



VILLAGE OF GLENCOE

EMPLOYEE HANDBOOK

UPDATED DECEMBER 2023

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Chapter 1: Introduction

Section 1.1: Village Vision and Strategic Priorities

The Village of Glencoe's vision and strategic priorities guide the work that we do and the ways in which we provide high-quality municipal services.

The Village Board carefully developed a strategic vision statement to help guide the Village's goals and work for years to come:

We will make Glencoe the community that people choose to live, work, and do business in, by providing innovative, responsive, high-quality public services in an environmentally and fiscally sustainable manner.

The Village's vision is supported by six strategic priorities. Representing areas that have historically been hallmarks for the Village, as well as the need for the Village to continually adapt to meet the needs of the community, the Village's strategic priorities are *financial sustainability, infrastructure replacement, community engagement, commercial vitality, operational effectiveness* and *organizational development*. Inherent to each of these priorities is the Village's value on *environmental sustainability*.

As an employee of the Village, your work helps the Village achieve its goals and reflect the Village's strategic priority, and ultimately, will help the Village achieve its vision. The Village provides diverse services in support of its mission and goals. Each employee is expected to demonstrate the Village's core competencies in their daily work – these competencies reflect values that are common to all Village employees: *job knowledge and proficiency, big picture focus, interpersonal skills, customer focus, use of Village resources and integrity*.

Simply put, the work that you do matters, and the ways in which you do your work and conduct yourself as an employee of the Village matter.

Section 1.2: General Introduction

The Village of Glencoe is committed to providing a sense of belonging to all employees, to fostering a work environment of mutual trust, respect and dignity among all employees. The Village is committed to fostering an organizational culture which places the utmost value on excellence, ethics and professionalism in public service. In order to achieve these goals, the Village relies upon employees who treat each other and customers with the utmost professionalism and respect, who care about their jobs and the manner in which they perform their jobs, value teamwork and take pride in their contributions to the Village's work. Employees are encouraged to ask questions and offer suggestions for the improvement of any area of the Village's services. Questions and suggestions may be directed to your supervisor, department director or the Village Manager at any time.

The Village's Employee Handbook (the "Handbook") contains policies and procedures that are important for all Village employees to read carefully and understand. This Handbook supersedes all previous versions of employee handbooks, personnel policies and memos that may have been issued in the past on the subjects covered in the Handbook.

As an employee of the Village, you are responsible for familiarizing yourself with the policies and procedures contained in the Handbook, and to keep a copy handy for future reference. If you have questions regarding the meaning of anything in the Handbook, please contact your supervisor, department director or the Human Resources Director. Your supervisor, department director or the Human Resources Director will be happy to assist you or answer any questions that you might have.

Though the Handbook includes a substantial number of policies and procedures, it is important for you to remember the following:

- The Handbook is not intended to address every aspect of your employment relationship with the Village – there may be situations or circumstances that arise that are not directly addressed in the Handbook. If that occurs, the Handbook will be used as a guide to the greatest extent possible.
- Periodically, laws and regulations that the Village is required to comply with may change. When such changes require a change in policy, the Village will notify employees as soon as possible.
- This Handbook is not a contract, and its contents should not be interpreted as a contract between you and the Village, or between the Village and its employees.
- The Village may change, supplement or terminate policies, procedures and benefits described in the Handbook, with or without prior notice.
- Departments may establish standard operating procedures or working regulations which supplement this Handbook.
- Your employment with the Village is at-will. This means that the Village has the right to terminate your employment at any time, with or without cause or advanced notice, and you have the same right.
- Violation of rules, policies and procedures contained in this Handbook will result in disciplinary action, up to and including termination of employment, based on the circumstances. There is no requirement that employees be warned or suspended before termination.
- It is important that the Village clearly communicates information contained in the Handbook. To that end, you will be required to sign a statement acknowledging receipt and notice of this Handbook.

To the extent that anything in this Handbook conflicts with the terms of an employee’s collective bargaining agreement, the terms of the collective bargaining agreement will supersede this Handbook. This Handbook is not intended to and does not confer any benefits, compensation or rights of any kind to union-represented employees that are greater than or extend beyond those required by the collective bargaining agreement. Similarly, to the extent that anything in this Handbook conflicts with the Glencoe Public Safety Commission Rules and Regulations, the terms of the Public Safety Commission Rules and Regulations will supersede this Handbook.

Section 1.3: Compliance with Laws

The policies contained in this Handbook apply to all Village employees. However, sworn members of the Public Safety Department are also subject to the Glencoe Public Safety Commission Rules and Regulations, as well as Illinois laws governing sworn police and fire employees. While the Village believes that this Handbook complies with all relevant State, federal and local laws, to the extent that there is a conflict between the terms of this Handbook and an applicable law or ordinance, the Village will fully comply with the law or ordinance as appropriate.

Section 1.4: Authority of the Handbook

The Village of Glencoe operates under the council-manager form of government, with the Village Manager serving as the head of the administrative branch of the Village. In this office, the Village Manager is responsible for the administration of policies and procedures established in this Handbook; however, the Village Manager may delegate that authority to one or more designees.

Chapter 2: Employment Practices and Employee Conduct

Section 2.1: Code of Ethics

The Village, through its employees, acts as stewards of public resources and public trust. Because of that unique and important relationship, the Village places the utmost importance on ethical conduct to maintain public trust and support transparency of the Village's operations.

The Village's ethics ordinance establishes what constitutes appropriate conduct and ethical behavior as it relates to an individual's employment with the Village. All Village employees must read and abide by the Village's ethics ordinance. Any violation of the Village's ethics code may result in disciplinary action.

Complementing the Village's ethics ordinance, the Village has established policies related to ethical conduct of employees, including the following:

- No employee shall engage in any private business activity or employment that creates a conflict of interest with the full discharge of his or her official duties, or which interferes with the full discharge of his or her official duties.
- No employee shall represent a party in any private action or proceeding taken against the Village in court. For example, if an employee is a licensed attorney practicing zoning law, that employee cannot serve as the attorney representing a land owner in a legal proceeding involving the Village in a zoning dispute.
- No employee shall engage in or accept private employment or service, which is incompatible with the proper discharge of his or her official duties.
- While in the Village's employ, no employee shall solicit, negotiate for or promise to accept employment with any person, firm or corporation that is directly or indirectly involved with the performance of Village service or that may affect his or her official actions.
- An employee who has a direct interest in any legislation before the Village Board must publicly disclose such interest if they participate or plan to participate in any discussion before the Village Board, and such information will be kept on the official record.

In addition, the Illinois General Assembly adopted a resolution regarding public employee ethics, as House Concurrent Resolution 175 in the Second Session of the 85th Congress. It applies to all government employees and office holders. The Village adopts and applies these principles to our operations, in addition to the Village's ethics ordinance. Principles included in the resolution include:

- Put loyalty to the highest moral principles and country above loyalty to persons, party or government department.
- Uphold the Constitution, laws and legal regulations of the United States and all governments therein, and never be a party to their evasion.
- Give a full day's work for a full day's pay; perform duties with best effort and thought.
- Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for money paid or not; and never accept, for themselves or their family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of their governmental duties.

- Make no private promises of any kind that are binding upon the duties of the government or office, since a government employee cannot make private promises that are binding on public duty.
- Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of their government duties.
- Never use any information coming to them confidentially in performance of their government job duties as a means for making personal or private profit.
- Expose corruption wherever discovered.
- Uphold these principles, bearing in mind that public office and employment is a public trust.

Section 2.2: Gifts and Gratuities

Village employees are required to abide by the Illinois State Gift Ban Act and the Village's ethics ordinance regarding gifts and gratuities. Gifts and gratuities are any tangible or intangible item that has monetary value, including (but not limited to) cash, food, drinks, entertainment or discounts that are related to or offered to you because of your employment with the Village.

Village employees are not to provide services with the expectation of or in exchange for any gift, gratuity, discount, reward, entertainment, hospitality, loan, forbearance or other tangible or intangible item having monetary value. This policy also prohibits the receipt of gifts by your spouse or an immediate family member living with you from a prohibited source, if the gift is offered related to or because of your employment with the Village. Additionally, you cannot accept gifts, gratuities or loans from organizations (other than financial institutions in accordance with that institution's standard practices), business concerns or individuals with whom he/she has official business on behalf of the Village.

If you are offered a gift which you cannot accept under this policy, you should attempt to politely decline the gift, and explain that the Village's policy prohibits employees from accepting the gift. If you receive a gift that you cannot decline, you should immediately turn over such gift to the Village's ethics officer. The Village Manager (or designee) serves as the ethics officer. The ethics officer will determine the appropriate disposition of such gift in accordance with the Village's ethics code and the State Gift Ban Act.

Examples of gifts which you **cannot** accept include (but are not limited to):

- A meal or refreshments valued at more than \$75 per person on a single calendar day – for example:
 - A Village vendor offers to take you out to dinner, and the cost is \$100 per person
 - A caterer or restaurant in the Village offers to give you 50% off of the bill for catering a private graduation party you are hosting at your home, and the total value of the discount is \$500
- Any item (or combination of multiple items) from any one prohibited source during a calendar year that have a cumulative value of \$100 or more – for example:
 - Every day that you work, a local business offers you a free \$5 sandwich at lunch (during the course of the calendar year, the total value of the free sandwiches is \$1,000)
 - A Village vendor offers you tickets to a baseball game, and the face value of the tickets is \$150

- A gift certificate offered to your spouse by a business in the Village as a thank you for the service that you provided as a Village employee
- A contractor offers to buy you lunch (regardless of the cost of the lunch) if you approve their permit application
- A gift certificate offered to you by a resident as a thank you for the service that you provided as a Village employee

This policy does not apply to gifts or gratuities from sources that would otherwise be considered prohibited sources if the gift or gratuity is offered to any member of the general public, or gifts or gratuities given by personal acquaintances in situations where gift-giving is customary. Additionally, gifts given by employees or officials from other units of government are not prohibited under this policy.

Examples of gifts that **are allowed under this policy** include but are not limited to:

- Food or refreshments not exceeding \$75 per person in value on a single calendar day, provided that the food or refreshments are either consumed on the premises from which they are purchased or prepared, or purchased ready to eat and delivered by any means. For example:
 - A box of candy sent by a Village vendor at the holidays to be shared with your department
 - A vendor brings a package of bagels to a meeting with Village staff
 - A consultant working with the Village buys you a cup of coffee at a nearby coffee shop
 - At a conference that you attend, a vendor sponsors a continental breakfast for all conference attendees, valued at \$10 per person
- A discount offered to all Village employees by the Park District
- A vendor at a trade show gives all attendees a free pen and notepad (valued at \$5)
- A gift from your best friend on your birthday
- A local store offering a discount to all customers
- Attending a free training seminar
- A loan that is commercially available from financial institutions in accordance with that institution's normal lending practices
- Anything for which you pay fair market value

If you are unsure if you are permitted to accept a gift that is offered to you, you should ask your supervisor, department head or the Village's ethics officer; or politely decline the gift.

Section 2.3: Local Government Employees' Political Rights

The political rights of Village employees are consistent with the State of Illinois Local Government Employees Political Rights Act. Political rights shall include, without limitation, the following political activities: to petition; to make public speeches; to campaign for or against political candidates; to speak out on questions of public policy; to distribute political literature; to make campaign contributions; and to seek public office. In exercising these rights, you are not permitted to portray your own beliefs as those of the Village, and you are not permitted to portray yourself as speaking on behalf of the Village without permission to do so. You cannot use your official position of employment with the Village to coerce or inhibit others in the free exercise of their political rights. You are prohibited from engaging in any political activity while at work or on duty, or while using Village resources (which may include, but are not limited to work time, office supplies, computers, telephones, office equipment, etc.).

Section 2.4: Equal Employment Opportunity

The Village values and respects diversity in the workforce. It is the policy and practice of the Village to hire, promote, and compensate employees, and to administer all employment practices in accordance with applicable law, without regard to race, traits associated with race (including, but not limited to hair texture and protective hair styles such as braids, locks and twists), color, sex, sexual orientation, gender identity or expression, age, marital status, religious affiliation, veteran status, national origin, citizenship, work authorization status, disability, association with a person with a disability, pregnancy, or any other protected category.

Section 2.5: Anti-Harassment and No Retaliation Policy

The Village desires to provide a respectful, professional working environment for its employees, so that employees may carry out their duties in productive and positive surrounding. To that end, the Village will not tolerate unlawful discrimination or harassment based on an individual's status or perceived status in a protected class, including race, traits associated with race (including, but not limited to hair texture and protective hair styles such as braids, locks and twists), color, national origin, citizenship, work authorization status, age, religion, disability status, association with a person with a disability, gender, sexual orientation, gender identity or expression, genetic information, pregnancy, military status or marital status. Additionally, while some conduct may not rise to the level of unlawful discrimination or harassment, the Village will not tolerate any conduct that is discriminatory or harassing in nature, regardless of whether such conduct is considered unlawful. All employees, regardless of their positions, are covered by and expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Additionally, this policy applies to all elected officials, appointed officials and commissioners. Appropriate disciplinary action, up to and including termination of employment, will be taken against any employee who is found to have violated this policy. If an elected official, appointed official or commissioner is found to have violated this policy, appropriate remedial and corrective action shall be taken with respect to that individual.

All employees can help assure that our workplace is free from prohibited discrimination or harassment. Every employee and individual working on behalf of the Village is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment or discrimination under this policy.

Discrimination

It is a violation of the Village's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory working conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's status or perceived status in a protected class, including race, color, national origin, citizenship, work authorization status, age, religion, disability status, association with a person with a disability, gender, gender identity or expression, pregnancy, sexual orientation, genetic information, military status or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008, and the Illinois Human Rights Act. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws. Employees may utilize the complaint procedure below to bring concerns of discrimination or harassment to the Village's attention. Employees should report all such concerns promptly.

Harassment

The Village prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For the purposes of this policy, harassment is unwarranted and unwanted verbal or nonverbal conduct that is based upon or derisive of a person's actual or perceived race, color, national origin, citizenship, work authorization status, age, religion, disability, association with a person with a disability, gender, sexual orientation, gender identity or expression, genetic information, pregnancy, military status or marital status, or other legally-protected characteristics or conduct, and is designed to threaten, intimidate, coerce, annoy or insult another person where such conduct has the purpose or effect of creating an offensive, intimidating, degrading or hostile working environment or unreasonably interferes with or adversely affects an employee's performance. Although some conduct may not rise to the level of unlawful harassment from a legal perspective, the Village wants to protect its employees from such conduct and prevent conduct from becoming severe or pervasive enough to alter the conditions of an employee's employment, create a hostile working environment, or result in a tangible adverse employment action. Accordingly, the Village has adopted a zero-tolerance policy against harassment.

The following examples of harassment are intended to be guidelines and are not exclusive in determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's actual or perceived national origin, race, color, citizenship, work authorization status, religion, gender, gender identification or expression, sexual orientation, gender identity or expression, age, body, disability or appearance, or association with a person with a disability, marital status or military status, including epithets, slurs and negative stereotyping.
- Non-verbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, citizenship, work authorization status, religion, age, gender, gender identification or expression, sexual orientation, pregnancy, appearance, disability, or association with a person with a disability, sexual identity, marital status, military status or other protected status.

The Village's policy prohibits harassment by employees, supervisors, elected or appointed officials, vendors, clients, customers or other individuals working on behalf of the Village.

Sexual Harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under state law and the Village's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature ... when ... submission to or rejection of such conduct is used as the basis for employment decisions ... or such conduct has the purpose or effect of ... creating an intimidating, hostile or offensive working environment."

There are two types of sexual harassment:

- "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions - employee benefits such as raises, promotions and better working hours are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo

harassment. Examples of quid pro quo harassment is a supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

- “Hostile work environment,” where the harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials or even unwelcome physical contact as a regular part of the work environment. Texts, e-mails, cartoons or posters of a sexual nature; vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category.

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee’s work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes (but is not limited to) innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or “kidding” that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes (but is not limited to) the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, internet and social media postings; or other form of communication that is sexual in nature and offensive.
- Physical sexual harassment includes (but is not limited to) unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and fondling and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, non-coercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Retaliation

No person making a complaint of harassment will be retaliated against for making a good faith complaint of harassment; assists or cooperates in an investigation of a complaint by someone else, whether internally or with an external agency; or files a charge of discrimination or harassment; or otherwise provides information in a proceeding, including in a court, administrative or legislative hearing, related to violations of discrimination or harassment laws. Any witnesses to an incident of sexual harassment are also protected from retaliation. Examples of the types of retaliation that are prohibited include intimidation; discrimination; verbal or physical abuse; adverse actions with respect to

pay, work assignments, and other terms of employment; termination of employment; or threats of any such actions. Retaliation will result in severe discipline, up to and including termination. Anyone experiencing or witnessing any conduct they believe to be discriminatory or retaliatory should immediately report such conduct using the complaint procedure set forth above.

Complaint Procedure

Reporting Procedure - Employees

The Village has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. The Village will treat all aspects of the procedure confidentially to the extent reasonably possible; however, the Village cannot promise or assure employees confidentiality in the complaint and investigation process.

An individual who feels that they have been harassed, discriminated or retaliated against, or who has witnessed such conduct, may initiate the complaint process by reporting their complaint to their supervisor, department head, the Village's ethics officer, Human Resources Director or Village Manager. In the event that the Village Manager is the subject of the complaint, the complaint may be reported to the Village President. If a supervisor becomes aware that harassment or discrimination is occurring or alleged, either from personal observation or as a result of an employee's report, the supervisor must immediately report it to the Human Resources Director. A supervisor's failure to make such a report may constitute a violation of this policy.

Reporting Procedure - Elected and Appointed Officials

Elected and appointed officials may notify the Village Manager of any allegations of harassment or discrimination made by another elected or appointed official. After receiving the complaint, the Village Manager will initiate an investigation through the use of an independent law firm or other qualified investigator who is not employed by the Village or appointed or elected to a Village office. If the Village Manager is the subject of the complaint, the complaint may be reported to the Village President and/or the Village Attorney.

Conclusion of the Complaint Investigation

The individual conducting the investigation will report their findings to appropriate individuals. If it is determined that violation of Village policy occurred by an employee, the Village Manager will recommend appropriate disciplinary and/or other corrective action. If the person who engaged in the unacceptable conduct is not an employee of the Village (including, but not limited to, vendors, customers, elected or appointed officials), then the Village will take corrective action that is reasonable and appropriate under the circumstances, and in accordance with any applicable established procedures or requirements.

Complaints Made in Good Faith

It is critical in establishing a workplace free of harassment that an individual who experiences or witnesses an incident perceived as being harassing has access to a mechanism for reporting such incidents. At the same time, the purposes of this policy against harassment in the workplace are not furthered where a complaint is found to be false and frivolous and made to accomplish some other end than stopping harassment. A complaint that is determined to be false and frivolous can result in a severe level of discipline or discharge. A false or frivolous complaint does not refer to complaints made in good faith that cannot be proven.

Legal Recourse

The Illinois Department of Human Rights and the Illinois Human Rights Commission provide legal recourses, investigative and complaint processes. Contact information for the Illinois Department of Human Rights and the Illinois Human Rights Commission is provided below:

Illinois Department of Human Rights
100 W. Randolph Street
10th Floor
Intake Unit
Chicago, IL 60601
(312) 814-6200 | (866) 740-3953 (TTY)
www.illinois.gov/dhr

Illinois Human Rights Commission
100 W. Randolph Street
Suite 5-100
Chicago, IL 60601
(312) 814-6269 | (312) 814-4760 (TDD)
www.illinois.gov/ihr

The U.S. Equal Employment Opportunity Commission (EEOC) also provides legal recourses, investigative and complaint processes. Contact information for the EEOC is provided below:

U.S. Equal Employment Opportunity Commission
Chicago District Office
230 S Dearborn Street, Suite 1866
Chicago, IL 60604
(800) 669-4000 | (800) 669-6820 (TTY) | (844) 234-5122 (ASL video phone for deaf/hard of hearing callers)

Section 2.6: Workplace Violence

The Village is completely committed to providing a safe work environment for all employees and a safe environment for visitors. To that end, the Village will not tolerate any threats, threatening behavior or acts of violence against employees or visitors by anyone while on Village property or engaged in Village business. Any employee who violates this policy will face disciplinary action up to and including termination of employment, and may face possible arrest and criminal prosecution.

Prohibited Conduct

Workplace violence includes any workplace behavior or conduct that is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for their personal safety or the safety of coworkers and/or property. Workplace violence includes, but is not limited to:

- Any physical behavior or threat of physical behavior which involves aggressive contact with any person, including pushing, hitting, striking, fighting, throwing objects or otherwise intentionally injuring another person or attempting to injure another person;
- Any physical behavior or threat of physical behavior that would place a reasonable person in fear of receiving imminent physical injury or aggressive physical contact of the sort described above;
- Any act of vandalism or other intentional damage or destruction of Village property; and
- Possession of weapons or firearms in Village facilities, Village-owned vehicles and while engaged in Village business, except sworn law enforcement officers (see Weapons section below).

Weapons

The Village prohibits the possession and/or use of weapons in Village facilities, Village-owned vehicles or while conducting Village business, except as otherwise provided below.

For the purpose of this policy, weapons include (but are not limited to):

- Knives (other than common kitchen knives used in employee kitchens or breakrooms, common folding pocket knives with a blade no longer than three inches, and knives that are considered work tools issued or approved by the Village)
- Firearms of all types and sizes (whether loaded or unloaded)
- Electronic devices such as stun guns and taser guns
- Bows and arrows
- Slingshots
- Devices from which a projectile can be fired (excluding items that are considered work tools/equipment issued or approved by the Village)
- Clubs or any other instruments or objects that can be used in a club-like manner (excluding golf clubs used in Golf Club operations or items that are considered work tools issued or approved by the Village)
- Metal knuckles or similar body accessories.

Exceptions to this weapons policy include:

- Village law enforcement officers may possess department-issued or department-approved weapons while performing Village business
- Governmental employees (whether municipal, county, state or federal) engaged in official duties *and* required by law or regulation to possess a weapon
- Village employees and visitors may keep a weapon in their personal vehicle properly parked and locked in a Village parking lot or other designated parking area, so long as the weapon is kept: 1) in compliance with all applicable state and federal laws and regulations; 2) entirely out of sight; and 3) if a firearm, so long as the Village employee or visitor is properly licensed and the firearm is locked in a glove box, trunk or other secured containers.

The Village's facilities and Village-owned/leased vehicles are considered "prohibited areas" under Section 65 of the Illinois Firearms Concealed Carry Act and, therefore, concealed carrying in or on any Village facility or vehicle is not authorized by Illinois law. Accordingly, and in all events, concealed carrying is not an exception to this policy.

The Village may inspect or search any workplace area and any Village facility or Village-owned/leased vehicle, at any time, for the presence of weapons.

Any violation of this weapons policy by a Village employee may be subject to employee discipline, up to and including termination of employment. Any violation of this policy by a visitor may subject the visitor to removal from Village property, prohibition from returning to any Village property and arrest.

No person should attempt to take any action that will risk their safety or the safety of others. No person should attempt to restrain or forcibly evict an individual with a weapon from Village premises; instead, you should notify their supervisor or department head and contact the Public Safety Department immediately.

Reporting Procedures

Employees who become aware of workplace violence or any threat of workplace violence, whether by an employee or non-employee, or the presence of a prohibited weapon must immediately report the matter to their immediate supervisor or department head.

Any employee who is the victim of workplace violence or the threat of workplace violence must immediately report the situation to their immediate supervisor or department head, and may also report the situation to the Public Safety Department. Actions that may be considered endangering or life threatening by or against any employee or individual on Village property should also be reported to law enforcement by dialing 911.

The Village will treat reports of workplace violence or the threats of workplace violence confidentially to the greatest extent possible and only share information with others on a need-to-know basis.

Investigation, Responsive Action and No Retaliation

The Village will promptly investigate any reports of workplace violence, threats of workplace violence or prohibited weapons. Based on the results of the investigation, the Village will take appropriate action. Violations of this policy may result in disciplinary action, up to and including termination of employment, and the Village may report workplace violence or the presence of prohibited weapons to law enforcement. When appropriate, the Village and its employees will fully cooperate with law enforcement in the investigation and prosecution of workplace violence. Additionally, the Village may take other actions as it deems necessary and appropriate based on the specific situation, such as judicial action.

The Village strictly prohibits retaliation against any employee who reports any violation of this policy and/or participates in an investigation of a report of the workplace violence policy violation. If an employee believes they have been retaliated against, they should report it to their supervisor, department head or the Human Resources Director.

Section 2.7: ADA and Reasonable Accommodations

The Village will make reasonable accommodation wherever necessary, as provided in the Americans with Disabilities Act (and as amended) and State law, for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments required by the job.

Reasonable accommodation generally involves modification or adjustment of a job, employment practice, or the work environment which makes it possible for an individual with a disability to perform the essential functions of their job and/or to otherwise enjoy equal employment opportunities. Whenever an employee or applicant believes that they may need a workplace accommodation, the employee should contact their supervisor, department head or the Human Resources Director to request an accommodation. If an employee makes a reasonable accommodation request to their supervisor or department head, that supervisor or department head will communicate it to the Human Resources Director, who will respond to the request. Once a request has been made, the employee requesting an accommodation will be given the opportunity to engage in an interactive dialogue with the Village over the requested accommodation. As part of the interactive process, the Village may request the employee to provide certain information from their health care provider related to their ability to perform the essential job functions, with or without reasonable accommodation.

The Village will consider all accommodation requests on a case-by-case basis, taking into account the nature of the position and work performed. Typically, the Village will consider factors including (but not limited to) the duration of the accommodation requested, impact of the accommodation requested on other employees in the work group, cost of the accommodation and whether the accommodation requested will cause an undue hardship on the Village.

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

In addition to the above accommodation considerations, upon presentation of medical documentation supporting the need for a workplace accommodation, the Village will consider accommodation of pregnancy to the extent such accommodation does not pose an undue hardship on the ordinary operation of the business of the Village.

Fitness for Duty (Physical and/or Psychological Examination of Employees)

The Village Manager (or designee) or a department head may require any employee to undergo a physical and/or psychological examination or medical test at any time when, in the judgment of such Village official, such an examination or test may be necessary to determine the employee's fitness to perform the duties of his/her position. All such examinations and tests will be performed by a licensed medical professional or professionals appointed by the Village, and at the Village's expense. The results of this type of evaluation will be shared, as appropriate, with essential management personnel who supervise the employee.

Circumstances that may warrant a special physical examination or medical test will include, but not be limited to, the following:

- An inability to perform job-related duties because of a physical or mental problem or condition.
- The employee's return from an extended absence because of a serious injury, generally involving situations when time lost has exceeded 30 working days.
- The employee's return from a leave of absence, with or without pay.
- The transfer of an employee to a position that requires greater physical capabilities.
- To verify an employee's use of frequent and/or questionable sick time or disability benefits.
- An employee who appears to be working while under the influence of alcohol or drugs.
- Following an on-duty incident or accident.

Section 2.8: Smoke-Free Workplace

The Village complies with the Smoke-Free Illinois Act, which requires that Village buildings and vehicles are smoke-free. Employees may be permitted to smoke during designated break times in designated smoking areas outside of Village buildings. Employees are prohibited from using tobacco products (whether cigarettes, cigars, chewing tobacco or other products) or e-cigarettes/electronic smoking devices while on duty, except during designated break times in designated smoking areas outside of Village buildings and vehicles. If you are unsure of designated smoking areas, contact your supervisor or department head.

Section 2.9: Drug-Free Workplace, Alcohol and Controlled Substance Testing

Drug and Alcohol-Free Workplace

The Village is committed to maintaining a drug and alcohol-free workplace in furtherance of the Village's interests in providing a safe and healthy workplace for all employees, preventing accidents, and complying with federal and state health and safety regulations. Consistent with this policy, employees are required to report to work in appropriate condition to perform their jobs in a satisfactory manner. In all instances, employees are expected to maintain a safe workplace and to promote the safety of employees and the public. In accordance with the Drug Free Workplace Act, employees are prohibited from the manufacture, distribution, dispensing, possession, being under the influence or effects of or use of drugs, including cannabis, or alcohol, in the workplace. Violations of this policy will be reported to the appropriate licensing authority according to state and federal laws and regulations, and will result in discipline up to and including discharge.

Duty to Report

An employee who is convicted of any criminal drug statute must report the conviction to their supervisor within five days of the conviction. The Village will evaluate the conviction and the relevant circumstances in determining any disciplinary or employment-related impacts.

Employee Assistance Program (EAP)

The Village recognizes chemical dependency as a life-threatening disease that can be treated. Employees needing assistance are encouraged, when appropriate, to use their health insurance plan or seek assistance through the EAP. The Village will not discharge or discipline any employee for doing so. However, the employee must continue to observe all of the Village's policies and rules, including those relating to the use and possession of drugs, including cannabis, and alcohol. Seeking professional assistance or participating in a drug and/or alcohol rehabilitation program will not insulate an employee from discipline, up to and including immediate discharge, for violation of the Village's policies and rules.

Prohibitions

Employees shall be further prohibited from:

- Consuming, possessing or using alcohol or drugs at any time during the work day on any of the Village's premises or job sites, including all Village buildings, properties, vehicles, as well as the employee's personal vehicle while engaged in the business of the Village or while on call;
- Using, selling, purchasing, manufacturing, dispensing or delivering any illegal drug during the work day or when off duty; and
- Being under the influence or effects of alcohol and/or drugs during the course of the work day, while on call or while performing official duties.

The prohibitions in this policy encompass, but are not limited to: narcotics (heroin, morphine, opioids, etc.); cannabis (marijuana, hashish); stimulants (cocaine, crack, diet pills, etc.); depressants (tranquilizers); and hallucinogens (PCP, LSD, "designer drugs," etc.).

Reporting Requirement

This policy prohibits employees from reporting to work under the influence or effects of other drugs, including prescriptions and non-prescription drugs, that impair the employee's ability to perform job duties. It is the responsibility of the employee to report to their supervisor at the beginning of their shift

of the limitations resulting from any prescription drugs that have been prescribed for them by a physician or over-the-counter medications which could alter their behavior or impair their ability to perform work safely. Failure to do so could subject the employee to discipline. Employees are prohibited from being under the influence or effect of legally-prescribed medical cannabis during work hours.

Testing

Unless precluded or subjected to other procedures set forth in an applicable collective bargaining agreement, if it is suspected an employee is under the influence/effects of or impaired due to the use of alcohol or drugs while on duty, when an employee is involved in an on-the-job injury causing reasonable suspicion of drug or alcohol use, when an employee is involved in an on-duty accident involving the operation of a moving motor vehicle, or when an employee otherwise engages in conduct off-duty causing reasonable suspicion of on-duty drug or alcohol use, the department head or designee may, at their discretion, order the employee to submit to testing for drugs and/or alcohol. An employee is considered to be under the influence of drugs if the employee has a confirmed positive test result for drug use or their metabolites pursuant to federal cutoff concentrations or has engaged in conduct evidencing apparent impairment. When an employee is subject to discipline due to the Village's determination that the employee is impaired by the use of drugs in the workplace, the Village will offer the employee the opportunity to respond to the determination regarding impairment. Tests will be conducted at a qualified medical facility selected by the Village to do drug and alcohol testing. Failure or refusal of an employee to submit to testing will be treated as a positive test result and could result in immediate termination. Test results will be maintained in the employee's medical file and will be released to the employee if requested in writing.

Employees who hold commercial driver's licenses are also subject to random drug and alcohol testing, and additional requirements that are established for commercial driver's license holders by the U.S. Department of Transportation, as well as limitations on performance of safety-sensitive functions until all required testing is completed, as set forth in a separate policy.

Violations

Any employee who refuses to take an alcohol and/or drug test or otherwise cooperate in the Village's administration of this policy, fails to pass an alcohol and/or drug test, or fails to comply with this policy may be subject to disciplinary action, up to and including termination of employment. The Village, in its sole discretion and in addition to any disciplinary action, may require an employee who has tested positive on any alcohol or drug test to participate in an approved alcohol or drug counseling or rehabilitation program as a condition of being allowed to return to work. In such circumstances, any failure to follow any prescribed course of substance abuse treatment, including any return to work and follow up testing, may be grounds for discharge.

Section 2.10: Safety

The Village is committed to providing a safe working environment for all employees. You play an important role in maintaining the Village's safe working environment and culture of safety. You are expected to conduct yourself in a safe manner and help provide a safe environment for your coworkers and customers. To do this, you should use tools and equipment for their intended purposes and according to the tool or equipment's instructions, practice safe driving habits and follow the rules of the road, use personal protective equipment as required for the task you are performing, and follow all safety rules and regulations. If you notice something that you believe is unsafe, notify your supervisor immediately. Failure to report unsafe conditions or safety concerns can be a serious concern that may

subject an employee to discipline. If you have a suggestion or question regarding safety, please contact your supervisor or department head.

If you are injured or have an accident while working, you must immediately report it to your supervisor. The Village reviews all accidents to determine how the accident occurred and steps that it may take in efforts to prevent similar accidents in the future. You will not be disciplined for having or reporting an accident; however, if you violate safety instructions or safety rules, you may be subject to disciplinary action.

Section 2.11: Driver Operations

If your job requires driving (whether a personal vehicle or Village-owned vehicle) you must hold a valid driver's license for the classification of vehicle(s) which the employee drives, and you may be assigned periodic driver safety training. When new employees are hired, they will be required to undergo driver's license verification and motor vehicle record checks as part of the pre-employment background examination process, if their job will require them to drive. Incumbent employees whose work requires driving may be subject to periodic driver's license verifications from time to time, typically annually.

If your job requires driving and you lose driver's license and/or driving privileges (whether due to your license being expired, lost, suspended or revoked for any reason), you must notify your immediate supervisor within one business day of the loss of driving privileges and/or driver's license. Failure to obtain or maintain required driving privileges and/or driver's license may result in disciplinary action, up to and including termination of employment.

If you drive your personal vehicle on Village business and receive a mileage reimbursement, you are required to maintain automobile liability insurance (in compliance with state law). If you are involved in an accident while driving your personal vehicle on Village business and you are receiving a mileage reimbursement, the Village's automobile liability insurance policy will be secondary to your own personal automobile liability insurance, and the Village does not provide collision coverage for personal vehicles driven on Village business.

A limited number of positions are assigned Village vehicles as take-home vehicles. Take-home vehicles are to be used primarily for business purposes, and very limited, occasional personal use is permitted (for example, a stop at the grocery store on the way home from work is permitted; using a Village vehicle for running personal errands on the weekend is not permitted). Department heads assigned take-home vehicles as a perquisite are permitted to use such vehicles for limited personal use (for example, driving short distances other than commuting to and from work). Village vehicles are only permitted for out-of-state travel when such travel is for authorized Village business. Only Village employees are permitted to operate Village-owned vehicles, and family members of employees assigned take-home vehicles are prohibited from operating Village vehicles, except under emergency circumstances. Pursuant to federal tax regulations, employees (except sworn law enforcement officers) who commute to and from work in assigned take-home vehicles shall have such commuting treated as a taxable fringe benefit.

When driving during the course of Village business, the following guidelines apply:

- Drivers and passengers must wear seat belts at all times

- The driver must observe and follow all traffic laws and rules of the road, including (but not limited to) speed, parking, and obeying traffic signs and signals
- In compliance with State law, use of cellular phones while driving must be hands-free, and use of hand-held electronic devices while driving are strictly prohibited
- In compliance with State law, smoking is prohibited in all Village-owned or leased vehicles. The use of smokeless tobacco or e-cigarettes is also prohibited in all Village-owned or leased vehicles
- When driving a Village-owned vehicle, the manner in which you drive reflects upon the Village, and employees should drive courteously and defensively

Section 2.12: Village Business Travel and Expenses

Periodically, you may be required to travel to attend meetings, training or participate in Village business. For the purpose of this policy, “travel” includes local travel within the Chicago region as well as out-of-town and out-of-state travel.

Applicability and Definitions

This policy applies to all officers, whether elected or appointed, and employees of the Village. For the purposes of this policy, the following terms have the meaning ascribed to them in this paragraph.

- “Approved activity” means (1) a conference, program, seminar or event relating to the Village or (2) official business of the Village.
- “Entertainment” means shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to an approved activity. For the purposes of this policy, “ancillary” means an element of a program or activity that is supportive of the primary element of that program or activity, but is not itself the primary element. For example, a singer who performs a song for all attendees of a professional association conference is an ancillary form of entertainment, since the primary element of the activity is the conference and the singer is secondary; attending a symphony performance by itself is not ancillary and is considered entertainment.
- “Miscellaneous charges” means reasonable costs for Wi-Fi access, telephone service, photocopying and other miscellaneous expenses (such as, for example, the cost of a meal for a guest) as determined by the Village Manager based on the particular approved activity.
- “Travel expenses” means expenditures related to transportation, meals, lodging, related services and miscellaneous charges, directly incident to an approved activity. Travel expenses do not include the registration fee for a conference, program, seminar or event, which registration fee must be approved separately.

Approved Activities

Travel expenses are eligible for reimbursement for the following approved activities:

- Continuing education and professional development relating to the officer’s or employee’s office or duties.
- Conferences, seminars and similar events relating to the officer’s or employee’s office or duties.
- Offsite meetings related to Village business.

Expense Reimbursement Form and Maximum Reimbursements

An officer or employee seeking reimbursement of travel expenses related to an approved activity must complete and submit the Village’s travel expense reimbursement request form.

Maximum reimbursement amounts for total travel expenses and individual expenses (i.e., meals, overnight lodging, car rental or other surface transportation, air fare, and miscellaneous charges) are established by resolution approved by the Village Board.

Any approved activity that is anticipated to exceed the maximum travel expense limit (either the total travel expense limit or any individual travel expense limit) must be approved by the Village Manager in advance of the approved activity.

General Standards

Mileage reimbursement will be based on the current rate set by the IRS in IRS Publication 463 "Travel, Entertainment, Gift and Car Expenses" at the time the miles are driven. Employees submitting mileage reimbursements must attach verification of the distance traveled (for example, a printout of directions that indicates the total distance). The Village will reimburse employees mileage from their home or Village Hall to the destination, whichever is less.

If reimbursement funds will be provided to the officer or employee in advance of the approved activity, then the Village Manager must approve an estimate of the reimbursable travel expenses related to that approved activity. The estimate must be submitted by the officer or employee to the Village Manager using the Village advancement of reimbursement funds request form. After the conclusion of the approved activity, the officer or employee must complete and submit the travel expense reimbursement request in accordance with this policy. If the amount of the advance is less than the actual travel expenses, the employee will be reimbursed for the remainder. If the amount of the advance is greater than the actual travel expenses, the employee will be required to reimburse the Village the remainder.

The officer or employee must provide a receipt or other reasonable proof of each travel expense for which the officer or employee seeks reimbursement, unless the Village Manager determines that, for good cause, no receipt or other proof is necessary for a particular travel expense. If a travel expense includes a miscellaneous charge for the benefit of a person other than the officer or employee, such as, for example, the cost of a meal for a guest, then the officer or employee must identify the person for whom the miscellaneous charge was incurred. Generally, the Village will only reimburse miscellaneous expenses for a guest if the guest's attendance and participation is directly related to Village business. The Village will not reimburse any travel expenses for a personal guest, such as a spouse traveling with an employee while the employee attends a conference.

A travel expense for an approved activity for (1) any officer or employee that exceeds the maximum allowed under this policy or (2) any member of the Board of Trustees must be included in the Village's accounts payable report to the Board of Trustees and approved by roll call vote at an open meeting.

The Village Manager may approve reimbursements for travel expenses exceeding maximum limits or otherwise not in conformance with the standards of this policy in the case of an emergency or other extraordinary circumstance.

The Village will not reimburse any travel expense incurred for entertainment.

Charges in payment of travel expenses made by an officer or employee on a Village credit card are subject to the terms and standards of this policy.

Section 2.13: Technology Acceptable Use

The Village provides various information technology resources to its employees (and other authorized persons) to facilitate the creation and communication of business related data in the most effective and efficient manner possible. The term “technology resources” is intended to cover any new or emerging technologies that may be used in the workplace, in addition to those technologies currently in use and includes all computers, tablets, telephones and cellular phones, personal digital assistants (PDAs), digital cameras or camcorders, audio/video recorders, voicemail systems, pagers and similar wireless two-way communication and/or portable Internet access devices, as well as new and emerging technologies. As means develop to transmit more data in less time and with less formality, users must put more effort to maintaining the accuracy, security and control of data. You must ensure that your use of Village information technology resources is appropriate and professional. This is especially true because electronic communications tend to be more immediate and informal than written communications and because passwords and deletion functions create the illusion of privacy and control. Relatedly, although the Internet can be a valuable information resource for legitimate business, research and information sharing, it also presents a significant opportunity for abuse, lost productivity and potential liability for the Village and its employees.

In light of these concerns, the Village has developed this policy, which establishes the parameters for proper use of information technology resources. The information technology resources are to be used for legitimate Village business and in compliance with all Village policies and procedures. Use of this equipment consistent with these purposes may include but is not limited to; placing and receiving phone calls, text messaging, blogging on behalf of the Village, emailing, using camera or video features, and accessing sites or services on the Internet. Employees (and other authorized persons) who do not comply with this policy are subject to the revocation of their access to Village information technology resources and disciplinary action up to and including termination.

Proper Use

The Village provides employees with technology resources to perform their jobs. Village-provided technology resources are the property of the Village and not the individual employee. Other than limited, occasional personal use of computers, printers/copiers, telephones, voicemail, e-mail and Internet access, Village-provided technology resources may be used only for legitimate Village business.

Limited, occasional personal use means infrequent, incidental use that is professional and does not interfere with Village business, the performance of your or any other employee’s duties or the availability of technology resources – for example, reading an article on the local newspaper’s website, checking personal e-mail or making a short telephone call (provided that any websites accessed comply with the Village’s policies and usage follows the Village’s IT security guidelines). To the extent possible such use shall be restricted to meal or break periods. All use of Village technology resources – including all personal use – is subject to this policy and other Village policies and procedures that may be implicated by such use. Employees are not permitted to use the Village’s IT resources for secondary employment outside or other monetary gains outside of Village employment. Improper use of the Village’s IT resources can include excessive, non-work related Internet browsing or social media usage.

Data Ownership

All data created, entered, received, stored, accessed, viewed or transmitted via Village technology resources are Village property. The Village’s data is intended to be used for purposes related to Village business. Employees shall not use or disclose, through whatever means, any information obtained or

accessible as a result of the employee's employment with the Village for the employee's financial or personal gain or that of another without the Village's express authorization.

No Privacy

You have no expectation of privacy in connection with the use of Village technology resources, including the creation, entry, receipt, storage, accessing, viewing or transmission of data.

You should remember that information created, accessed or saved on Village technology resources may be subject to the Freedom of Information Act.

Monitoring

As with all other Village property, the Village will search, monitor, inspect, intercept, review, access and/or disclose all Village technology resources and all data created, entered, received, stored, viewed, accessed or transmitted via those resources for legitimate management reasons, at any time, and without further advance notice by persons designated by or acting at the direction of the Village, or as may be required by law or as necessary for, or incidental to, auditing, security and investigative activities, and to ensure effective technology resource administration and policy compliance. Users specifically consent to the access by and disclosure to the Village of information created, entered, received, stored, accessed, viewed or transmitted via the Village's technology resources that is stored by a third-party electronic communication service or remote computing service and have no expectation of privacy in such information. For example, authorized persons will inspect the Village's technology resources to investigate theft or other unlawful activity or workplace misconduct, the unauthorized disclosure of client confidences, attorney work product and proprietary information, misuse, to assess Internet use, and for other work-related purposes. No employee may monitor or intercept any data without the authorization of the Administration and Finance Department.

Harassment

You are absolutely forbidden from using the Village's technology resources in any way that may be construed to violate the Village's harassment-free workplace policy. This prohibition includes sexually explicit or offensive images, messages, cartoons, jokes, ethnic or religious slurs, racial epithets or any other statement or image that might be construed as harassment or disparagement on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other status protected by law. You are required to take all reasonable steps to avoid and eliminate receipt from known sources of all potentially offensive material.

Unlawful Use

Village technology resources may not be used to intentionally or unintentionally violate any local, state, federal or international civil or criminal law. Unlawful activity includes but is not limited to lotteries, raffles, betting, gambling for anything of value (e.g., Final Four tournaments, fantasy football) and participating or facilitating in the distribution of unlawful materials. Likewise, you may not upload, post, e-mail or otherwise transmit any data that is threatening, malicious, tortious, defamatory, libelous, obscene, or invasive of another's privacy. In addition, Village technology resources may not be used to job search outside of the Village or run or solicit outside business ventures.

Prohibited Software

Software purchased and licensed for personal use may not be installed on Village computers. All software, including free software or applications, must be approved by IT prior to downloading. The Village periodically may, at any time, conduct an audit or interrogation of computers for installed

software and related printed material that is not included on a then current inventory of Village-authorized software and applications. All unauthorized software or applications will be removed and destroyed.

Proprietary Rights

Village technology resources may not be used to violate proprietary rights, including copyright, trademark, trade secrets, right of publicity or any other intellectual property rights. For example, unless consistent with all applicable licenses, users may not post or download any data (including software) protected by copyright or patent law. Likewise, users may load only licensed software from the Internet or other source onto a Village-provided workstation or laptop, provided that use of the software is consistent with the license and the original software license remains at the appropriate Village office so that the Village may conduct accurate audits (and respond to external audits).

Confidential Information and use of Intellectual Property

You may not leak, place, post, transmit or otherwise disclose confidential, sensitive and/or proprietary Village information to anyone outside of the Village by any means, at any time or for any reason. Confidential information encompasses information about citizens and non-public information about operations and employees. Such confidential information includes personal or private information of employees, customers, citizens, and vendors, such as personal telephone numbers, personal email addresses, home addresses, personal license plates or other unique identifiers, personal financial information, medical information, information about minors, and other sensitive information. Other confidential information includes trade secrets, reports and analysis prepared by the Village or third parties that have not been released to the public, information provided for audit purposes that has not been released to the public, information related to other actions that remain under review or in a preliminary or draft state, attorney-client communications, or other information that is not subject to disclosure under state or federal law. Disclosures required for the performance of official duties must be compliant with HIPAA and other privacy laws.

Encryption and Data Protection

Employees have important responsibilities to maintain the security of some employees' positions require them to handle and transmit personal or confidential information. When doing so, employees must transmit such information through secure methods, including encrypted e-mail or secure file sharing sites authorized by IT. If you are unsure how to transmit information securely, please contact IT for assistance. The use of file sharing sites not authorized by IT is prohibited.

Passwords and Security

All passwords and security used in connection with Village technology resources, including voice mail access codes, are Village property and must be made available to the Village. You must understand that your use of passwords will not preclude access, monitoring, inspection, review, or disclosure by authorized Village personnel. The Village also may unilaterally assign and/or change passwords and personal codes. The security of Village's technology resources is every user's responsibility.

Viruses

You may not knowingly upload, post, e-mail or otherwise transmit any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy, or limit the functionality of any computer software, hardware or telecommunications equipment. If you are uncertain if a file is acceptable to post or transmit, contact IT.

Misrepresentation of Identity and/or Data

Unauthorized access of e-mail, data, and use and/or disclosure of other users' passwords is strictly prohibited. For example, you are prohibited from accessing other users' files or communications without any legitimate business purpose (e.g., to satisfy idle curiosity or to "snoop"), regardless of the security designation assigned to a particular file or communication.

General Matters

Village technology resources may not be used to transmit junk mail or spam (the same or substantially similar messages sent to a large number of recipients for commercial or other purposes unrelated to Village) or pyramid schemes of any kind, or to download or execute games. The Village will not be responsible for any damages, direct or indirect, arising out of the use of its technology resources. The Village may amend, revise or depart from this policy at any time, with or without notice. This policy does not constitute, and shall not be construed as an express or implied contract of employment.

Termination of Access at Separation

Before your last day of employment, you are required to return or otherwise surrender possession of all Village technology resources (including computers, software programs, computer peripherals, phones, tablets, electronically stored data, data storage devices, keys, and written passwords) in their possession, custody or control. Upon separation of employment, the Village will terminate your access to Village technology resources.

Policy Violations

Access to and use of Village technology resources is a privilege, not a right. Users who do not comply with this policy are subject to denial of access to Village technology resources and disciplinary action up to and including termination.

Cell Phones and Other Mobile Devices

While at work, you are expected to exercise the same discretion in using personal cellular phones and other mobile devices (such as tablets, readers, etc.) as is expected for the use of other Village equipment phones. Personal phone calls and messaging should be limited to non-work time, or otherwise cleared through your immediate supervisor, and must be made in a manner that does not disturb employees who are working. The Village recognizes that employees may have need for limited, occasional personal phone calls and messaging during the work day; however, such personal calls and messaging should not interfere with the performance of an employee's job duties. Employees are expected to devote working time to performance of job duties, and any use of communications devices during working time for messaging or functions other than a phone call that has been cleared through your immediate supervisor is strictly prohibited. The Village will not be liable for the loss of personal cellular phones, mobile devices or similar electronic devices brought into the workplace.

The Village will provide configuration information for employees who are approved to access their Village e-mail, calendar, and contacts via their personal cell phone. You must be aware that in providing such access, the Village reserves the right to monitor, access, retrieve and delete any Village information stored in or created on an employee's personal cell phone and any information accessed, received by, viewed or transmitted via the Village's networks.

Any employee utilizing a personal or Village-owned electronic communication device for the performance of Village business agrees to maintain the security and confidentiality of Village data and information, including by protecting the phone with a password lock, limiting access and storage of

confidential data on the communication device and deleting all such information from my communication device regularly. Any employee who maintains any Village information on a communication device must notify IT immediately if the device is lost or stolen. The Village retains the right to manage and control the use and security of a communication device utilized for Village business, including as necessary by removing or “wiping” data from the device, even if such action results in the loss of personal information. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce a personal cell phone for return or inspection or otherwise to provide the Village with access to the device.

When operating a Village-owned motor vehicle or a personal vehicle in performance of Village business, you must comply with applicable local, state or federal laws regarding motor vehicle operation and use of cell phones. Texting or sending e-mails or other written communications is prohibited while operating a vehicle.

Employees who are working outside of a Village facility using a mobile device must follow additional security procedures to maintain security of the Village’s data, network and technology assets. The use of unsecure public Wi-Fi is strongly discouraged, as unsecure public Wi-Fi presents significant security concerns. Instead, employees should use a Village-provided mobile hotspot instead of an unsecure public Wi-Fi. Village-provided mobile hotspots should not be used to allow individuals who are not Village employees to access the Internet, whether family members, friends or colleagues from another municipality, etc. Employees using mobile devices must use the Village’s virtual private network (VPN) at all times when working outside of a Village facility. If you need access to a mobile hotspot or need the VPN installed on your device, please contact IT. If using your home Wi-Fi with a Village-issued mobile device, your home Wi-Fi must be password protected.

Unless permission is specifically granted by IT, you are not permitted to use personal devices to access Village e-mail, networks or data. If you are granted permission by IT, you must follow the security procedures outlined by IT.

Training and Security Awareness

In efforts to inform employees about best practices, security procedures and threats, the Village periodically conducts required training and conducts random testing of security procedures. You are required to complete IT training that is assigned to you.

Use of Artificial Intelligence Tools

Publicly-available applications driven by generative artificial intelligence (GenAI), such as chatbots or image generators, can offer opportunities to streamline work functions and come with serious security, accuracy, intellectual property and ethical risks that must be considered before GenAI tools are used in the performance of your work. This policy creates guidelines for acceptable use, which may be changed by the Village as GenAI technology advances, and this policy applies to the use of any third-party or publicly-available GenAI tools or applications that mimic human intelligence to generate answers, work product or perform certain tasks.

GenAI tools are very powerful in synthesizing information or creating content. These tools can be helpful in various stages of work, such as compiling and summarizing information, or drafting content.

It is important to remember that GenAI tools are not a substitute for human judgment and creativity. Some GenAI tools can be prone to “hallucinations,” false answers or information, or information that is

stale or outdated. GenAI tools rely on information that has been used to “train” its algorithms and it is possible for GenAI tools to exhibit bias. It is also important to remember that GenAI tools continue to “learn” as data is inputted by users, and neither you nor the Village have control over how data or information that is inputted into GenAI tools is stored, used or made available to others.

Therefore, the Village requires that any employees using GenAI in any aspect of their work follow these guidelines:

Do:

- Fact-check and review all work product generated by GenAI tools, recognizing that the GenAI tool may produce incorrect or outdated information.
- Talk with your supervisor about the use of GenAI in your work to determine the appropriateness of its use.
- Discuss with your supervisor whether you need to cite the GenAI tool you used if you use content generated by GenAI tools, particularly if your work will be made publicly available.
- Review any response from the GenAI tool you intend to rely on or use for accuracy, appropriateness, potential bias, and to verify that it is not a violation of any other individual or entity’s intellectual property or privacy and that it is consistent with Village policies and applicable laws.

Do Not:

- Do not upload confidential, proprietary, sensitive, personal or otherwise non-public information into the GenAI tool. Examples can include (but are not limited to) financial information, criminal justice information, passwords and other credentials, protected health information, draft or confidential documents, personal information (such as names, dates of birth, home addresses, likenesses, etc.) or other information that is otherwise not available to the general public.
- Do not use GenAI to help you make employment decisions about applicants or employees, including recruitment, hiring, retention, promotions, transfers, performance evaluation, discipline or terminations.
- Do not integrate GenAI tools with any Village software or applications without permission and assistance from IT.

Section 2.14: Employee Conduct

In addition to other guidelines outlined in this manual, administrative procedures, and relevant rules of the various departments, the Village has established certain minimum standards of conduct. Some of the work rules, which employees should be familiar with, are listed below.

Violations of such rules will subject an employee to disciplinary action, ranging from a verbal reprimand to a recommendation of immediate termination of employment, as deemed appropriate by the department head, and/or Human Resources Director and Village Manager. The illustrations of offenses listed are by way of example and are not intended to be all-inclusive; rather, the illustrations provide a general guide for determining unacceptable behavior. These rules do not limit the right of the Village to discipline or terminate an employee for any other reason. The Village may revise or change these rules as it deems necessary without prior notice.

- Engaging in fighting, horseplay or reckless conduct on Village premises or while on Village business.
- Physically abusing, bullying, intimidating, offending, or coercing through verbal threats any resident, citizen, municipal official, fellow employee or member of the general public. Using vile, intemperate, offensive or abusive language, or acting in a disrespectful manner to any resident, citizen, municipal official, fellow employee or any member of the general public.
- Discourtesy, however slight, toward any coworker or member of the general public.
- Falsifying or alteration of time sheets, personnel records, employment applications, attendance, or any other Village records or documents.
- Providing false information or information the employee should have known to be false to a supervisor, department head, Village Manager, member of the Corporate Authorities, or any other Village representative.
- Refusing to cooperate with the Village during an investigation of a Village or employment-related incident.
- Removing from Village premises, being in the unauthorized possession of, or using for personal or any other inappropriate use, any Village vehicle, equipment, supplies, tool, material or property, or the vehicle, equipment, supplies, tools or property of a resident, business, Village official or fellow employee.
- Destroying, damaging, defacing, abusing, wasting or misusing Village property, equipment, supplies or materials, or the property, equipment, supplies or materials of a resident, citizen, Village official or fellow employee.
- Creating or contributing to an unsafe condition on Village premises or failing to adhere to safe operating practices.
- Insubordination or refusal of a direct work order or assignment or other breach of conduct.
- Failing to report to work at any time when so directed, including during emergencies.
- Leaving the assigned place of work during work hours when not authorized to do so.
- Violating the Village's drug-free workplace, alcohol and controlled substances testing policies.
- Revealing confidential Village information without proper authorization.
- Being absent without proper notification to the Village.
- Excessive, unreported or unexcused absences from work, abuse of sick leave privileges.
- Unauthorized possession of a weapon of any kind on Village premises or while on Village business. Sworn officers may carry authorized weapons pursuant to Public Safety Department policy.
- Violating the Equal Employment Opportunity, anti-harassment/retaliation, or Americans with Disabilities Act policies.
- Sleeping, loitering or loafing on duty.
- Incompetent, inefficient, negligent or unsatisfactory performance of assigned work.
- Disruptive attitude or abusive language, which is detrimental to the service, programs and operation of the Village.
- Excessive tardiness or early departures from work.
- Allowing the political affiliation of the employee or of a resident or member of the general public to affect or in any other way influence whether a resident or member of the general public receives Village services or in any other way influence the type or quality of Village services available or provided to that resident or member of the general public.
- Violating the Village's smoke-free workplace policy.

- Any act which endangers the safety, health or well-being of an employee or citizen, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or discredit the Village.
- Violating any of the provisions of the ethics standards.
- Other violations of Village policies and procedures or other misconduct as determined by the Village.

Section 2.15: Discipline Procedure

Violation of any Village policies, procedures or rules may result in disciplinary action, up to and including termination. Discipline may include any of the following actions:

- Verbal reprimand, which is normally given by the employee’s supervisor or department head, documented and placed in the employee’s personnel file.
- Written reprimand, which is normally given by the employee’s supervisor or department head, and includes an outline of the circumstances surrounding the incident which gave rise to the discipline and a statement of further actions that may be taken if the employee commits similar offenses or infractions in the future. A copy of the reprimand will be placed in the employee’s personnel file.
- Suspension without pay, when the employee’s department head or designee determines that the offense or infraction is sufficiently serious to warrant penalization. When a suspension is enacted, the department head or designee will provide a letter of documentation to the employee, and a copy will be placed in the employee’s personnel file.
- Termination of employment.

The Village supports the use of progressive disciplinary procedures; however, the Village retains sole discretion to determine the form of discipline warranted in each situation, considering the type and frequency of misconduct on a case-by-case basis. The Village may also place an employee on a performance improvement plan if they are involved in a disciplinary situation that cannot be readily resolved, or when they demonstrate an inability to perform work assignments efficiently. The Village also may demote employees to a position of lesser responsibility and/or salary, except in such cases where demotion is subject to the Glencoe Public Safety Commission Rules and Regulations. An employee’s employment with the Village shall be on **an at-will basis, meaning the Village and its employees retain the mutual right to terminate the employment relationship “at will,” with or without warning, notice, or cause.**

Section 2.16: Complaints and Suggestions - Open Door Policy

The Village is committed to providing a comfortable, respectful work environment for all employees. Supervisors, department heads and the Village Manager maintain an open door policy for receiving employee suggestions or hearing concerns raised by employees.

If you have reason to believe that you have experience or witnessed conduct that is inconsistent with Village policy or that the Village has committed any violation of a policy, rule, or regulation of the Village, or other improper or unlawful conduct, you must immediately report information concerning the alleged violation to a supervisor, department head, Human Resources Director or Village Manager. You are encouraged to submit concerns in writing to facilitate the Village’s investigation into the matter. The Village will investigate the matter and recommend and coordinate any compliance efforts or corrective or disciplinary action that may be taken against persons found to have violated Village policy.

All investigations into any conduct that has allegedly violated Village policy shall be conducted in a timely manner and without unnecessary delay. The Village will not retaliate against an employee for making complaints under this policy.

In addition to the procedure identified above, it is the policy of the Village, insofar as possible, to prevent employee problems and to deal promptly with those that do occur. You should feel free to discuss problems with your supervisor. Your supervisor will discuss the circumstances with you and attempt to resolve the matter.

Section 2.17: Privacy Expectations

Village-issued property is owned by the Village and provided to employees for employees to use in performance of their job responsibilities. Therefore, all storage facilities, offices and workspaces (including desks, computers, filing cabinets and lockers) are the property of the Village, and the Village reserves the right to have access to these areas and to such property at any time, with or without advanced notice to any employee. The Village retains duplicate sets of keys for all Village buildings, facilities, storage areas and offices. You should not expect that such property will be treated as private and personal to you. Likewise, Village-issued e-mail, voicemail, telephones (including desk phones and cellular phones), mobile devices (such as tablets) and computer systems are also Village property and are to be used for business purposes. The Village's internet service and information technology resources are to be used for business purposes. The Village reserves the right to inspect, monitor and have access to Village computers, telephones, e-mail, voicemail systems and internet communications.

To promote the safety of employees and visitors of the Village, as well as the security of the Village's facilities, the Village reserves the right to conduct video surveillance of any portion of its premises at any time. Video cameras may be positioned in appropriate places within and around Village facilities. The only exceptions to this policy include private areas of restrooms, showers and dressing rooms.

Section 2.18: Secondary Employment

Village employees are generally permitted to engage in secondary employment outside of the Village, or in a different position within the Village. In all cases, the Village's expectation is that your first priority is their Village employment, and not your secondary employment, and that secondary employment will not interfere with your Village job duties or create a conflict of interest (or the appearance of a conflict of interest). In order to ensure that secondary employment does not interfere with your Village job duties, the Village has established several requirements for secondary employment:

- All secondary employment must be reviewed and approved initially by the employee's department head (or designee). After secondary employment is initially approved, it must be re-approved annually by the employee's department head (or designee).
- Employees cannot conduct secondary employment work while on duty in their Village position.
- Employees cannot use Village resources, including technology resources, office supplies, etc. to engage in secondary employment (however, this does not apply to special details authorized by the Public Safety Department).
- Employees may be called upon to assist during Village emergencies, and secondary employment should not prevent the employee from assisting during such an emergency.

Secondary employment may not be approved, or approval of secondary employment may be revoked, if any of the following conditions apply or develop:

- Secondary employment extends beyond 20 hours per week, except during an employee's regular time off, holidays or approved leave, or unless otherwise approved by the employee's department head (or designee).
- The nature or place of employment might bring disfavor on the employee or the Village.
- Secondary employment would involve the employee's appearance in Village uniform, involve use of Village equipment (excluding special details authorized by the Public Safety Department), or in any manner be considered as a conflict of interest with the employee's Village position.
- Secondary employment impairs the employee's abilities to perform their Village job responsibilities.
- The employee is, or may appear to be, using their Village position to influence outside employment.

Section 2.19: Personnel Records

The Village maintains your personnel records in order to comply with relevant record keeping requirements. If you wish to review your personnel records or obtain a copy of your personnel records, you may do so by requesting to review your records or copy your records as allowed under the Illinois Personnel Record Review Act. You may submit a request to review your personnel records to your department head or the Human Resources Director.

Section 2.20: Appearance and Dress Code

Employees represent the Village in their interactions with members of the public, and it is important that you portray appropriate professionalism in your appearance and dress.

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

Positions Requiring Uniforms

Employees whose positions require uniforms are responsible for reporting to work in a clean, well-maintained uniform, including uniform footwear, and complying with all uniform requirements and specifications.

Positions Not Requiring Uniforms

Employees whose positions do not require uniforms are required to comply with the Village's dress code. Employees are entrusted with maintaining appearance and dress that is appropriate for their day. To that end, employees may choose among jeans, business casual or formal attire, based on the employee's anticipated day and attire that is appropriate in that situation.

Examples of inappropriate dress include (but are not limited to): T-shirts, shorts, spaghetti-strap tank tops, strapless tops, flip flops (regardless of material), leggings (unless worn under a garment which

complies with the Village's dress code), high-cut skirts or dresses (more than two inches above the knee), low-cut shirts and clothing or garments that are torn or tattered. Clothing and garments may not contain language or images that are vulgar, profane or otherwise violate the Village's anti-harassment policy.

Employees whose work requires safety-toed shoes under OSHA regulations, and/or employees who are working at outdoor job sites, construction sites, or performing building inspection are required to wear steel-toed or composite-toed safety footwear at all times while performing such work. Exceptions to this requirement may only be made in writing by the employee's department head and Human Resources Director.

Employees may be granted exceptions to the dress code by their supervisors, based on job assignments or operational needs. If you believe that you need an exception to the dress code, please contact your supervisor.

Section 2.21: Village Property

Village property is intended for Village business. The Village's tools, equipment, supplies and materials are to be used for Village business only, and are not to be used for personal use (unless a policy in this Handbook allows for limited, occasional personal use).

Section 2.22: Solicitation for Donations, Charity or Goods

In order to alleviate disruption of Village services during normal working hours, it is prohibited for employees to solicit other employees for donations, charity, the sale of products or services, or any other purpose during working hours. Peddling or soliciting for sale, donation or support of any kind (electronically or in-person) in work areas or areas where it will disturb other employees who are working can only occur during break and/or lunch periods. During working time, you may not distribute or circulate literature or printed materials during in non-work areas, and you may not distribute or circulate literature or printed materials in work areas at any time, whether during working or non-working time. "Working time" refers to that portion of any workday during which an employee is supposed to be performing any actual job duties. It does not include meal or break periods. Activities that are sponsored or endorsed by the Village (such as participation in workplace charitable campaigns) are not subject to this policy.

Solicitation for donations, charities, the sale of products or services and/or the distribution of literature by non-employees on Village property is strictly prohibited, except vendors invited or authorized by the Village whose products or services directly relate to Village operations (for example, a department may invite a sales representative to give a presentation on products or services related to the department's operations).

Section 2.23: Employee Information/Change

You are required to promptly notify the Village, in writing, of changes to your mailing address and/or telephone number. You are required to provide emergency information, which will be maintained by the Village in order to notify the appropriate person(s) in the event of any type of emergency. You must keep this information current at all times.

Section 2.24: Personal Use of Social Media

The Village recognizes that employees may choose to use personal social media accounts as a means of sharing their lives and opinions with family, friends and co-workers. However, use of social media can also present certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your personal use of social media as it relates to your employment, the Village has established these guidelines for appropriate social media use. This policy applies to all employees of the Village. Employees authorized to manage and utilize the Village's official social media accounts should refer to the Communications Plan for guidance.

In the rapidly expanding world of electronic communications, social media can mean many things – social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated with the Village, as well as any other form of electronic communication. For the purpose of this policy, "social media" includes (but is not limited to) specific social media sites, blogs, wikis, instant messaging, social networking sites, virtual worlds and the like.

The same principles and guidelines found in the Village's employment policies and their basic principles apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct online that adversely affects your job performance, the performance of fellow employees or otherwise affects the Village's customers, suppliers, people who work on behalf of the Village or the Village's legitimate business interests may result in disciplinary action up to and including termination of employment.

Personal Use of Social Media

Carefully read this policy, as well as the Village's ethics policy, technology acceptable use policy, anti-harassment and anti-discrimination policy and employee conduct policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment and threats of violence or other similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination of employment.

- **Express only your personal opinions.** You are free to express your own personal opinions in your personal social media presence. You do not have permission to represent yourself as a spokesperson for the Village in your personal social media presence. Similarly, you do not have permission to use the Village's name or logo to endorse any products, causes, political parties or candidates in your personal social media presence. If the content you are creating or posting is about the Village, be clear and open about the fact that you are an employee and your views do not represent those of the Village, Village employees, officers, elected officials, residents, customers, suppliers or people working on behalf of the Village. If you do publish a blog or post online related to the work you do or subjects associated with the Village, make it clear that you are not speaking on behalf of the Village. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Village of Glencoe."
- **You are personally responsible for what you post on your social media.** It is perfectly acceptable to identify yourself as a Village employee or talk about your work on social media. However, if you post information or content on your personal social media that violates the Village's anti-harassment policy, anti-discrimination policy, workplace violence, or other

employee conduct policies, you may be subject to disciplinary action, up to and including termination of employment. You may not post statements about the Village's employees, vendors, residents or customers that are vulgar, obscene, threatening, intimidating, harassing or a violation of the Village's policies that prohibit harassment, discrimination and workplace violence.

- **Do not intentionally post false information about the Village.** If you post something about the Village that you believed was correct and you later learned was incorrect, the Village suggests that you remove or correct the post promptly. If you knowingly post false information (i.e., lies) about the Village (including the Village's employees, elected and appointed officials), you may be subject to disciplinary action.
- **You cannot post or share confidential Village information.** Employees are reminded that disclosure of information related to Village operations must follow appropriate authorization and comply with the Village's media and spokesperson procedures. You do not have permission to share confidential Village information, such as personal information about another employee or customers of the Village, protected health information about another employee or customers of the Village, confidential financial information (such as bank account numbers or passcodes), log in IDs and passwords for Village technology systems. Other confidential information may include trade secrets, reports and analysis prepared by the Village or third parties that have not been released to the public, information provided for audit purposes that has not been released to the public, information related to other actions that remain under review or in a preliminary or draft state, attorney-client communications, or other information that is not subject to disclosure under state or federal law. Similarly, employees may not post any information that threatens public safety or security of the Village's systems and/or is subject to attorney-client privilege. If you are unsure if information is suitable for you to post or share on social media, ask your supervisor or department head before posting or sharing the information.
- **Village time and technology resources are for Village business.** Your working hours and Village technology resources (including computers, smart phones, tablets, Internet access and e-mail) should be used for Village business, and use of personal social media should not interfere with your job duties. To that end, you should refrain from using personal social media during work time or using Village-provided technology resources. You are not permitted to use personal social media during your working hours for personal financial gain. Using personal social media during your break or meal time is acceptable; however, you are still required to comply with the Village's technology acceptable use policy. The Village can monitor all electronic communications activity conducted on the Village's IT systems, including social media activity. If you log on to or access your personal social media using the Village's IT systems, you should have no expectation of privacy as to any of the information that you post or review while using social media, including usernames, passwords, codes or other information that is reviewed or enables access to social media sites.

Section 2.25: Communication Plan

Employees are responsible for adhering to the Village's communication plan when issuing any official Village communication materials. If you are unfamiliar with the communication plan or have questions regarding the communication plan, please contact the Administration and Finance Department.

Section 2.26: Nursing Employees

The Village will provide reasonable break time each day to an employee who needs to express breast milk for their infant child. The break time may run concurrently with the employee's normal break time.

Nursing employees will be provided with a private place for expressing milk, other than a toilet stall or restroom.

Section 2.27: Child Protection Policy

The purpose of this policy is to outline the responsibilities and procedures of the Village, which have been developed and implemented in order to provide personal safety and protection of all minors that utilize facilities, resources or participate in programs that are sponsored by the Village.

It is the policy of the Village to actively promote child abuse awareness and sexual misconduct awareness and to implement procedures to provide protection to all minors. This policy is designed to prevent child abuse and sexual misconduct to minors while in Village-sponsored programs or activities and to establish clear guidelines as how to respond effectively to allegations of sexual misconduct involving children and minors, whether such misconduct was committed by Village personnel or others.

Definitions

For purposes of this child protection policy:

- “Minor” is a person who has not yet reached his or her eighteenth birthday
- “Sexual misconduct” means any type of child sexual abuse, sexual assault, sexual molestation, sexual exploitation or sexual harassment of a minor as well as any other behavior by which an adult uses a minor as an object or instrument of sexual gratification and/or any sexual conduct which is unlawful as described by the Criminal Code of the State of Illinois. This includes, but is not limited to acts of intercourse or sodomy, any type of penetration, touching of the genitals of a minor for the purpose of sexual gratification, requesting a minor to touch the genitals of an adult, the exposure of an adult’s genitals to a minor or the request by an adult that a minor expose his or her breasts or genitals. Sexual misconduct would also include the manufacture of child pornography, the exhibition of child pornography, the possession of child pornography or the showing of any type of pornographic materials to a minor.
- “Illinois Department of Children and Family Services” (also known as “DCFS”) is the state agency given the responsibility by the Illinois Abused and Neglected Child Reporting Act to take reports of child maltreatment or sexual misconduct, conduct investigations of child maltreatment or sexual misconduct and provide services to children. (325 ILCS 5/1 of the Illinois Code)
- “Mandated Reporters” are those persons identified under the Illinois Abused and Neglected Child Reporting Act as being required to make an immediate report of suspected child abuse or sexual misconduct to DCFS. (325 ILCS 5/4 of the Illinois Code)
- “Director of Public Safety” is the Director or designee.

Reporting Suspected Child Abuse or Sexual Misconduct

Any employee, public official, volunteer, or agent of the Village who, within their professional capacity, suspects a situation of child abuse or sexual misconduct shall report the suspected abuse or misconduct according to the following procedures:

- All employees, public officials, volunteers, and agents of the Village who, during the course of their official duties, become aware of a specific complaint for allegation of child abuse or sexual misconduct or suspect a case of child abuse or sexual misconduct must immediately

make an official report to the local law enforcement agency. The local law enforcement agency shall conduct an inclusive investigation of the allegation in accordance with the Illinois Abused and Neglected Child Reporting Act and the Criminal Code of the State of Illinois.

- In addition to notifying DCFS and/or law enforcement, the Director of Public Safety will be notified by all employees, public officials, volunteers, and agents of the Village of Glencoe of all allegations of child abuse or sexual misconduct involving an employee, public official, volunteer, or agent who was acting in the official capacity of the Village of Glencoe at the time of the abuse or sexual misconduct.
- Upon notification of an allegation of child abuse or sexual misconduct, against an employee or volunteer the individual involved in the alleged incident will be confidentially and immediately relieved of all responsibilities that involve minors until the investigation has been completed.
- The Director of Public Safety will be responsible to respond to all immediate inquiries, make all appropriate notifications and maintain appropriate levels of confidentiality.

Hiring and Screening

The Village will utilize the following procedures for hiring new employees and volunteers with responsibilities for minors:

- A standardized application will be utilized for all employees, which indicates all employment experience with minors for at least the past ten (10) years whether still in business or not.
- Reference checks will be conducted for all full-time applicants.
- A signed release will be obtained from all applicants authorizing provided reference, non-provided background and criminal history checks, which will be conducted prior to an offer of employment.
- During the hiring process the Village's employee conduct policies will be reviewed with all full-time applicant employees.
- All employees will receive and review a copy of this policy as part of the Village's Handbook.

Background Checks

Background checks are required for all new employees. The background and criminal history check must be completed and the results verified before any employee begins work. At no time should an employee begin work until the verified results of the applicant's background and criminal history check were received.

When verbally making an offer of employment or accepting a volunteer with responsibilities for minors, the hiring manager must inform the applicant that the offer is contingent upon the successful results of a background and criminal history check, and that periodic supplemental background check inquiries can and will be made without advance notice.

The Director of Public Safety or designee will periodically access the Illinois State Police and Consolidated Federal Sex Offender Registry website in order to determine that no Village employees or other persons designated for contact with minors for which the Village is responsible.

Ongoing Training and Supervision

The Director of Public Safety will ensure that all department heads and supervisors of the Village that have responsibility for minors in any of their position responsibilities shall receive training to increase awareness in the areas of child abuse sexual misconduct and child protection management.

Operations

A minimum of one staff plus a guardian or volunteer must be present at all times for programs monitored and out of public view involving minors unless otherwise assigned or monitored program. Staff is prohibited from being with a single child or being in a situation where they cannot be readily observed by other staff.

Code of Conduct for Minor-Related Activities

Village employees, public officials, volunteers and agents are intended to prevent child abuse or sexual misconduct of minors by preventing situations where situations of abuse can occur.

Section 2.28: Whistleblower Reporting and Anti-Retaliation

The Village acts in accordance with State law regarding whistleblower reporting, including Public Act 101-0652. The Village prohibits any official from retaliating against any employee or contractor who reports improper governmental action, cooperates in the investigation related to a report of an improper governmental action, or testifies in a proceeding or prosecution of an improper governmental action.

The term “improper governmental action” includes any action by a unit of local government employee, an appointed member of a board, commission or committee, or an elected official of the unit of local government that is undertaken in violation of federal, State or local government law or rule; is an abuse of authority; violates the public’s trust or expectation of such individual’s conduct; is of substantial and specific danger to the public’s health or safety; or is a gross waste of public funds.

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

Employees will receive a copy of this policy and Section 4.1 of Public Act 101-0652 upon hire and will be available to employees on an annual basis.

Procedures for Reporting Improper Governmental Action

If an employee or contractor believes that they have witnessed improper governmental action, as defined above, the employee or contractor must submit a written report of the improper governmental action to the Auditing Official, which has been designated below.

If an employee or contractor believes that they have been retaliated against for reporting improper governmental action, or cooperating in the investigation, or procedure involving an improper

governmental action, the employee or contractor must report such alleged retaliation to the Auditing Official within 60 days of the retaliatory action taking place.

The Auditing Official may transfer the complaint to another auditing official, including the Cook County State's Attorney, if they determine that is appropriate. If the Auditing Official is the subject of the complaint, the complainant may file the complaint with any Cook County State's Attorney.

Investigation of Complaint of Improper Governmental Action or Retaliation

The Auditing Official will keep the identity of the complainant confidential to the extent allowed by law. The complainant may waive confidentiality in writing on a form presented to the Auditing Official.

The Auditing Official shall investigate the complaint promptly and thoroughly, and conclude whether or not the evidence gathered through such investigation warrants merit of a finding that either an improper governmental action, or retaliation for filing such a complaint or complying with such investigation, occurred or did not occur.

The investigation by the Auditing Official may include interviews of the complainant and witnesses, interviews of governmental officials who may have knowledge about the complaint or may be the subject of the complaint, inspection of documentation (in written, printed or electronic format) relevant to the complaint, take any other appropriate measures to ensure that the complaint has been thoroughly investigated, and make a determination whether the complaint does or does not have merit.

Auditing Official Determination and Remedial Action if Necessary

If the Auditing Official determines that the complaint has no merit, the Auditing Official can dismiss the complaint.

If the Auditing Official determines that the complaint has merit, the Auditing Official may take remedial action on behalf of the Complainant, including reinstatement, reimbursement for lost wages or expenses, promotion, or other remedial action that the Auditing Official deems appropriate. The Auditing Official may also make their investigation findings available to the complainant's attorney (if the complainant is represented by an attorney) if the Auditing Official finds that restitution is not sufficient.

Any person who engages in prohibited retaliation under Section 4 of Public Act 101-0652 may also be subject to fines, appropriate employment action, civil or criminal prosecution, or any combination of these actions.

Designation of Auditing Official

The Village Manager (or designee) is designated as the Village's Auditing Official, with the duties and responsibilities set forth in 50 ILCS 105/4.1 and this policy, and the Human Resources Director is to serve as the alternate Auditing Official in the event that the Village Manager is unable or unavailable to serve.

Chapter 3: Employment Policies and Procedures

Section 3.1: Employee Recruitment, Selection and Appointment

The Village Board is the appointing authority of the Village Manager. The Glencoe Public Safety Commission is the appointing authority for entry-level Public Safety Officers and Public Safety Lieutenants. The appointment of all other employees is made by the Village Manager or designee.

The Village employs employees on the basis of merit and considers applicants based on their abilities to perform the essential functions of the job they seek. To initiate a recruitment process, a department director must obtain authorization from the Village Manager. Requests for new positions are typically made during the annual budget development process; however, occasionally, new positions may be authorized mid-year by the Village Manager based on a department's operational needs.

Application for Employment

All applicants are required to complete the Village's employment application, submit a resume when requested, or follow a designated examination process. The application/resume must include complete information relating to the applicant's experience, training and other relevant qualifications for the position. Unless otherwise authorized by the Village Manager or designee, the Village does not reimburse applicants for travel, lodging, lost wages or other expenses resulting from the application process. Applicants who provide false information may be removed from the selection process, have a conditional offer of employment revoked, or be terminated if already employed. The Village only accepts applications for advertised positions.

Recruitment

The Village supports and encourages the self-development and advancement of employees within the organization. Generally, vacant positions will be posted and open to current employees. Job postings will typically appear on the Village's website and may be advertised through online newspapers and job search websites, professional associations, professional journals, college placement offices, municipal publications or other applicable recruitment resources. Additionally, positions may be advertised internally by e-mail or physical posting.

Selection

During the selection process, the Village may administer a series of examinations, exercises, tests, interviews or review of work samples to learn about an applicant's qualifications. These selection tools may be written, oral, physical, a demonstration of a skill, or a combination of these skills. Interviews typically involve, among other potential participants, a department head and/or supervisor for whom the prospective employee is to work. The interview may cover any relevant subject matter related to an applicant's qualification for the position sought, including questions related to an applicant's qualifications for the position and issues arising from prior steps in the selection process. Some positions require participation in a polygraph examination, which is used as a tool to verify background information provided by the applicant.

Background Check

Successful applicants identified in a recruitment process will advance to the background check stage of the hiring process before the Village considers extending a conditional offer of employment. Applicants must satisfy background checks and reference checks applicable to the position prior to advancing further in the hiring process. Besides references, applicants may also have criminal history, driver's

license/driving record, educational degree, employment verification or certification checks conducted, based on the position sought. Positions that involve handling of public funds, information systems, confidentiality, security or public safety may also be subject to a credit check. Where credit checks are required, the Village will comply with the rights and notification requirements of the Fair Credit Reporting Act. Sworn public safety applicants will undergo a background check as required by the Glencoe Public Safety Commission Rules and Regulations.

Conditional Offer of Employment

Upon successful completion of the background check, the Village may extend a conditional offer of employment, which is contingent upon successful pre-employment medical exams. Typically, the Village provides applicants with a conditional offer of employment in writing, detailing the position title, pay rate and summary of relevant benefits offered, and may include other relevant information related to the position, such as required certifications, licenses, hours of work, or similar requirements. The Village may withdraw conditional offers of employment if it discovers that an applicant provided false information at any stage of the recruitment and selection process.

Medical Exams

Final applicants for certain full-time positions and all positions with driving responsibilities within the Village are required to have a pre-employment drug screen. If the medical review officer reports a negative testing finding that qualifies an applicant's specimen as dilute, the Village will require the applicant to submit to a re-test. In addition to the drug test, positions may be required to complete a physical examination conducted by the Village's designated occupational health provider. Whether a position requires a physical exam, and the elements of the examination, are determined by the position's classification, nature of the position and physical demands of the position. Some public safety positions may be required to undergo a pre-employment psychological exam. All employees' medical records, including pre-employment medical examination records, are maintained in a centralized and secure location within Village Hall. Individual employee medical records are only available on a need-to-know basis and will be treated in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

Section 3.2: Residency and Citizenship

With the exception of the Village Manager, the Village does not require employees to be residents of the Village. The Village does not require employees to reside within a certain distance of the Village; however, some positions which may be called upon during after-hours emergencies may be required to be able to report back to work within a certain length of time after being called.

Employees are not required to be citizens of the United States, unless required by law or the Glencoe Public Safety Commission Rules and Regulations. All employees are required to provide verification of eligibility to work in the United States at the time of hire.

Section 3.3: Probationary Period

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The probationary period for full-time and part-time employees is one year. Due to the nature of the position, there is no probationary period for temporary/seasonal employees. The Village uses this period to evaluate employees' capabilities, work habits and overall performance. Either the employee or Village may end the employment relationship at any time and for any reason, other than as

prohibited by law, during or after the probationary period. An employee's employment with the Village shall be on **an at-will basis, meaning the Village and its employees retain the mutual right to terminate the employment relationship "at will," with or without warning, notice, or cause**, and as such, this Handbook shall not be construed to provide any guarantee or assurance of continued employment with the Village.

Section 3.4: Employment Status

The Village uses the following employment status classifications:

- **Full-time:** Position is routinely assigned a 40-hour work week (or, for sworn Public Safety staff, a 28-day work period typically consisting of 171 or 212 hours).
- **Part-time:** Position is routinely assigned less than a 40-hour work week.
- **Temporary/Seasonal:** Position is anticipated to work for a limited period of time (such as a 12-week season, 24-week season, etc.) and may be assigned any number of hours per week.

Section 3.5: Work Day, Work Week and Overtime

The Village's standard work week is Monday through Sunday. Full-time employees' standard work week is 40 hours per week, with the exception of sworn Public Safety employees assigned to 12 or 24-hour shifts and/or employees whose schedule is otherwise established by a collective bargaining agreement. Employees who work more than seven hours in a work day are eligible for a 30-minute unpaid lunch break. Public Safety employees who are required to respond to calls for service during their lunch break will receive a 30-minute paid lunch period. The Village does not provide other paid, designated break periods except as required by law.

Employees whose positions are classified as non-exempt under the Fair Labor Standards Act ("FLSA") are eligible to earn overtime pay if assigned to work overtime by their supervisor. Employees may not self-assign overtime or work overtime without permission from their supervisor.

If an employee is authorized to work overtime, the number of overtime hours worked will be calculated as the number of hours worked in excess of 40 hours per work week, except Public Safety Lieutenants (see Public Safety Department Attachment). The Village calculates overtime pay rates in accordance with the FLSA – typically, an employee's overtime rate is approximately one-and-a-half times their normal hourly rate. However, the FLSA requires that in some circumstances, the overtime rate must also reflect other types of that the employee might receive – in these circumstances, the overtime rate may be slightly higher than time-and-one-half.

The Village may adjust an employee's work schedule within the same week to minimize overtime (for example, an employee works an extra two hours on Tuesday and receives permission to leave two hours early on Thursday).

Employees whose positions are classified as exempt under the FLSA are not eligible to receive overtime pay.

Section 3.6: Flexible Work Arrangements

The Village recognizes that the nature of how work is performed, including when and where work is performed, continues to change for many positions in the organization. The Village also recognizes

offering non-traditional or flexible work arrangements to certain positions in the organization may better enable the Village to meet its operational needs while providing flexibility for employees to support work-life integration. To that end, the Village is offering a flexible working arrangements programs for qualifying positions.

Flexible work arrangements are not an entitlement, nor are they a Village-wide benefit, and they in no way change the terms and conditions of employment with the Village.

Full-time employees in non-bargaining unit positions may apply for flexible work arrangements. To qualify, employees must have been employed with the Village for at least six months and must have exhibited above-average performance, as evidenced through the Village's performance evaluation process. However, exceptions to the minimum employment of periods may be granted by the department head based on operational needs and employee performance.

Flexible working arrangements are not an entitlement; requests will be considered based on the department's operational needs and individual employee performance. To request flexible work arrangements, the employee must complete the Flexible Work Arrangements Program Request form and submit the completed form to their department director. The employee and the department director will review the request to determine whether the employee's requested working arrangement meets the Village's operational needs. Because the Village's foremost priority must be providing service to the community, the Village's operational needs will be used to determine whether the employee's requested working arrangement can be provided. Strong communication between employees, their supervisors and coworkers is important to the success of flexible working arrangements to ensure that work is appropriately coordinated among team members.

If an employee is approved for flexible working arrangements, the employee may be required to adjust their schedule to work during normal Village Hall business hours if needed to meet the Village's operational needs. The focus of the flexible working arrangement must remain on job performance and meeting business and organizational needs. If an employee's work performance declines or assignments are not completed in a timely manner, the flexible working arrangement may be terminated in the department director's sole discretion. The availability of flexible working arrangements can be discontinued at any time at the discretion of the Village.

Telecommuting

The Village of Glencoe considers telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement.

Telecommuting is not an entitlement, nor is it a Village-wide benefit, and it in no way changes the terms and conditions of employment with the Village.

Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Telecommuting can be informal, such as working from home for a short-term project; or formal, such as working a specific day or time from home. All telecommuting arrangements are made on a case-by-case basis, focusing first on the business and organizational needs of the Village.

Any telecommuting arrangement made will be on a trial basis for up to first three months, and may be discontinued at any time for any reason by the Village or at the request of the employee.

Flexibility is an important element of the telecommuting program. As such, employees are not guaranteed the ability to telecommute on desired days or a specific number of days. Employees who telecommute are expected to forward their office phone to their Village-supplied cellular phone to be used while telecommuting, and may only access Village computer files and networks using a Village-issued device and virtual private network. Department directors may authorize employees without a Village-issued cellular phone to telecommute on a case-by-case basis.

The Village accepts no responsibility for damage or repairs to any employee-owned equipment and will not be responsible for costs associated with initial setup or maintenance of the employee's home office (including but not limited to any optional computer accessories purchased by the employee, furniture, internet service, etc.). Consistent with the Village's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary Village information accessible from their home office, strictly adhering to the Village's Technology Acceptable Use policy.

The department director will determine the number of days of telecommuting allowed each month, days of the week and the work schedule the employee will maintain. The employee agrees to be accessible by phone during the agreed-on work schedule and may be called into the office if needed during an emergency or if the employee's presence is otherwise required in the office while telecommuting. Telecommuting employees will still be required to record all hours worked on their timesheet. Failure to comply with any telecommuting program requirements can result in the immediate cessation of the telecommuting arrangement.

The Village recognizes that employees may have family responsibilities outside of work that require the employee to be at home to provide family care. Telecommuting may be used in situations when an employee is able to adequately perform work responsibilities while providing limited or minimal family care, though telecommuting is not intended to be a replacement for family care that requires significant and/or consistent attention of the employee. Telecommuting is not a replacement sick leave or another form of paid leave when the employee needs to be absent from work; however, telecommuting may be requested by employees who need to stay home while they are experiencing symptoms of potentially-contagious illnesses if the employee feels well enough to perform work, subject to supervisor approval. If the employee does not feel well enough to perform work, the employee should use sick leave benefits. The focus of the telecommuting arrangement must remain on job performance and meeting business and organizational demands. If an employee's work performance declines or assignments are not completed in a timely manner, the telecommuting arrangement may be terminated.

The availability of telecommuting as a flexible work arrangement for employees can be discontinued at any time at the discretion of the Village.

Flexible Scheduling Options

Core Hours

While the Village's normal business hours are Monday through Friday, 8 a.m. to 4:30 p.m., the Village considers the hours of 10 a.m. to 3 p.m. to be core hours, during which all employees must work. In the flexible scheduling program, an employee may adjust their start and end time as agreed upon by the employee and their department director, so long as the employee works during the core hours and

works an eight-hour day. For example, an employee may adjust their start time to 7 a.m. and their end time to 3:30 p.m., or an employee may adjust their start time to 9 a.m. and their end time to 5:30 p.m.

To maximize the effectiveness of core hours, departments will make all reasonable efforts to schedule meetings only during core hours; however, if a meeting or another appointment (such as a training program) must be scheduled during Village Hall business hours before or after core hours, the employee may be required to adjust their workday accordingly to attend the meeting.

Other Flexible Scheduling Options

Other flexible scheduling options may be approved by the employee's department director, based on the operational needs of the position.

Section 3.7: Training and Professional Development

The Village recognizes the importance of encouraging and supporting employees in professional development activities that are related to their employment. Your continued professional development is a responsibility that you and the Village share. To that end, it is important for you to regularly discuss your continued professional development with your supervisor. If you are assigned training or professional development, you are required to participate. If you are interested in specific training or professional development opportunities, please speak with your supervisor to evaluate the training opportunity.

Training and professional development offered by the Village may be in the form of conferences, seminars, training sessions, coaching and mentoring, on-the-job training, job shadowing, job rotation, professional associations, online training and more. The Village will provide training opportunities that support its operational needs, employees' skill development and are consistent with the Village's budget.

The Village's training and professional development program is not intended to include coursework toward a post-high school degree. For information regarding the Village's tuition reimbursement program, please refer to Section 4.24 - Tuition Reimbursement.

Section 3.8: Performance Evaluations

The Village conducts regular performance evaluations for all employees. The Village uses performance evaluations to summarize employee performance, accomplishments, areas for improvement and goals for the next year. The Village believes it is important for employees and supervisors to regularly discuss an employee's assignments, work plan, job performance and professional development, and as such, the performance evaluation is intended as a summary of conversations which have already taken place throughout the year. To that end, employees and supervisors should routinely discuss performance, professional development and growth opportunities.

Typically, employees are formally evaluated annually; however, there may be instances when employees are evaluated more frequently, such as probationary employees and employees whose performance is below expectations. Employees whose performance is substantially below expectations may receive additional performance counseling, including (but not limited to) more frequent performance evaluations, training, performance improvement plans and/or disciplinary action up to and including termination of employment.

Section 3.9: Salary Ranges

The Village strives to offer compensation packages which are commensurate with each position's responsibilities and help the Village attract and retain a highly-qualified workforce. Salary is one component of an employee's total compensation package and the Village may utilize other forms of compensation which are not addressed in this policy. The Village strives to provide an attractive, competitive compensation program to its employees.

Salary Schedule

The Administration and Finance Department is responsible for establishing and maintaining the Village's salary schedule. The salary schedule consists of salary ranges for each pay grade and reflects positions assigned to each pay grade. Each pay grade is constructed with a minimum and maximum dollar amount, which represent the lowest and highest base salary that may be paid for a job assigned to that pay grade.

The salary schedule may be adjusted based on cost of living adjustments awarded by the Village Board annually during the budget process. Additionally, the salary schedule may be adjusted due to a market adjustment, if approved by the Village Board, based on periodic market comparability reviews.

Pay Grades and Job Evaluations

Each full-time position is assigned a pay grade commensurate with the levels of skill and responsibilities associated with the position. The Village conducts job evaluations to calculate pay grades when new positions are created and/or when job responsibilities are substantially changed. Additionally, the Village conducts periodic reviews of all positions' pay grades through job evaluations, typically every three to five years. Pay grades may be increased or decreased. Job evaluations are an analysis of a position's responsibilities, formal educational requirements, experience requirements, skill levels and/or certifications required, and other requirements of the job.

Part-time positions are not assigned pay grades. Instead, pay rates for part-time positions are evaluated based on the position's job evaluation and established by the Village Manager.

Cost of Living Adjustment

Employees must achieve an overall performance evaluation rating of "meets expectations" or higher in order to be eligible to receive a salary increase, including any cost of living adjustment awarded by the Village Board. Employees whose overall performance evaluation rating is below "meets expectations" may not receive a salary increase, including a cost of living adjustment.

Advancement through Salary Ranges

The Village utilizes an open-range merit salary structure, which means that each salary range has a defined minimum and maximum, and does not have defined increments (often referred to as steps) between the range minimum and maximum. Employees may be awarded base salary merit increases to recognize exemplary performance (subject to available funding), which is typically done in conjunction with the annual performance evaluation process.

Section 3.10: Payroll and Time Keeping

The Village administers payroll on a bi-weekly basis – each pay period consists of two work weeks. You are required to report your hours worked on your electronic timecard and submit it to the Finance Department on a bi-weekly basis. You are responsible for ensuring that your timecard accurately reflects

all hours that you worked during the pay period. If you find an error in your timecard, you should contact your supervisor as soon as possible.

The Village does not allow non-exempt employees to work “off the clock” without compensation. Non-exempt employees must record all hours of work, including work performed away from the workplace, on their time sheets and receive prior authorization if performing work outside of the employee’s assigned work hours. Any employee who fails to accurately record all hours of work on their time sheet will be subject to disciplinary action, up to and including termination of employment.

Employees who are required to use a timeclock for time keeping must use the timeclock daily and punch in and out for all hours worked. If you are required to use a timeclock, you may only punch in and out for yourself – you are not permitted to punch in or out for anyone else. If you inadvertently forget to punch in or out, please notify your supervisor as soon as possible.

Employees may elect to enroll in direct deposit in lieu of receiving a paper paycheck. All payroll (whether paper paychecks or direct deposits) will be issued on the Friday following the end of a pay period. If the Friday following the end of a pay period is a designated Village holiday or banking holiday, payroll will be issued on the business day before the holiday. The Village does not provide pay advances.

The Village will withhold applicable payroll taxes and pension contributions from your pay. If you enroll in voluntary fringe benefits that the Village offers, the Village will withhold your contributions for these benefits. Additionally, the Village complies with court-ordered wage garnishments and will withhold and remit garnishments according to the garnishment order. Garnishments will only be changed or terminated by court order.

Section 3.11: Employment of Elected Officials

Due to potential actual or perceived conflicts of interest, the Village will not consider the applications for employment of elected Village officials, or elected officials of any other level of government or political party that appears on an election ballot within the Village while they are in office or for one year after they leave office, except as otherwise provided by law.

Section 3.12: Employment of Relatives

The Village recognizes the importance of maintaining a work environment which avoids actual, potential or perceived favoritism, or conflicts of interest. To that end, the Village has established this policy to encourage fair treatment in the workplace.

For the purposes of this policy, the terms “elected officials,” “appointed officials” and “relatives” are defined as follows:

- **Elected officials:** Village President and Board of Trustees
- **Appointed officials:** Individuals who currently hold appointed offices in the Village on any boards, commissions or committees of citizens (e.g., ad hoc committees, commissions, task forces, etc.) that are created by Village ordinance or resolution. The Village Manager and Village Attorney are also appointed officials. For the purpose of this policy only, “appointed officials” does not include staff who are appointed to the positions of Deputy Village Clerk, Village Treasurer, Village Collector, Street Commissioner, Village Marshal or Police Constable.

- **Village employees:** For the purpose of this policy, “Village employees” means all full-time and part-time employees of the Village, except the Village Manager, and includes staff who are appointed to the positions of Deputy Village Clerk, Village Treasurer, Village Collector, Street Commissioner, Village Marshal or Police Constable.
- **Relatives:** Persons including husband, wife, domestic partner, civil union partner, mother, father, sister, brother, son, daughter, grandmother, grandfather, grandson, granddaughter, aunt, uncle, niece, nephew, first cousin, stepmother, stepfather, stepbrother, stepsister, step-grandparent. Additionally, any of the relatives listed above related to your spouse or child (for example, mother-in-law, father-in-law, brother-in-law, daughter-in-law, spouse’s uncle, etc.) are considered relatives for the purposes of this policy. For the purposes of this policy, “relatives” also includes unrelated persons who have a romantic or intimate relationship.

Relatives of elected or appointed officials are disqualified from Village employment, other than temporary/seasonal employment.

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

Employees who are relatives may continue employment as long as there is not a direct or indirect supervisor/subordinate relationship between the employees, or an actual conflict of interest or the appearance of a conflict of interest. This policy applies not only to existing relationships, but also where an organizational change creates a supervisor/subordinate reporting relationship, an actual conflict of interest or the appearance of a conflict of interest, as well as employees who become relatives during their employment. In the event that employees become relatives, the employees must disclose the relationship to their department head or the Human Resources Director. Should one of these situations occur, the Human Resources Director will evaluate the relevant facts (such as the reporting relationship between the employees, effect on other employees of the Village, job titles and responsibilities of the employees, etc.) whether one or both employees need to and may be moved to another position, division, work group, shift or department, and will make a recommendation to the Village Manager for consideration. If an accommodation of this nature is necessary but is not feasible, the affected employees will be given the option of resigning. The Village Manager will have the final consideration in determining the appropriate course of action.

Section 3.13: Employee Separations

You may terminate or resign your Village employment at any time, with or without reason, and with or without notice. However, in order to continue providing essential public services and to avoid disrupting Village operations, the Village strongly encourages you to provide at least two weeks’ notice of your intent to resign or retire.

If the Village, in its discretion, determines it is necessary to reduce the overall workforce due to lack of work, lack of available funds, or for any other reason, the Village may consider the skills, abilities and past work performance of employees in determining the continuing scope and composition of the

workforce. Seniority will not have a direct impact on who is or is not subject to a reduction in the workforce. Instead, the Village will consider what will fulfill the Village's operational needs and mission, and the Village will implement a reduction in force based on such business reasons within its discretion.

Section 3.14: Replacement of Personal Property

If your personal property is damaged while you are performing work on behalf of the Village, the Village may, in your department head's discretion, reimburse you for the repair or replacement of the damaged item. Examples of personal property that may be considered for replacement or reimbursement including clothing, shoes or other personal items. The Village will not reimburse employees for the repair or replacement of jewelry, watches, cellular phones or personal vehicles damaged while the employee is performing work on behalf of the Village.

Chapter 4: Leave and Fringe Benefits

Section 4.1: Holidays

The Village's designated holidays are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day and are observed on the day of the holiday. In the event that a designated holiday falls on a Saturday, it will be observed on the Friday prior to the holiday; in the event that a designated holiday falls on a Sunday, it will be observed on the following Monday.

Employees who are required to work on observed designated holidays to provide essential public services may receive another day off as approved by their department head, or, may be paid overtime pay for hours worked on designated holidays (if the employee is eligible to earn overtime pay). Temporary/seasonal employees will receive their straight-time hourly rate for hours worked on Village-observed holidays and are not eligible for paid holiday leave or holiday overtime pay.

Section 4.2: Vacation and Floating Holiday

Full-time employees accrue vacation and floating holiday time on a semi-monthly basis. Typically, vacation and floating holiday time will be accrued every pay period, except that during months when there are three pay periods, vacation and floating holiday time will not be accrued in the third pay period.

Vacation and floating holiday time may be taken as accrued, subject to approval by your department head or designee. The Village strives to grant vacation and floating holiday time usage as requested by employees, consistent with the operational needs of the department. Ordinarily, employees are not permitted to use vacation and floating holiday time that has not yet been accrued. However, department heads may authorize exceptions on a limited, case-by-case basis.

Full-time employees will accrue vacation and floating holiday time according to the following schedule (the vacation and floating holiday time accrual schedule for Public Safety Lieutenants is found in the Public Safety Department Attachment, and the vacation and floating holiday time accrual schedule for full-time Golf Club employees is found in the Golf Club Department Attachment):

| Years of Service | Vacation Hours Accrued/Year | Floating Holiday Hours Accrued/Year |
|---------------------------------|------------------------------------|--|
| Hire to 5 th year | 80 | 40 |
| Beginning 6 th year | 88 | 40 |
| Beginning 7 th year | 96 | 40 |
| Beginning 8 th year | 120 | 40 |
| Beginning 11 th year | 128 | 40 |
| Beginning 12 th year | 136 | 40 |
| Beginning 13 th year | 144 | 40 |
| Beginning 14 th year | 152 | 40 |
| Beginning 15 th year | 160 | 40 |
| Beginning 20 th year | 168 | 40 |

| | | |
|--|-----|----|
| Beginning 21 st year | 176 | 40 |
| Beginning 22 nd year | 184 | 40 |
| Beginning 23 rd year | 192 | 40 |
| Beginning 24 th year and beyond | 200 | 40 |

The maximum amount of vacation and floating holiday time which may be carried over each year is 160 hours, unless another amount is authorized by the Village Manager. Vacation and floating holiday time shall be credited against any leave otherwise available under the Illinois Paid Leave for All Workers Act and the Cook County Paid Leave Ordinance.

Employees must request vacation and floating holiday usage as far in advance as possible to help their department plan its work and scheduling appropriately to maintain adequate staffing to provide services. Employees should submit requests for leave to their supervisor at least seven days in advance when the need for leave is foreseen, and as soon as possible when the need for leave is unforeseen. Leave requests submitted less than seven days in advance may be granted at the department head's discretion, based on the department's operational needs. Regardless of when a leave request is submitted, it may be denied based on the department's operational needs, which may include (and are not limited to) adequate staffing necessary to provide services, critical work that is planned or scheduled, or if an employee's absence would jeopardize the health, safety or wellbeing of the community.

If you leave Village employment or retire, your unused accrued vacation and floating holiday time (and, if applicable to you, your old vacation and old floating holiday time) will be distributed as follows:

- If the total value of your accrued vacation and floating holiday time is \$2,000 or more: then 100% of the gross pay value of your unused accrued vacation and floating holiday time is credited to your Retirement Health Savings (RHS) plan upon your employment separation or retirement.
- If the total value of your accrued vacation and floating holiday time is less than \$2,000: then you will receive a cash payment for the value of your unused accrued vacation and floating holiday time with your final pay check.

Section 4.3: Paid Leave for Part-Time, Temporary and Seasonal Employees

Part-time, temporary and seasonal employees are granted up to 40 hours of paid leave upon hire and thereafter annually on January 1, in line with the Illinois Paid Leave for All Workers Act (referred to as "PLWA Leave". The amount of PLWA Leave granted will be pro-rated based on the employee's scheduled or estimated hours per year (and leave provided upon hire will be pro-rated based on date of hire). Part-time, temporary and seasonal employees may use PLWA Leave from the period January 1 through December 31 annually, subject to a 90-day waiting period after date of hire and after December 31, 2023. Part-time, temporary and seasonal employees are not eligible to carry over PLWA Leave from calendar year to calendar year. Unused PLWA Leave is forfeited upon separation from employment with the Village. PLWA Leave may only be used during an employee's scheduled shift.

Employees must request PLWA Leave usage as far in advance as possible to help their department plan its work and scheduling appropriately to maintain adequate staffing to provide services. Employees

should submit requests for leave to their supervisor at least seven days in advance when the need for leave is foreseen, and as soon as possible when the need for leave is unforeseen. Leave requests submitted less than seven days in advance may be granted at the department head's discretion, based on the department's operational needs. Regardless of when a leave request is submitted, it may be denied based on the department's operational needs, which may include (and are not limited to) adequate staffing necessary to provide services, critical work that is planned or scheduled, or if an employee's absence would jeopardize the health, safety or wellbeing of the community.

Section 4.4: Sick Leave

Sick Leave Accrual and Usage

Full-time employees accrue a total of 96 hours per year, on a semi-monthly basis. Sick leave is only accrued while you are in a paid status, therefore, if you are on an unpaid leave of absence, you will not resume accruing sick leave until you return to a paid status.

You may request the use of sick leave for your own illness, personal injury or pregnancy-related medical conditions, or to care for your ill or injured child or step-child, spouse, parent, step-parent or parent-in-law, or medical appointment or personal care for such family member. The Village complies with the Employee Sick Leave Act. Up to 48 hours of sick leave may be used for absences due to illness, injury, medical appointments for or personal care of the employee's domestic partner, sibling, or grandparent. For the purpose of this policy, "personal care" means activities that ensure that such family member's basic medical, hygiene, nutritional or safety needs are met, or to provide transportation to medical appointments, for such family member who is unable to meet these needs themselves. "Personal care" also means being physically present to provide emotional support to such family member with a serious health condition who is receiving inpatient or home care.

If you use three or more consecutive sick days, you will be required to provide a doctor's note to certify that you are ill (or your family member is ill) and need to be absent from work. All sick leave requests must be approved by your department director or designee.

Sick leave cannot be used as a substitute for vacation or floating holiday time. In cases where sick leave abuse is suspected, the Village may require an employee to provide a doctor's note to substantiate the use of sick leave, regardless of the amount of sick leave requested.

When requesting sick leave, you must notify your department director or designee as soon as possible prior to the beginning of your work day when you will be absent. In order to assist your department in ensuring that it can meet its scheduling and operational needs, you must notify your department director or designee of your absence at least one hour before the scheduled start of your work day, except in cases of an emergency (in which case, you should notify your department head or designee as soon as practicable).

You may not take more sick leave than you have accrued, which means that you cannot have a negative sick leave balance. The Village will not provide sick leave advances. If you do not have any sick leave

available and believe that you need to be absent from work due to illness or injury, please contact your supervisor or department head.

Annual Conversion of Sick Leave to Catastrophic Leave and Retirement Health Savings Account

During your employment with the Village, if you end the fiscal year with at least 240 hours of accrued sick leave, your unused sick leave that was accrued in the preceding year will be transferred to catastrophic leave and your Retirement Health Savings (RHS) plan.

Each year (typically in the second quarter), employees with a minimum balance of 240 hours of unused accrued sick leave at the beginning of each fiscal year will have the difference between their annual sick leave accrued and actual annual sick leave used during the prior fiscal year converted to catastrophic leave and a cash contribution to the employee's RHS account at the employee's currently hourly straight-time rate – the 50% of the cash value of that difference will be deposited into the employee's RHS account at the employee's current straight-time hourly rate and 50% of the cash value of that difference will be converted to catastrophic leave. You may use catastrophic leave if you have exhausted all other forms of paid leave and you experience and illness or injury that would otherwise qualify for temporary disability benefits under your pension program. Catastrophic leave does not count toward any present or future incentive program or retirement incentive program. Since the catastrophic leave is a restricted form of unused sick leave, the unused catastrophic leave will be reported to IMRF as service credit.

Please refer to Section 4.27 for more information regarding the RHS program. Please contact the Finance Department to discuss any specific questions or circumstances you may have.

Unused Accrued Sick Leave at Separation

If you leave Village employment and if you have any accrued, unused sick leave, it will be valued as follows:

1. If you have less than 480 hours of sick leave, you will not receive any cash payment or RHS contribution for your accrued, unused sick leave. If you participate in IMRF, you will receive your accrued, unused sick leave as eligible sick leave service credit.
2. If you have a minimum of 480 hours but less than 960 hours of unused accrued sick leave, you will receive the value of 25% of the cash value of your accrued unused time at your current straight-time pay rate as a deposit into your RHS account. If you are retiring and are enrolled in IMRF, you will receive the other 75% of your unused accrued sick leave as eligible sick leave credit.
3. If you have between 960 and 1,920 hours of unused accrued sick leave, you will receive the cash value of 50% of your accrued unused time at your current straight-time pay rate as a deposit into your RHS account. If you are retiring and are enrolled in IMRF, you will receive the other 50% of your unused accrued sick leave as eligible sick leave credit.

Employee Beneficiary

If an employee dies while in active Village service (i.e., not on temporary or permanent disability leave), the employee's beneficiary will be paid 50% of the value of the employee's accrued sick leave at the time of death.

Section 4.5: Catastrophic Leave

You may only accrue catastrophic leave when a portion of your accrued, unused sick leave is converted to catastrophic leave (see additional information in Section 4.4: Sick Leave). You may use catastrophic leave if you exhaust all other forms of paid leave and you experience an illness or injury that would otherwise qualify for temporary disability benefits under your pension program. Catastrophic leave does not count toward any present or future incentive program or retirement incentive program. Since catastrophic leave is a restricted form of unused sick leave, the unused catastrophic leave will be reported to IMRF as service credit upon retirement.

Section 4.6: Compensatory Time

The Village does not provide a formal compensatory time program for employees who are eligible to earn overtime. Ordinarily, overtime hours worked will be paid as overtime pay, unless you receive authorization from your department head to adjust your work schedule to offset the overtime hours worked in the same work week.

Section 4.7: Childbirth/Adoption Leave

Following the birth of your child (or children) or your adoption of a minor child (other than your step-child), the Village will provide 80 hours of paid childbirth/adoption leave, which is paid at 100% of your regular rate of pay. The childbirth/adoption leave benefit is provided per birth or adoption event, regardless of the number of children born or adopted at that time (for example, the childbirth/adoption leave benefit for the birth of twins is 80 hours total). Childbirth/adoption leave may only be taken in one increment/block of time and must be used within one year of the birth or adoption event. Unused childbirth/adoption leave will be forfeited. Childbirth/adoption leave will run concurrently with available FMLA leave.

The Village's paid Family Care Leave program will replace the Childbirth/Adoption Leave benefit for employees who are eligible for the Family Care Leave pilot program while the pilot program is in effect.

Section 4.8: Paid Family Care Leave

The Village recognizes that employees may, from time to time, have family care needs that require the employee to be away from work for an extended period of time or on an intermittent basis in order to provide care for a family member. To that end, the Village offers qualified employees a Family Care Leave (FCL) benefit. Full-time, non-bargaining unit employees with at least one year of full-time service qualify for FCL.

Qualifying Employees

Full-time, non-bargaining unit employees with at least one year of full-time service to the Village are eligible to participate in the FCL program.

Amount of FCL

The Village provides qualified employees with up to 320 hours of paid FCL in a calendar year upon approval of a qualifying leave event, for use during qualifying FCL events (described in detail below). FCL is a "use it or lose it" benefit and may not be carried over from year to year. Unused FCL has no cash value upon separation of employment.

The Village may require an employee to use FCL concurrent with any applicable Family and Medical Leave Act (FMLA) leave. Employees are not required to exhaust other forms of accrued paid leave prior to using FCL.

If an employee uses the Village's 80-hour Childbirth/Adoption Leave benefit for the birth, adoption or foster placement of a child before becoming eligible for FCL, and subsequently gains FCL eligibility within one year of that birth, adoption or foster placement event, the amount of Childbirth/Adoption Leave used for that event will be deducted from the amount of FCL available to the employee for that event.

Definition of "Family Member"

For the purpose of this policy only, the term "family member" includes the following individuals related to the employee:

- Spouse or civil union partner
- Domestic partner
- Child, step-child or child-in-law
- Individual for whom employee stands in loco parentis
- Parent, step-parent or parent-in-law
- Sibling, step-sibling or sibling-in-law
- Aunt or uncle
- Grandparent, step-grandparent
- Individual for whom employee has power of attorney

For the purposes of this policy, "domestic partners" are two adults living together in a close and committed relationship of mutual financial and emotional support. Domestic partners must meet all of the following criteria:

1. The partners are in a committed relationship and intend to remain so indefinitely.
2. The partners are both at least 18 years old and capable of entering into contracts.
3. The partners share common permanent residence and are jointly responsible to each other for the necessities of life.
4. The partners are not related by blood closer than permitted for married couples under Illinois marriage laws.
5. Neither partner has another domestic partner.
6. Neither partner is married.

Qualifying Leave Events

Employees may use FCL the following family care events:

- Birth of a child, adoption of a child (other than an employee's step-child), or placement of a child with the employee for foster care, within the first year following the birth, adoption or foster care placement.
- Caring for a family member due to the family member's serious health condition. Generally, serious health conditions are illnesses, injuries, impairments, or physical or mental conditions that cause the family member to be incapacitated, and require inpatient care or continuing treatment by a healthcare provider (consistent with the definition of "serious health condition" in the Family and Medical Leave Act).
- Attending appointments or leave otherwise required for employee to fulfill responsibilities as power of attorney for a family member (e.g. medical appointments, legal appointments, etc.).

To receive FCL benefits, the employee must submit sufficient documentation to verify their eligibility for FCL. Documentation must include either a Certification of Health Care Provider for Family Members' Serious Health Condition (FMLA) form (if the leave event also qualifies for FMLA) or the Village's Family Care Leave Eligibility Certification Form. If documentation submitted by the employee does not contain sufficient information to determine the employee's eligibility for FCL benefits, the employee's request for FCL benefits may be denied. It is the employee's responsibility to ensure that sufficient documentation is provided to the Village to substantiate the request in a timely manner.

Section 4.9: Family and Medical Leave Act

Family and Medical Leave (FML) provides an opportunity for an eligible employee to take up to 12 weeks of unpaid family/medical leave within any 12 month period, with a guarantee of being restored to the same or equivalent position upon his return from leave, provided the employee: (1) has worked for the Village for at least 12 months; (2) has worked at least 1,250 hours in the last 12 months; and (3) is employed at a worksite that has 50 or more employees within a 75-mile radius. The "12-month period" is a rolling period, measured backward from the date a leave is to be taken.

Reasons for Leave

If you are eligible, you may take FML for any of the following reasons allowed under the Family and Medical Leave Act:

1. The birth of a child and in order to care for such child (within 12 months after the birth of the child);
2. The placement of a child with you for adoption or foster care (within 12 months after the placement of the child);
3. To care for your spouse, child, or parent ("covered family member") with a serious health condition;
4. Because of your own serious health condition which renders you unable to perform the functions of their position. Where both spouses are employed by the Village, the total amount of leave they can take may be limited to 12 weeks for the birth or adoption of a child or to care for a sick parent.
5. Any qualifying exigency (as defined by the Secretary of Labor) arising out of the fact that your spouse, child or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces, National Guard or Reserves in support of a contingency operation. This leave is available during a single 12-month rolling period.
6. To care for a service member with a serious illness or injury incurred during active duty in the Armed Forces, including National Guard and Reserves, for whom you are the spouse, child, parent or next of kin.

Under the Family and Medical Leave Act, a "child" is your biological, adopted or foster child, a step child, a legal ward, or a child for whom you stand in loco parentis. The Family and Medical Leave Act further defines a child as one who is either under 18 years of age, or is 18 years of age or older and incapable of self-care because of a physical or mental disability at the time the FML is to commence. The Family and Medical Leave Act provides separate definitions of child for its military family leave provisions that are not restricted by age.

You may not be granted FML to gain employment or work elsewhere, including self-employment. An employee on FML may not work elsewhere in any capacity. If you misrepresent facts in order to be granted FML you will be subject to disciplinary action, up to and including immediate termination.

Notice of Leave

If your need for FML is foreseeable, you must give the Village at least 30 days prior written notice. Failure to provide such notice may be grounds for delay of leave. Where the need for leave is not foreseeable, you are expected to notify the Village as soon as practicable, generally the same business day of learning of the need for leave. The Village has Request for Family/Medical Leave forms available through the Administration and Finance Department. Use these forms when requesting leave.

In order for the Village to evaluate your leave request to determine whether your leave qualifies for FML, you do not need to specifically reference FML or the FMLA in order for your leave request to be considered for FML. Under the FMLA, the Village is required to evaluate potentially-qualifying FML to determine whether it meets the criteria to be designated as FML, and to designate qualified FML. Since the Village is required by the FMLA to designate qualified leave as FML, you cannot choose whether you would like qualified leave to be designated as FML.

When you seek leave for an FMLA-qualifying reason for the first time, the Village will designate the leave as covered by this policy whether or not you have expressly requested FMLA leave. When you seek leave, however, due to an FMLA-qualifying reason for which the Village has previously provided you with FMLA-protected leave, you must specifically reference either the qualifying reason for leave or the need for FML.

In all instances, you must answer questions and provide sufficient information to allow the Village to determine whether an absence is for a FMLA-qualifying reason. Failure to provide such information can result in a delay or denial of FMLA coverage.

Medical Certification

If you are requesting leave because of your own or a covered family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. You may obtain a Certification of Health Care Provider form from the Administration and Finance Department. The medical certification must be returned within 15 days after it is provided or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial or delay of leave. It is your responsibility, not the health care provider's, to ensure that the Village receives the fully completed medical certification by the deadline. If the Village does not receive a fully completed certification by the deadline (unless there is a legitimate reason for the delay), or if the certification does not confirm an FMLA-qualifying condition, your absences will be treated according to the Village's attendance standards.

The Village, at its expense, may require an examination by a second health care provider designated by the Village. If the second health care provider's opinion conflicts with the original medical certification, the Village, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion.

The Village may directly contact your (or your family member's) health care provider for verification or clarification purposes. This contact will not be made by your direct supervisor. Before such contact is made, you will be given an opportunity to resolve any deficiencies in the medical certification. You or

family member may be required to consent to disclosure of the information to the Village pursuant to HIPAA medical privacy rules, and absent such consent, the Village may deny FML where the certification is unclear.

The Village may require recertification of your or your family member's serious health condition at any point when circumstances have changed significantly, the Village receives information casting doubt on the reason given for the absence, or if you seek an extension of your leave. The Village will require recertification for leave due to your serious health condition following the minimum duration of a condition as stated in the certification form. In all instances, the Village requires recertification every six months in connection with an FMLA medical leave, or more frequently as permitted by law. The Village may provide your health care provider with your attendance records and ask whether the need for leave is consistent with the employee's serious health condition.

You may be required to present a fitness-for-duty verification upon their return to work following a leave for your own illness. Your failure to meet such obligations may lead to a delay or denial of reinstatement. You may also be required to provide a fitness for duty certification for every 30 days of intermittent or reduced schedule leave consistent with the FMLA.

Reporting While on Leave

If you take a leave because of your own serious health condition or to care for a covered family member, you may be required to contact your supervisor on a regular basis regarding the status of the condition and your intention to return to work. For leaves for other purposes, you may be required to periodically report on your status and intent to return to work.

Required Use of Paid Time

FML itself is unpaid leave. You are required to utilize available paid benefit time (which includes sick leave, PTO, vacation time, floating holiday or compensatory time; or any other applicable paid leave, such as childbirth/adoption leave, or paid family care leave if you are eligible for the pilot program) concurrently with your FML (also referred to as "substituting" paid leave). If you exhaust all available paid benefit time, then your FML will be unpaid. The use of paid benefit time concurrently with FML does not extend the maximum FML period beyond 12 weeks. The Village's short-term and/or long-term disability may apply as part of the 12-week leave period when leave is requested due to a serious health condition or the birth of a child.

Medical and Other Benefits

During an approved FML, the Village will maintain your health benefits as if you continued to be actively employed. If paid leave is substituted for unpaid FML, the Village will deduct your portion of the health plan premium as a regular payroll deduction. If the leave is unpaid, you must pay their portion of the premium during the leave. If you fail to pay your portion of the premium within 30 days of its due date, the Village may terminate your health insurance coverage due to non-payment. If you do not return to work at the end of the leave period, you may be required to reimburse the Village for the costs of the premiums paid by the Village for maintaining coverage during the unpaid leave.

Exemption for Key Employees

Certain "key" employees (i.e., salaried employees who are in the highest paid 10% of all employees at a worksite within a 75-mile radius of that worksite) may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial economic injury to the

Village. The Village will notify the employee if they qualify as a “key” employee, if the Village intends to deny reinstatement, and of the employee’s rights in such instances.

Intermittent and Reduced Schedule Leave

Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if medically necessary. If leave is unpaid, the Village will reduce an employee’s salary based on the amount of time actually worked. In addition, while an employee is on an intermittent or reduced schedule leave for foreseeable, planned medical treatment, the Village may temporarily transfer the employee to an available alternative position which better accommodates the employee recurring leave and which has equivalent pay and benefits.

Combined 12 Weeks of FML for Spouses Who Both Work for the Village

If you and your spouse are both Village employees, the FMLA requires that you and your spouse share a combined 12 weeks of FML (in a rolling 12-month period) for the following FML-qualifying reasons:

- The birth of a child and bonding with the newborn child,
- The placement of a child with the employee for adoption or foster care and bonding with the newly-placed child, and
- The care of a parent with a serious health condition.

FML-eligible spouses who both work for the Village are also limited to a combined total of 26 workweeks of leave in a single rolling 12-month period to care for a covered service member with a serious injury or illness if each spouse is a parent, spouse, son or daughter, or next of kin of the service member. When spouses take military caregiver leave as well as other FML in the same 12-month period, each spouse is subject to the combined limitations for the reasons listed above.

If you have questions regarding the amount of FML you are eligible to take for an FML-qualifying event, please contact the Administration and Finance Department.

Military Caregiver Leave

Eligible employees who are family members of covered service employees will be entitled to take up to 26 weeks of leave in a single 12-month period to care for the covered service-member recovering from a serious injury or illness incurred in the line of duty while on active duty. This leave may be taken intermittently, if medically necessary. Family members are a spouse, child, parent or next of kin (the nearest blood relative) of the injured or ill service member. Covered service members are those in the Armed Forces, including members of the National Guard and Reserves.

To qualify for this leave, the member of the Armed Forces must be undergoing medical treatment, recuperation or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness.” A “serious injury or illness” is “an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating.”

Other Applicable Leaves

FML will run concurrently with any other applicable leave. For instance, disability or worker’s compensation leave will be simultaneously designated as FML as well, if the leave is also FML-qualifying.

Returning From Leave

You must return to work immediately after the expiration of your approved FML in order to be reinstated to your position or an equivalent position with equal pay, benefits and other terms and conditions of employment, provided, however, after expiration of approved FML, an employee requiring additional time off may request a reasonable accommodation pursuant to the Americans with Disabilities Act (and as amended) for additional unpaid leave, and each such request will be considered by the Village on a case-by-case basis. You have no greater right to reinstatement or other benefits and conditions of employment than if you had not taken leave.

Section 4.10: Job-Related Injury/Illness, Workers' Compensation, Modified Duty

Temporary Modified Duty

The purpose of temporary modified duty is to provide a progression of job duties that will return injured workers to their regular jobs. Modified duty assignments are temporary and are reserved for employees who will be able to recover from their injuries or medical condition within a clearly defined period of time. Modified duty is a temporary measure and is not intended to remove or replace an employee's regular job duties on an extended or permanent basis. Employees will only be assigned to modified duty work when the Village determines that a need exists and only as long as such need exists and pursuant to the following conditions:

- The Village may require an employee who is receiving workers' compensation benefits to return to work in a modified duty assignment that the employee is qualified to perform, provided that the Village's physician has determined that the employee is physically able to perform the modified duty assignment in question without significant risk that such return to work will aggravate any pre-existing injury.
- The terms and conditions of the modified duty assignment, including job tasks and hours, shall be determined exclusively by the Village. The modified duty assignment need not necessarily be confined to the employee's department.
- Generally, a modified duty assignment may be offered to an employee when there is a reasonable expectation that the employee will be able to return to regular duty within ninety (90) days. Modified duty assignments shall not exceed ninety (90) days unless extended by the Village based upon continued progression toward performance of regular duties, a clearly defined return to work date, and the ongoing availability of productive modified duty work.

The Village reserves the right to terminate any light duty assignment at an earlier time:

- If the Village's physician determines that an employee is capable of returning to their normal job duties,
- If the employee's treating physician or the Village's physician determines that the employee's condition is not improving while is the employee is on modified duty,
- If a need no longer exists for the modified duty assignment, or
- For any other reason deemed appropriate by the Village, or the supervisor overseeing the modified duty assignment.

It is the intention of any modified duty assignment to facilitate the employee's return to the workplace while ensuring that the employee remain focused on achieving maximum medical improvement so that they may return to full duty with the Village. Therefore:

- While on modified duty, employees will not be permitted to work overtime or engage in any secondary employment.
- While on modified duty, employees must limit their physical activities to comply with the medical restrictions as outlined by their treating physician while at work as well as during his/her off duty hours. Failure to adhere to the medical restrictions outlined by the physician, either at work or during off duty hours may result in termination of the modified duty assignment and may be grounds for disciplinary action.
- Employees on modified duty assignments must confirm with their supervisor and/or other appropriate personnel the dates and times of all follow-up appointments, new appointments, physical therapy, etc. as needed. Each time an employee visits their physician, their work restrictions and the availability of a modified duty assignment will be re-evaluated. All appointments and treatments for a workers' compensation claim should be scheduled outside of the employee's scheduled work hours to the extent possible. If it is not possible to schedule an appointment outside of scheduled work hours (for example, due to the office hours of the health care provider), please contact the Village's claims coordinator.

If an employee is unable to resume regular job duties at the end of an authorized period of modified duty work, a representative of the Village (typically, the Village's claims coordinator for on-duty injuries or illnesses, or the Human Resources Director for non-work related injuries or illnesses) will meet with the employee to discuss the employee's status. The Village may send an employee to a physician of its choice to determine if the employee is fit to return to work.

Modified duty assignments are designed to be temporary and transitional in nature. They will be reviewed jointly by the supervisor, injured worker and relevant staff to address increasing work duties and overall performance. This will be completed at least once per month.

There is no guarantee of a modified duty assignment. Modified duty assignments will be considered on a case-by-case basis and shall be based on the operational needs of the Village. No on-duty employee will be moved from their regular job in order to create a modified duty assignment.

The Village may offer temporary modified duty assignments for employees who have temporary work restrictions due to a non-work related medical condition, including pregnancy; however, if a limited amount of modified duty work is available, modified duty assignments will be given to employees who experienced a work-related injury or illness. To request a temporary modified duty assignment, please contact your department director.

Section 4.11: Unpaid Leaves of Absence

The Village may grant an unpaid leave of absence, in addition to the reasons in this Handbook or for reasons other than provided in the Handbook, if the Village determines there is good and sufficient reason. The Village shall set the terms and conditions of such leaves. Barring emergency circumstances, employees seeking an unpaid leave of absence must request leave at least 30 days prior to the beginning of such leave.

If an employee goes on an approved, unpaid leave of absence for a period in excess of 30 calendar days and wishes to continue to be covered by the Village's health, dental or life insurance, the employee is responsible for payment of the total monthly insurance premiums unless otherwise provided by law. If

an employee fails to pay their share of their monthly premiums within 30 days of the premium due date, the Village may terminate the employee's coverage due to non-payment.

An employee on a personal leave of absence will be terminated if the employee: (1) fails to return to the Village at the conclusion of the authorized leave period; or (2) resigns or is involuntarily separated from Village employment while on leave.

Section 4.12: Jury Duty

Employees who are summoned for jury duty will be granted leave in accordance with the Illinois Jury Act. Employees who reside outside of Illinois and receive an out-of-state jury duty summons will be similarly granted leave for jury duty. If you are summoned for jury service, you must notify your supervisor of the date(s) of jury services as soon as possible. While on leave for jury duty, you will receive your regular wages, in addition to any jury service pay you may receive from the court agency.

Section 4.13: Military Leave

The Village recognizes that employees may serve in the Armed Services of the United States or State of Illinois in either an active or reserve capacity. When such service occurs, the Village will comply with applicable laws, including the federal United States Employment and Reemployment Rights Act (USERRA) and the State of Illinois Service Member Employment and Reemployment Act and Family Military Leave Act.

Military Service Leave

Village employees serving in the uniformed services are eligible for a leave of absence during periods of service in accordance with applicable law. Employees may be required to provide the Village with a copy of their military pay rate so that the Village can administer any benefits required by law. However, employees will not be eligible for differential compensation while on active service without pay from the military. Differential compensation for voluntary active service is limited to 60 work days per calendar year. All other benefits, including insurance, will continue to accrue and remain in effect to the extent required by law.

Medical insurance coverage will continue for the employee's spouse and other enrolled dependents with premium contributions being deducted from Village-issued compensation. If that payment is insufficient to cover the employee's premium contributions, in order to maintain insurance coverage, premium payment shall be made to the Village. The employee will be is entitled to again participate in a Village medical insurance program upon return to work.

Military Training Leave

Village employees who are members of a reserve component of the Armed Services, including the Illinois National Guard, will receive leave during their annual training commitment ordered by the Armed Services. During this leave, up to 30 days per calendar year, the employee will continue to receive the employee's regular Village compensation, including insurance and other benefits. If the employee's annual training commitment exceeds 30 days per calendar year, the period of military leave that exceeds 30 days per calendar year may be paid as military differential compensation to the extent required by law.

Employee Notice

The employee must immediately notify their department head in writing of any upcoming military duty.

Re-employment

In accordance with the provisions of State and federal law, upon the completion of military service, employees must request reinstatement within 90 days after discharge to resume employment with the Village. Barring changed circumstances, the Village will reinstate an employee to the same or similar position without loss of seniority, benefits, or the rate of pay in effect prior to induction. An employee shall have no greater right to reinstatement than otherwise provided by law and must return from service with a qualifying discharge and able to perform the essential job functions of the former position.

Unpaid Leave

Employees who have worked at least 12 months for the Village and have worked at least 1,250 hours in the 12 months preceding the commencement of the leave are eligible for unpaid leave through the Illinois Family Military Leave Act. An employee must first exhaust all accrued vacation, floating holiday, PTO, compensatory time, and all other leaves except sick leave and/or disability leave. Family Military Leave may not run concurrently with a paid leave. An employee who is the spouse, parent, child or grandparent of a person called by the Governor or President to State or federal service lasting longer than 30 days may request leave. An employee seeking Family Military Leave must give at least 14 days' notice prior to the date the leave will commence. The Village shall require certification from the proper military authority to verify the employee's eligibility for the leave. The employee is entitled to be restored to the same or equivalent position following leave. Employees shall maintain benefits at their own expense.

Section 4.14: Bereavement Leave

The Village will provide up to 24 hours of paid bereavement leave for full-time employees to attend funerals, wakes or memorial services for an employee's immediate family member, or following the loss of an employee's child due to failed pregnancy. Additional bereavement leave may be approved by the Village Manager or designee on a case-by-case basis, depending on the circumstances, taking into considerations such as the distance of the funeral, wake or memorial service, the employee's family obligations in handling the affairs of an immediate family member who passes away, or other similar circumstances.

For the purposes of this policy, "immediate family" includes an employee's spouse, domestic partner, civil union partner, parents, parents-in-law, step-parents, grandparents, grandparents-in-law, step-grandparents, children, step-children, children-in-law, siblings, siblings-in-law and step-siblings. Bereavement leave may be authorized by the Village Manager or designee for relatives who are not listed above, on a case-by-case basis.

The Village complies with the Illinois Family Bereavement Leave Act (FBLA). The Village will grant two weeks (10 work days) of unpaid leave in the event of:

- The death of a family member
- a miscarriage or still birth;
- an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;
- a failed adoption match or an adoption that is not finalized because it is contested by another party;

- a failed surrogacy agreement; or
- a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth.

For purposes of the FBLA, family member is defined as an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother or father-in-law, grandchild, grandparent, or stepparent.

FBLA may be used for grieving, attending a funeral or alternative to a funeral service, or to make necessary arrangements following the death of a family member. Such leave may be taken within 60 days after the date which the Village receives notice of the death of the family member or of other qualifying circumstances. Employees may elect to use available accrued paid leave during FBLA leave. The Village recognizes that the loss of a family member or other FBLA circumstances may be sudden and unforeseen. In order to ensure that an employee's leave is appropriately scheduled, employees should notify the Village of their intent to use FBLA leave at least 48 hours in advance, if reasonable or practical. Employees will not be denied the use of FBLA leave if advanced notice of the need for such leave is not requested in advance. In the event of more than one FBLA event in a 12-month period, an employee is entitled to up to a total of six weeks of FBLA during the 12-month period. If the FBLA event also qualifies for FMLA, FMLA will be utilized concurrently with FBLA.

Section 4.15: Absence without Leave, Job Abandonment

Employees are not permitted to be absent without authorized leave. If you are absent without leave for three or more consecutive days, the Village will consider you to have abandoned your job and resigned.

Section 4.16: Additional Leaves Required by Law

The Village recognizes employees' right to additional forms of leave as provided by State law. Please notify your supervisor if you have any questions or concerns regarding your need for time off for any reason.

Section 4.17: Benefits Eligibility

The Village offers several fringe benefits to employees, and an employee's eligibility for such benefits is determined by their status as a full-time employee or part-time employee.

Full-Time Employees

Full-time employees are eligible to participate in the Village's group health insurance, dental insurance, Village-provided life insurance, and all applicable voluntary fringe benefits. A full-time employee's eligibility for health, dental and life insurance begins on the first day of the month following an employee's first day of full-time Village employment (for example, an employee who begins full-time Village employment on May 15 will be eligible for health, dental and life insurance beginning June 1), and terminates on the last day of the month of the employee's end of employment.

Full-time employees accrue paid leave in accordance with the schedules set forth in Chapter 4 of Employee Handbook or their department specific attachment, or in their collective bargaining agreements.

Part-Time and Temporary/Seasonal Employees

Part-time and temporary/seasonal employees may be eligible for health insurance benefits pursuant to applicable federal or State law. The Village will determine part-time employees' eligibility in accordance with any applicable law.

Part-time and temporary/seasonal employees are not eligible for participation in the Village's dental insurance program, flexible spending programs or the Village-provided life insurance program.

Part-Time and temporary/seasonal employees are eligible for paid leave only as expressly set forth in the Employee Handbook or as required by local, State or federal law, and are not eligible for any other form of paid leave set forth in the Employee Handbook.

Section 4.18: Health Insurance

The Village offers group health insurance coverage to eligible employees. The plans offered, benefit levels and employee premium contributions may be changed by the Village from time to time.

Eligible employees are permitted to enroll, modify or cancel health insurance coverage annually during open enrollment, or during a special enrollment period, which is within 30 days after a qualifying event. Qualifying events include, but are not limited to, an employee's marriage, divorce, birth or adoption of a child, placement of a child with the employee for foster care, gain of enrollment eligibility status of the employee or an employee's dependent, or loss of other health insurance coverage.

If you participate in the Village's health insurance plan, your premium contributions will be withheld from your pay check on a pre-tax basis, unless you affirmatively request that your premiums be withheld on a post-tax basis.

Section 4.19: Health Insurance Opt-Out

Full-time employees who are eligible to enroll in the Village's health insurance coverage but decline coverage because they have coverage through another health insurance plan that is not sponsored by the Village are eligible to receive a health insurance opt-out cash payment (i.e., to be eligible for the opt-out incentive, you may not be covered by the Village's health insurance plan, whether as the primary plan holder or as a dependent). The health insurance opt-out program may be changed from time to time by the Village, or the Village may discontinue the program in its sole discretion.

Section 4.20: COBRA

The Village complies with the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) requirements to offer employees who leave Village service, become ineligible for health insurance benefits due to a qualifying event (for example, change from full-time to part-time status), or whose dependents become ineligible for coverage under the Village's health insurance plan, the opportunity to maintain group health insurance benefits.

If an employee covered by the Village's health insurance plan or dental plan experiences one of the following events, then the employees will be eligible for continuation of coverage under COBRA:

- Termination of the employee's employment for any reason other than gross misconduct; or
- Reduction in the number of hours of employment.

If an employee's dependent (spouse or child) covered by the Village's health insurance plan experiences one of the following events, then the dependent will be eligible for continuation of coverage under COBRA:

- Termination of the covered employee’s employment for any reason other than gross misconduct;
- Reduction in the hours worked by the covered employee;
- Covered employee becomes eligible for Medicare;
- Divorce or legal separation of the spouse from the covered employee;
- Death of the covered employee; or
- Loss of dependent child status under the health insurance plan rules. Under the Village’s plans, in compliance with the Patient Protection and Affordable Care Act (“ACA”), dependent children may be covered on the Village’s health insurance plan until the end of the month in which the dependent child reaches age 26 (unless special circumstances, as allowed by the plan, allow dependent status over age 26).

If you become eligible for COBRA coverage, you will receive notification of your COBRA eligibility from the Village. After you receive this notice, you will be given 60 days (starting on either the date you are given the COBRA eligibility notice or the date you would lose coverage, whichever is later) to choose whether or not you would like to elect COBRA coverage. If you enroll in COBRA (without previously waiving COBRA coverage), your COBRA coverage will be back-dated to the first day after your health insurance coverage ended.

If you waive COBRA coverage during this 60-day period, you may revoke your waiver and enroll in COBRA within the 60-day period. If you do so, your COBRA coverage will be back-dated to the date that you revoked your COBRA waiver.

If the reason for COBRA eligibility is the end of employment or reduction of the employee’s hours of work, individuals covered by COBRA are entitled to coverage for up to 18 months. COBRA coverage may be extended if the individual covered by COBRA becomes disabled or experiences a second qualifying event. For more information, contact the Human Resources Director or a human resources representative. For all other qualifying events, individuals are entitled to up to 36 months of COBRA coverage.

Individuals who elect COBRA coverage are required to pay the full monthly premium for such coverage, plus a 2% administrative fee (effectively, COBRA participants are required to pay 102% of the monthly insurance premium).

COBRA coverage may be canceled before the end of the COBRA eligibility period for any of the following reasons (if coverage is terminated, you will receive a termination notice):

- Premiums are not paid in full in a timely manner;
- An individual covered by COBRA begins coverage under another group health insurance plan;
- An individual covered by COBRA becomes eligible for Medicare after electing COBRA;
- An individual covered by COBRA engages in conduct that would justify the plan in terminating coverage of a similarly-situated individual who is not receiving COBRA benefits, such as fraud; or
- The Village stops providing any group health insurance plan.

Section 4.21: Retiree Insurance and Benefits

The Village offers pension-eligible retirees (or individuals eligible for IMRF disability or police pension disability benefits) the opportunity to continue participating in the Village’s group health insurance

plans, in accordance with the Illinois Municipal Employees' Continuation Privileges or Illinois Police Officers' Continuation Privileges. Upon retirement (or the beginning of a disability period), the Village will offer an employee the opportunity to continue group health insurance coverage, if the employee is enrolled in the Village's group health insurance benefits the day before their retirement or disability period begins. If you are eligible for health insurance continuation upon retirement or the commencement of a disability period, if you choose to forego enrollment, you will not receive another opportunity to enroll in retiree continuation coverage in the future.

Section 4.22: Other Voluntary Health and Medical Fringe Benefits

Dental Insurance

The Village offers voluntary group dental insurance to full-time employees. The plan offered, benefit levels and employee premium contributions may be changed from time to time. If an employee participates in the Village's dental insurance plan, the employee's premium contributions will be withheld from his or her pay check on a pre-tax basis, unless the employee affirmatively requests that his or her premiums be withheld on a post-tax basis.

Flexible Spending Accounts

The Village offers voluntary flexible spending account (FSA) programs for full-time employees. The Village's FSA vendor and plans offered may change from time to time. Full-time employees may elect to participate in a health FSA, dependent care account and/or commuter account, subject to contribution limits and eligibility requirements established by the Internal Revenue Service.

Section 4.23: Life Insurance

As a benefit to employees, the Village provides a life insurance and accidental death and dismemberment insurance policy to full-time employees and eligible part-time employees. The life/AD&D insurance amount provided to employees not covered by a collective bargaining agreement is \$75,000. Department heads (which includes all department directors and the Village Manager) may elect a life/AD&D insurance policy in the amount of \$325,000 (or up to three times their annual salary, to a maximum of \$500,000, with evidence of insurability). Employees covered by collective bargaining agreements will receive life/AD&D insurance coverage pursuant to the terms of their collective bargaining agreement.

Eligible part-time employees are paid-on-call firefighters, who are eligible for \$50,000 of life/AD&D insurance coverage.

Employees who retire from Village service may elect, at the time of retirement, to continue life/AD&D insurance coverage and will be required to pay the full monthly premium for such coverage; however, if coverage is waived at the time of retirement, a retired employee may no longer elect coverage.

All terms of the life/AD&D insurance policy are subject to the plan's rules. For more information, contact a human resources representative.

Section 4.24: Tuition Reimbursement

The Village recognizes that advanced degrees benefit individual employees and the organization as a whole, and provides a tuition reimbursement benefit. The tuition reimbursement benefit is available to full-time employees who have achieved at least one year of Village service, and the benefit is available subject to funding in the Village's annual budget. Specific information regarding the tuition

reimbursement program (including the application, program guidelines and maximum reimbursement amount) is available from the Administration and Finance Department.

If you wish to receive the tuition reimbursement, you are required to submit an application and receive approval from their department head and the Village Manager (or designee). The tuition reimbursement benefit may only be applied toward college tuition expenses, and may not be applied toward course fees, books or any other education-related expense. To be eligible for tuition reimbursement, the coursework taken must culminate in a degree (such as an associate's degree, bachelor's degree or master's degree) and the degree which you will receive must be job related (as determined by your department head and the Village Manager or designee). Approved tuition reimbursement payments will be made after you turn in your official grade for the class(es).

If you receive tuition reimbursement benefits and leave Village employment due to resignation, retirement, or you are terminated due to misconduct, you will be required to repay all tuition reimbursement benefits that you received if your separation from Village employment occurs before you complete your degree or within three years after completing your degree, unless otherwise agreed by the Village. In the event that your position is eliminated due to a reduction in force, you will not be required to repay any tuition reimbursement benefits that you received.

Section 4.25: Employee Assistance Program

The Village provides an employee assistance program (EAP) to all Village employees at no cost. When employees choose to use EAP services, information related to their use is not shared by the EAP provider with the Village. The Village periodically receives aggregate data regarding EAP usage. The Village may, from time to time, issue mandatory EAP referrals to employees as a component of performance counseling and coaching. When employees receive EAP services as a result of mandatory referrals, the Village will receive information from the EAP provider to confirm that the employee is complying with the referral and subsequent counseling requirements.

Section 4.26: Deferred Compensation and Roth IRA Programs

The Village offers a voluntary 457 deferred compensation program, Roth 457 deferred compensation program and Roth IRA. You may elect to enroll in any of these programs or change your enrollment (including your contributions) at any time during the year.

Section 4.27: Retirement Health Savings Plan

The Village provides a retirement health savings (RHS) program. All full-time employees are automatically enrolled in the RHS program. Employees who are covered under a group health plan obtained through the Affordable Care Act insurance marketplace may exercise a one-time permanent opt-out in order to be eligible for premium tax credits under the Affordable Care Act. As a result of an opt-out, the cash value of all unused accrued leave benefits that are credited in the participant's RHS Plan shall be forfeited.

Your RHS account is funded through the conversion of accrued, unused vacation and floating holiday time as provided in Section 4.2 and through the conversion of accrued, unused sick leave as provided in Section 4.4. Contributions to the RHS are made on a pre-tax basis. At separation, all leave time owed to the employee must be paid into the RHS plan, unless the total value of the leave is less than \$2,000.

The RHS plan is available to employees for use prior to and after retirement through tax-free distributions for qualified medical expenses. For more information, visit <https://www.missionsq.org/products-and-services/retirement-health-savings.html>.

Section 4.28: Pensions

The Village participates in the Illinois Municipal Retirement Fund (IMRF), which provides pension benefits to non-sworn employees of the Village who meet IMRF eligibility requirements. Sworn members of the Public Safety Department participate in the Glencoe Police Pension Fund.

Section 4.29: Taxable Fringe Benefits

The Village complies with IRS regulations regarding the taxation of various fringe benefits, including cash fringe benefits (such as allowances, stipends, etc.) and non-cash fringe benefits (such as gift cards, uniforms purchased by the Village, take-home vehicles, etc.). If the fringe benefit is provided as a specific dollar amount, the Village will not increase the benefit to offset the amount of the employee's tax withholding for the benefit.

Section 4.30: Longevity Pay Policy

In recognition of employees' tenure and history of service to the Village organization, the Village offers longevity pay to non-bargaining unit employees hired prior to March 1, 2018. Eligible employees begin receiving longevity pay after their fifth year of service to the Village. Eligible employees whose positions are classified as FLSA exempt, Public Works Supervisors and Public Safety Lieutenants receive \$125 per year of service, and other eligible employees whose positions are classified as FLSA non-exempt receive \$75 per year of service. Employees who are eligible to receive longevity pay and separate from Village service in good standing are eligible to receive longevity pay for the year in which they separate upon separation. Longevity pay is subject to all applicable taxes and withholdings and is typically paid annually in November.

Golf Club Department Attachment

Holidays

Due to the seasonal nature of the Golf Club's operations, full-time Golf Club employees may be required to work on designated holidays. Non-exempt employees will be paid at their straight-time hourly rate for all hours worked on designated holidays.

PTO Accrual

Full-time Golf Club employees will accrue vacation and floating holiday according to the following schedule:

| Years of Service | Vacation Hours Accrued/Year | Floating Holiday Hours Accrued/Year |
|--|------------------------------------|--|
| Hire to 5 th year | 80 | 96 |
| Beginning 6 th year | 88 | 96 |
| Beginning 7 th year | 96 | 96 |
| Beginning 8 th year | 120 | 96 |
| Beginning 11 th year | 128 | 96 |
| Beginning 12 th year | 136 | 96 |
| Beginning 13 th year | 144 | 96 |
| Beginning 14 th year | 152 | 96 |
| Beginning 15 th year | 160 | 96 |
| Beginning 20 th year | 168 | 96 |
| Beginning 21 st year | 176 | 96 |
| Beginning 22 nd year | 184 | 96 |
| Beginning 23 rd year | 192 | 96 |
| Beginning 24 th year and beyond | 200 | 96 |

Public Safety Department Attachment

Overtime Compensation

Public Safety Lieutenants will receive overtime pay for hours worked in excess of their scheduled shift.

Holidays

Due to the emergency nature of the Public Safety Department's operations, sworn Public Safety employees may be required to work on designated holidays. Non-exempt sworn employees will be paid at the overtime hourly rate for all hours worked on designated holidays.

PTO Accrual

Public Safety Lieutenants employees will accrue vacation and floating holiday time according to the following schedule:

| Years of Service | Vacation Hours Accrued/Year | Floating Holiday Hours Accrued/Year |
|--|-----------------------------|-------------------------------------|
| Hire to 5 th year | 80 | 96 |
| Beginning 6 th year | 88 | 96 |
| Beginning 7 th year | 96 | 96 |
| Beginning 8 th year | 120 | 96 |
| Beginning 11 th year | 128 | 96 |
| Beginning 12 th year | 136 | 96 |
| Beginning 13 th year | 144 | 96 |
| Beginning 14 th year | 152 | 96 |
| Beginning 15 th year | 160 | 96 |
| Beginning 20 th year | 168 | 96 |
| Beginning 21 st year | 176 | 96 |
| Beginning 22 nd year | 184 | 96 |
| Beginning 23 rd year | 192 | 96 |
| Beginning 24 th year and beyond | 200 | 96 |

Absence Reporting

Due to the nature of the Public Safety Department's operations, Public Safety Department staff are required to report absences in accordance with the Public Safety Department's standard operating procedures.

Village Vehicles

At the discretion of the Village Manager, the Director of Public Safety and Deputy Chiefs may be assigned a take-home Village vehicle.

Public Works Department Attachment

Holidays

Due to the emergency callback nature and special events work required of the Public Works Department, Public Works Department employees may be required to work on designated holidays. Non-exempt full-time employees will be paid at the overtime hourly rate for all hours worked on designated holidays.

Village Vehicles

At the discretion of the Village Manager, the Director of Public Works, General Superintendent and Supervisors may be assigned a take-home Village vehicle.