURPOSE AND POLICY:** In accordance with the Victims' Economic Security and Safety Act ("VESSA"), leave is granted to employees immediately and does not require a minimum length of service. VESSA leave may be taken to:

1. permanently or temporarily relocate;
2. Seek medical or psychological attention;
3. obtain victim services;
4. participate in safety planning or other actions to increase the safety of the victim; and
5. seek legal assistance or remedies to ensure the victim's safety, including time off for civil or criminal hearings.

Like FMLA, VESSA leave time may be taken intermittently or on a reduced work schedule until the entitlement is exhausted. Both part-time and full-time employees are eligible to take leave pursuant to this policy. The following definitions are used in this policy:

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

**(VESSA continued)**

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

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

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

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

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

This policy does not entitle an employee to take unpaid leave that exceeds, or is in addition to, unpaid leave time allowed under the Family and Medical Leave Act, 29 U.S.C. §2601 *et seq.* When the employee's need for leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act, or for short-term or long-term disability, those leaves will run concurrently with leave taken pursuant to this policy. An employee may elect to substitute accrued paid vacation, sick or personal time for any part of Victims' Economic Security and Safety leave. Such substitution will not extend the 12-week period.

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

The Village will not discriminate against and will attempt to provide reasonable accommodations for employees who are entitled to protection under the Act, unless such accommodations would create an undue hardship. Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility or work requirement; a transfer,



**(VESSA continued)**

reassignment, or modified schedule, or leave; a changed telephone number or seating assignment; installation of a lock or other safety procedure in response to an actual or threatened domestic or sexual violence. If an employee wants to request a reasonable accommodation pursuant to this policy, he/she should contact the Human Resources Director.

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February 5, 2008  
November 9, 2010

## **Village Vehicle Policy**

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**PURPOSE:** It is the policy of the Village of Tinley Park to issue Village vehicles to eligible employees. Additionally it is also the policy that Village issued vehicles are properly equipped and maintained in order to be adequately prepared for the diverse nature of assignments that eligible Village employees encounter.

Pursuant to the Project 75 program, each Patrol Officer is assigned a Department vehicle to be used for their assigned duties and may be used off-duty within the provision of the program. Reference General Order 4.1.5 (Project 75, Rules and Regulations) for further information.

The use of the Village issued vehicle while off-duty is to be viewed as a privilege and not an automatic fringe benefit or employment right. The Village Manager may revoke this privilege at any time. Employees who have not yet moved into the specified boundaries of the Village shall not be issued a vehicle for off-duty use.

**POLICY:** While operating Village issued vehicles, all employees must comply with local and state laws. Any vehicular incidents involving Village issued vehicles will be reported directly to the employee's supervisor and/or Village Manager. While operating all Village issued vehicles, all employees shall comply with the Village of Tinley Park Ordinance Title VII, Chapter 70, 70-10. Village Employee Safety Belt Use Policy:

- While operating or riding in the front seat of a municipal or private vehicle on official business.
- Unless a replacement vehicle is unavailable, no employee shall operate a departmental vehicle in which any belt to be used by driver and/or passenger in the front seat is inoperable;

**MAINTENANCE AND CARE:** All employees who are issued a Village vehicle are responsible for the cleanliness, maintenance and operational readiness of their assigned vehicle. The Village Manager must approve maintenance or repairs that cannot be completed by the Tinley Park Public Works Department and is not general or routine in nature.

Each Village vehicle issued to eligible employees must be inspected daily. Eligible employees are responsible for noting any changes, damage or problems by walking around the car, taking note of issues and reporting them directly to his/her supervisor.

**UNATTENDED VEHICLES:** Keys shall be removed from any department vehicle left unattended. All doors shall be locked and personal contents removed from plain view for safety reasons.

**PERSONAL EQUIPMENT:** The use of personal cell phones while driving is strongly discouraged and strictly limited so as to prevent accident and/or injury. Exercise caution when the car is moving. When possible, make calls when the vehicle is stopped or parked and out of traffic.

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February 5, 2008

## **Whistleblowing Policy**

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**PURPOSE:** The Village is committed to the highest standards of openness and accountability. An important aspect of accountability and transparency is a mechanism to enable staff and other members of the Village to voice concerns in a responsible and effective manner. When an individual discovers information which he or she believes shows serious malpractice or wrongdoing within the organization then this information should be disclosed internally without fear of reprisal, and there should be arrangements to enable this to be done. This policy ensures that no members of staff should feel at a disadvantage in raising legitimate concerns.

It should be emphasized that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question financial or business decisions taken by the Village, nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary or other procedures. Once the "whistle blowing" procedures are in place, it is reasonable to expect staff to use them rather than air their complaints outside the organization.

**POLICY:** This policy is designed to enable employees of the Village to raise concerns internally and at a high level and to disclose information which the individual believes shows malpractice or impropriety. This policy is intended to cover concerns which are in the public's interest and may at least initially be investigated separately but might then lead to the invocation of other procedures e.g. disciplinary. These concerns could include

- Financial malpractice or impropriety or fraud
- Failure to comply with a legal obligation or Statutes
- Dangers to Health & Safety or the environment
- Criminal activity
- Improper conduct or unethical behavior
- Attempts to conceal any of these.

This policy is not intended to prevent or discourage an employee from disclosing information to a government or law enforcement agency if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, rule or regulation.

### **SAFEGUARDS:**

#### **A. Protection**

This policy is designed to offer protection to those employees of the Village who disclose such concerns provided the disclosure is made:

- in good faith
- In the reasonable belief of the individual making the disclosure that it tends to show malpractice or impropriety.

It is important to note that no protection from internal disciplinary procedures is offered to those who choose not to use the procedure. In an extreme case malicious or wild allegations could give rise to legal action on the part of the persons complained about.

#### **B. Confidentiality**

The Village will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

#### **C. Anonymous Allegations**

This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion of the Village.

**(WHISTLEBLOWING continued)**

In exercising this discretion, the factors to be taken into account will include:

- The seriousness of the issues raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable sources

**D. Untrue Allegations**

If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. In making a disclosure the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes malicious allegations, and particularly if he or she persists with making them, disciplinary action may be taken against that individual.

No employee will be retaliated against for:

1. Making a good faith report pursuant to this policy;
2. Refusing to participate in an activity that would result in a violation of state or federal law, rule or regulation;
3. Disclosing information in a court, an administrative hearing, or 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 state or federal law, rule or regulation and,
4. Disclosing information to a government or law enforcement agency where the employee has reasonable cause to believe that the information discloses a violation of state or federal law, rule or regulation.

**PROCEDURES FOR MAKING DISCLOSURE:** On receipt of a complaint of malpractice, the member of staff who receives and takes note of the complaint, must pass this information as soon as is reasonably possible, to the Village Manager who will determine the best course of action based on nature of the allegation.

**TIMESCALES:** Due to the varied nature of these sorts of complaints, which may involve internal investigators and / or the police, it is not possible to lay down precise timescales for such investigations. The Village Manager will ensure that investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations.

**INVESTIGATING PROCEDURE:** The following steps will be followed:

- Full details and clarifications of the complaint should be obtained.
- The involvement of the Village's auditors and the Police will be considered at this stage, in consultation with the Village Manager.
- The allegations will be fully investigated with the assistance where appropriate, of other individuals / bodies.
- A judgment concerning the complaint and validity of the complaint will be made in a written report containing the findings of the investigations and reasons for the judgment.
- The report will be passed to the Village Manager who will decide what disciplinary or other appropriate action to take.
- If appropriate, a copy of the outcomes will be passed to the Village Auditors to enable a review of the procedures.

**(WHISTLEBLOWING continued)**

If the complainant is not satisfied that their concern is being properly dealt with, they have the right to raise it in confidence with his/her department head, Human Resources Department, Assistant Village Manager or Village Manager.

If the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted, but the complainant is not satisfied with the outcome, the Village recognizes the lawful rights of employees and ex-employees to make disclosures to prescribed persons or, where justified, elsewhere.

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February 5, 2008

## **Wireless Communications Equipment Policy**

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**PURPOSE:** The Village of Tinley Park recognizes that wireless communications and service is an important and necessary tool to assist staff for the purpose of performing their job duties. Wireless communications equipment is most effective in establishing lines of immediate communication to Village personnel. The purpose of this document is to establish a Village of Tinley Park policy and procedures for the assignment, procurement and use of Village provided wireless communications equipment and to ensure the use of such equipment is in compliance with all Federal, State and local laws.

**POLICY:** The Village may provide wireless communications equipment and service to certain employees to assist in the performance of their job duties.

- **Who Can Authorize:** The Village of Tinley Park provides wireless communications equipment and service to certain employees as identified by the Department Head and approved by the Village Manager's office. The Village's Cell Phone Coordinator, assigned by the Village Manager, in conjunction with the Village's IT technicians and arrange for such equipment and service in support of the Village's business needs to be secured and provided.
- **Needs Assessment:** In determining the employee's need for wireless communications equipment, the Department Head will consider the amount of time the employee is away from the office phone, the need for the employee to be readily accessible to co-workers and the general public, the need for the employee to have timely and business critical two-way communications, and the need for the employee to be accessible 24/7. The Department Head shall also review the criteria for assigning such equipment to their employee(s) to ascertain whether the use of the equipment is required or needed for the performance of the employee's job.
- **Requests For Wireless Communications Equipment and Accessories:** Department Heads must submit a "Request for Wireless Communications Equipment And Service" form along with the justification for such request, name of employee for whom the equipment is requested, to the Village Manager, or designee, for approval.
  1. Once authorized, the IT technicians are responsible for maintaining a database of all wireless communications equipment issued to employees.
  2. A copy of the list of wireless communications equipment delivered to and received by the staff member, along with the employee's signature of receipt, will be kept in the employee's Personnel File.
  3. When approved for receipt of such equipment and service, the employee will receive the basic service package and equipment.
  4. All Village issued wireless equipment, accessories, etc. must be returned to the Village upon termination and/or separation of employment.
  5. Procurement and distribution of equipment, and accessories shall be the responsibility of the Village's Cell Phone Coordinator, in conjunction with the Village's IT Technicians. Employee will be provided with the basic service package and equipment. Should an employee elect to purchase additional accessories, download apps or otherwise install data without prior approval of the IT Techs, the employee assumes all financial responsibility for those unapproved purchases.
- **Service Vendors:** Only designated Village employees are permitted to enter into an agreement or contract for wireless communications equipment or service, on behalf of the Village. Employees are not permitted to access or download online features such as

**(WIRELESS COMMUNICATION continued)**

ring tones or games or purchase accessories for wireless communications equipment in any manner that would negatively impact the equipment of the Village.

**In the case of fraud, excessive use or misuse of equipment, as specified under this policy, the IT Technicians shall notify the employee's Department Head, the Village Manager and/or his designee.**

- **Wireless Communications Equipment and Service Expenses:** Monthly invoices sent by the service providers for all Village wireless communications equipment shall be directed to the attention of the Finance Department. The Finance Department will be responsible for monitoring:

1. Monthly usage by the Village to determine that the Village is on the right cell package
2. Annual rate comparisons to make sure that the Village is using the most affordable package, this may include researching other cell providers.
3. Individual usage to ensure that the amount of personal time claimed is reflected in the actual usage

**In the case of fraud, excessive use, or misuse of equipment as specified under this policy the Finance Department shall notify the employee's Department Head, the Village Manager and/or designee.**

**Guidelines For Use Of Wireless Communications Equipment:** Village provided wireless communications equipment is to be used for Village business purposes, but may be used for personal reasons *within reasonable limits*. This privilege may be withdrawn or an employee may be required to reimburse the Village if abused through excessive use, or if it causes interference with job duties as determined by the supervisor, Department Head or Village Manager.

- Employees are reminded and cautioned that assigned wireless communications equipment shall be used in conformance with Guidelines contained in the Village of Tinley Park Personnel Policy Manual. Call detail records generated from assigned equipment are considered records of the Village and these records may be subject to internal and outside audits by the Village and/or official agencies.
- Specifically, the Freedom of Information Act makes all Village phone records, including cell phones public record.

***The Village cannot and does not imply, extend, or guarantee any "right to privacy" for voice calls and or electronic communications placed over Village provided wireless communications equipment, including but not limited to call detail records, logs, voice mail messages, data storage, text messages, emails, and address books. All wireless communications equipment will be subject to random inspection as determined by the employee's Department Head, IT technicians and/or the Village Manager and/or his designee.***

- Any cellular phone (Village issued or personal) that is/will be connecting to the Village's network **are required to have encryption software installed by the IT Technicians and configured so the end user is not able to disable the equipment.**
- Any cellular phone that is/will be connecting to the Village network **is required to be configured so that the equipment automatically locks after an**

**(WIRELESS COMMUNICATION continued)**

**established set time period, and a secure password or patter is required to unlock the equipment.**

- **Any cellular phone that is/will be connecting to the Village network is required to have installed software that allows the IT Technicians to remotely disable and wipe/clear the phone, in the event it becomes lost or is stolen.**
- **Lost or Stolen Village issued cellular phones should be reported IMMEDIATELY to 911 dispatch in order for the IT Technicians to initiate the wipe/clear process.**

Departments may issue more restrictive guidelines for use of wireless communication equipment as deemed necessary. Likewise, this policy shall complement, rather than supersede, any applicable departmental or Village issued safety rules.

On September 27, 2010, President Obama signed legislation that removes cell phones from IRS Listed property with the signing of the Small Business Jobs Act that includes the Mobile Cell Phone Act of 2009. As a result, cell phones provided by employers for personal use are no longer a taxable benefit under IRS rules. The effective date is for tax years beginning after December 31, 2009.

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February 15, 2008  
September 30, 2010  
November 8, 2010  
December 4, 2010  
December 17, 2010  
February 7, 2011



## **Workplace Violence Policy**

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**PURPOSE:** The Village of Tinley Park is committed to promoting a safe environment for employees, visitors, and vendors. The Village strives to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct threat of physical harm.

Violence, threats, harassment, intimidation, and other disruptive behavior in the workplace will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties or both.

If you observe or experience such behavior by any person on workplace premises, whether he or she is a workplace employee or not, report it immediately to a supervisor or manager. Supervisors and managers who receive such reports should seek advice from the Director of Human Resources and/or Village Manager regarding investigating the incident and initiating appropriate action (**PLEASE NOTE: Threats or assaults that require immediate attention by police or ambulance should be reported to police at 911**).

The Village will support all efforts made by supervisors and/or managers in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively.

**PROHIBITED CONDUCT:** Workplace violence is defined as any actual or threatened behavior of a violent nature, as understood by a reasonable person, exhibited by any person subject to this policy. Examples of workplace violence include, but are not limited to:

- Intentional physical contacts for the purpose of causing harm (such as slapping, punching, striking, shoving, or otherwise physically attacking a person).
- Menacing or threatening behavior (such as throwing objects, waving fists, damaging property, stalking, or otherwise acting in an aggressive manner; or using oral or written statements which clearly indicate specific intent to cause physical harm to individuals or property, either presently or in the future).
- Possessing any weapon(s) in the workplace. "Weapon" includes loaded or unloaded firearms and knives or any other devices intended by the user to cause or threaten to cause bodily harm. (Unless issued by the Village or registered with the Department Head and necessary for performance of job.)
- Deliberate and unauthorized destruction of property.
- Engaging in any form of domestic abuse, such as harassment, stalking, or physical abuse.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

**PROCEDURES:** Any employee who experiences or witness such acts, conduct, behavior, or communication must immediately contact their supervisor, the Human Resources Department or Department Head.

1. Any supervisor who receives a complaint of violence, threats, or harassment, or who has reason to suspect that these acts or behaviors are occurring, must notify the Human Resources Department or their Department Head immediately.
2. Upon being informed of an allegation of violence, threat, or harassment, the staff of the Human Resources Department along with the Department Head will investigate the matter.
3. All reports of workplace violence will be investigated promptly, impartially, and as confidentially as possible.
4. Employees are required to cooperate in an investigation. A timely resolution of each report should be reached and communicated to all parties involved as soon as possible.

**(WORKPLACE VIOLENCE continued)**

5. Upon the conclusion of the investigation, the Village will determine how to respond. The reporting employee will be advised of any corrective or preventative action taken.
6. Appropriate disciplinary action, up to and including dismissal, will be taken in instances of misconduct, as identified by the Village.
7. Employees who knew of information about violence, threats, or harassment, but did not act consistent with this procedure, will be subject to appropriate discipline.

**NON-DISCIPLINARY AND DISCIPLINARY ACTION:**

1. After the investigation is complete, it will be reviewed to determine first whether a violation of this policy has occurred and if so, the appropriate action to be taken.
2. Actions that may be taken for violations of this policy include, but are not limited to:
  - Mandatory participation in counseling
  - Application of appropriate sanctions under the Progressive Discipline Policy.
  - Termination of employee
  - Prosecution in the appropriate criminal court

**CONFIDENTIALITY:** Confidentiality is important to encourage discussion. Confidentiality will be maintained insofar as it is legal and ethical. It is not guaranteed. Depending on the facts of a case, it may be necessary for the Village to take action, including consultation with others.

**RETALIATION:** Retaliatory action against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in the reporting of, investigation of responding to a workplace violence is a violation of this Policy. It is also a violation of this Policy to take adverse action against an employee solely on account of his/her being an actual or potential victim of workplace violence.

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February 5, 2008

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