



## **VILLAGE OF HUNTLEY PERSONNEL MANUAL**

**Effective May 1, 2017**

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# Village of Huntley

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### Introduction

#### **Welcome to the Village of Huntley**

Congratulations on your employment with the Village of Huntley! We believe that each employee contributes directly to the Village of Huntley's growth and success, and we hope that you will take pride in being a member of our team.

This Personnel Manual was developed to assist both new and established employees in describing the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. From time to time, you will receive updated pages reflecting the changes made to policies, procedures, or benefits. Please keep your Personnel Manual current by inserting the new pages and destroying outdated pages.

We hope that you will find this Personnel Manual a useful resource and reference tool during your employment with the Village. If you need further clarification on any of the policies contained within this Manual, please contact your supervisor, a department head, or Human Resources.

# Village of Huntley

## Personnel Manual



### Introduction

#### **Mission Statement**

The mission of the Village of Huntley, its elected officials and staff, is to achieve excellence in the management and delivery of municipal services in a reliable, efficient, fiscally, and socially responsible manner.

In support of this, we are committed to:

- Continually pursuing and implementing improved methods for providing municipal services that preserve and enhance the public health, safety and welfare of our residents, businesses and visitors to the community
- Preserving the character of Huntley by supporting well-balanced and sustainable growth that ensures the quality of life for all residents today and in the future

#### **Values**

The Village of Huntley values Friendliness, Teamwork, Public Engagement, Respect, Integrity, Professionalism, Innovation, and being the community of choice:

- Friendliness – We act in a friendly manner toward all those we interact with, both externally and internally within the organization
- Teamwork – We demonstrate a willingness to work together to help others and encourage our residents and businesses to help one another
- Public Engagement – We encourage citizens of all ages to participate in local government and service organizations
- Respect - We treat all residents and those with whom we interact with respect and fairness
- Integrity – We base our actions on what is legally, ethically, and morally correct
- Professionalism – We are committed to attaining high standards of professional conduct
- Innovation – We encourage new ideas and creativity to provide the highest quality and most cost effective municipal services
- Community of Choice – We work towards preserving the quality of life for residents, attracting the best employees, and working together with our residents to maintain a safe and sustainable living environment for today and future generations

# Village of Huntley

## Personnel Manual



### Introduction

#### Commitment to Employees

The Village of Huntley is committed to a work environment of mutual trust, respect, and dignity and to encourage a commitment to excellence. The Village will achieve its goals through employees that care about their jobs, take pride in themselves and their contributions and understand the importance of teamwork.

# Village of Huntley

## Personnel Manual



### Section 100: General Provisions

#### **101 Purpose and Disclaimer**

Effective Date: May 1, 2017

Revision Date:

This Personnel Manual supersedes all previous Village Personnel Manuals and all management and department memos that may have been issued in the past on the subjects covered in this document. The following personnel policies shall be effective May 1, 2017 and shall apply to all employees. This manual may be amended or revised to meet changing conditions.

Certain employees of the Village are represented for purposes of collective bargaining by a union. Employees within the union bargaining unit are covered by a written union contract, also known as a “collective bargaining agreement.” Many of the policies and benefits described in this Manual apply to both union and non-union employees. However, in the event that there is any direct conflict between the information contained in this Manual and matters contained in a collective bargaining agreement, the provisions of the collective bargaining agreement will control to the extent of the conflict. In addition, this Manual 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.

This Manual describes the current personnel policies, which apply to you as a member of the Village work force. This Manual is designed only to introduce you to the Village and to serve as a guide to present Village policies, practices, and procedures. It is the employees’ responsibility to become familiar with and comply at all times with its contents. The Village has the right to modify, amend, or withdraw any or all of the policies or procedures described in this Manual at any time.

Although the Village hopes that all employees will enjoy a long and mutually beneficial career with the Village, there is no guarantee of future employment or employment under any specific conditions. This Manual is not an employment contract of any kind, and it does not create any rights in the nature of an employment contract regardless of whether it has been distributed to new or existing employees, nor does it provide any due process rights in the event of discipline or discharge. Nothing shall restrict an employee’s right to terminate employment at any time with or without notice or cause and nothing shall restrict the right of the Village to terminate employment at any time with or without notice or cause. No representative of the Village, other than the Village Board of Trustees or Village Manager has any authority to enter into any employment contract of any kind.



# Village of Huntley

## Personnel Manual



### Section 100: General Provisions

#### **102 Compliance with Federal, State and Local Laws**

Effective Date: May 1, 2017

Revision Date:

The Village follows all applicable federal, state and local laws and the policies of this Manual apply to all Village employees. However, sworn members of the Police Department are also subject to the rules and regulations of the Board of Police Commissioners, as well as provisions of Illinois statutes governing police department employees. While the Village believes that this Manual complies with all such laws, to the extent there is a conflict between the terms of this Manual and requirements imposed by any applicable law or ordinance, the Village will fully comply with the law or ordinance. Additionally, Village departments may establish working regulations and operating procedures to supplement the policies set forth in this Manual, subject to approval from Human Resources.

# Village of Huntley

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### Section 100: General Provisions

#### **103 Authority of the Personnel Manual**

Effective Date: May 1, 2017

Revision Date:

The Village of Huntley operates under the council-manager form of government, with the Village Manager serving as the executive officer and head of the administrative branch of the Village. In this office, the Manager is responsible for the administration of the policies and procedures established in this Manual. This responsibility and authority, however, may be primarily delegated to the Village Manager's designee.

The Village Manager hires, suspends or removes all Village employees including department heads. Sworn Police Department employees, other than the Chief and Deputy Chiefs, shall be subject to the requirements of the Village's Police Commission.

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### Section 100: General Provisions

#### **104 Applicability of Personnel Manual Policies**

Effective Date: May 1, 2017

Revision Date:

Unless otherwise indicated, this Manual and policies ***do not apply*** to the following:

- A. Elected Officials
- B. Persons employed to make or conduct a temporary and special inquiry, investigation or examination on behalf of the Village Board or Advisory Boards/Commissions
- C. Volunteer personnel who receive no regular compensation from the Village

Unless otherwise noted, the employee benefits (i.e. sick time, vacation time etc.) referenced in this Manual only applies to full-time employees.

Unless otherwise provided for in a written contract of employment, department heads and the Village Manager are subject to this Manual. If you are a department head, where provisions to discuss an employee's relationship with his or her department head are needed, you may assume that the Village Manager has that relationship with yourself. If you have any question regarding how his Manual applies to you because of your position with the Village, contact the Director of Human Resources.

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### Section 100: General Provisions

#### **105 Administrative Authority**

Effective Date: May 1, 2017

Revision Date:

In all regards, the Village Manager has the ultimate administrative authority for these policies and shall be responsible for the administration of these personnel policies within the Village organization. The Village Administrator may, at any time, develop and promulgate procedural rules, interpretations, and administrative and/or technical changes without modification of the policies.

Employee requests, comments, suggestions, or recommendations will flow from the employee to the supervisor to the department head and ultimately to the Village Manager when appropriate. The department heads will be expected to work with the Director of Human Resources concerning any personnel matter in their respective departments. The Director of Human Resources will keep the Village Manager advised of such occurrences and situations. With respect to security issues, the Chief of Police will also be advised and consulted.

Employees who have reason to believe the employee has experienced 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 shall immediately report information concerning the alleged violation to the department head, the Village Manager's Office, or the Director of Human Resources regardless of the chain of command.

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### Section 100: General Provisions



#### **106 Employment Status and Type**

Effective Date: May 1, 2017

Revision Date:

Employees may be categorized many different ways for purposes of the Manual. Positions may be categorized on one or more of the following bases:

- A. Full-Time Employee – An employee who is normally scheduled to work forty (40) or more hours per week and who is not a temporary, seasonal or part-time employee.
- B. Part-Time Employee – An employee occupying a position normally scheduled to work less than forty (40) hours per week. Part-time employees are only eligible for legally mandated benefits.
- C. Sworn Employee – An employee in a position considered to be sworn under Illinois law. Generally such employees hold positions of police officers covered by the Board of Fire and Police Commissioners Act, 65 ILCS 5/10-2.1.
- D. Exempt Salaried Employee – An employee paid on a salary basis who works in an executive, administrative or professional capacity determined by the Village to be exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). Exempt salaried employees are not entitled to overtime under the FLSA. Notwithstanding any provisions of this Manual, the discipline of such employees shall be in accordance with FLSA regulations regarding exempt salaried employees.
- E. Non-Exempt Hourly Employee – An employee who is paid by the hour and is not in a position determined to be exempt from overtime under the Fair Labor Standards Act. Such employees are eligible for overtime pay.
- F. Temporary or Seasonal Employee – An employee in a position which is considered short term or seasonal. An employee under this category is typically employed for less than two consecutive calendar quarters during a calendar year or does not have a reasonable assurance of being rehired for the same service in a subsequent calendar year. Temporary/seasonal employees are considered part-time employees and are only eligible only for legally mandated benefits.

These classifications are descriptive only, may be changed at any time, and do not constitute a guarantee of employment for any specified period of time. Under the Patient Protection and Affordable Care Act, an employee's status as a full-time or part-time employee does not necessarily indicate eligibility for insurance coverage. Refer to plan documents for further information.

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### Section 200: Employment Practices

#### **201 Equal Employment Opportunity**

Effective Date: May 1, 2017

Revision Date:

The Village of Huntley subscribes to a policy of equal employment opportunities for all employees or prospective employees and is strongly committed to creating and preserving equal opportunity in the work force. The Village does not discriminate in its employment policies and practices against any person *for any unlawful reason*, including race, color, religion, national origin, ancestry, age, sex, marital status, order of protection, disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, genetic information or other factor protected by law.

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### Section 200: Employment Practices

#### **202 Reasonable Accommodations**

Effective Date: May 1, 2017

Revision Date:

It is the policy of the Village of Huntley to comply with all provisions of the Americans with Disabilities Act (“ADA”). The Village will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of their physical or mental disability.

The Village also will make reasonable accommodations wherever necessary for all employees or applicants with disabilities provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not present a significant disruption to operations or unduly disrupt other employees’ ability to work, or that the net cost of an accommodation does not present an undue hardship in light of the overall financial resources of the Village. The Village will assess reasonable accommodations on a case by case basis.

If an employee has a disability and requires accommodation in order to perform the essential functions of his or her job, the employee should contact the Director of Human Resources to request such an accommodation. The Village will engage in an interactive process with the employee to identify the barriers, if any, which are interfering with the employee’s ability to perform the essential job functions. The Village will identify possible accommodations, if any, that will help eliminate the limitation. As part of the interactive process, the Village may request that the individual provide certain information from his or her health care provider related to his or her ability to perform the essential job functions, with or without reasonable accommodation.

Applicants and employees are assured that all information regarding a disability will be kept confidential except that (1) where necessary, 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.

Any employee who believes that they have been discriminated against due to a physical or mental disability should immediately report the problem or incident to their supervisor, department head, or the Director of Human Resources. All complaints of discrimination due to a disability shall be investigated immediately.

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### Section 200: Employment Practices



#### **203 Pregnancy Accommodation**

Effective Date: May 1, 2017

Revision Date:

It is the Village's intention to provide reasonable accommodations to pregnant workers and job applicants.

Reasonable accommodations are defined as "reasonable modifications or adjustments to the job application process or work environment, or to the manner or circumstances under which the position desired or held is customarily performed, that enable an applicant or employee affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth to be considered for the position the applicant desires or to perform the essential functions of that position". The Village will provide a requested reasonable accommodation to full-time or part-time pregnant workers and job applicants, unless doing so would cause an undue hardship on the ordinary operation of the Village.

This law does not require the Village to create additional employment positions that the organization would not have otherwise created. However, where consistent with a reasonable accommodation, the Village will reinstate a pregnant worker to an original job or equivalent position when she returns from an allowed leave or her need for the reasonable accommodation concludes.

The Village can ask pregnant workers or job applicants for the following information: a medical justification for the requested accommodation, a description of the reasonable accommodation medically advisable, the date of the reasonable accommodation became medically advisable, and the probable duration of the reasonable accommodation. It is the duty of the employee or job applicant to provide this documentation to the Village upon request.



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### Section 200: Employment Practices

#### **204 Unlawful Harassment and Discrimination**

Effective Date: May 1, 2017

Revision Date: December 21, 2017; December 20, 2018; December 19, 2019

##### Statement of Village Policy

It is the policy of the Village of Huntley to maintain a work environment that is free from all forms of harassment and discrimination and to insist that all employees be treated with dignity, respect and courtesy. Any employee found to be engaging in a violation of this policy may be subject to disciplinary action up to and including termination. Sexual harassment could also subject the Village and, in some cases, an individual to substantial civil penalties.

The Village's policy on harassment is part of its overall compliance with federal and state laws prohibiting discrimination.

Each employee, elected/appointed official, vendor, client, customer or contractual employee must refrain from any form of harassment in the workplace. Furthermore, it is the responsibility of all supervisors to promote a work environment is free from harassment. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which creates a hostile or offensive environment must be eliminated. Instances of harassment must be investigated in a prompt and effective manner.

All employees of the Village of Huntley are expected to become familiar with the contents of this policy and to abide by the requirements it establishes.

##### Definition of Sexual Harassment

Sexual harassment is defined as: Any unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

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### Section 200: Employment Practices

Conduct commonly considered to constitute sexual harassment, includes:

- Verbal: Sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-Verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: Posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act, or actual assault.
- Textual/Electronic: "Sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex. While the most commonly recognized forms of sexual harassment involve the types of conduct described above, non-sexual conduct can also constitute a violation of the applicable laws when that conduct is directed at the victim because of his or her gender (for example, a female employee who reports to work every day and finds her tools stolen, her work station filled with trash and her equipment disabled by her male co-workers because they resent having to work with a woman).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person." To avoid the possibility of offending someone, it is best to err on the side of caution.

This policy forbids harassment based on sex, regardless of whether it rises to the level of a legal violation.

#### Definition of Other Harassment

Inappropriate conduct in the workplace, based upon an individual's actual or perceived race, color, religion, sex, pregnancy, national origin, age, mental or physical disability, ancestry, sexual orientation, military status, marital status, order of protection status or any other protected category as defined by applicable law that has the purpose or effect of

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## Personnel Manual



### Section 200: Employment Practices

interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative, stereotyping, or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person or persons because of their protected status.

#### Responsibility of Individual Employees

Each individual employee has the responsibility to refrain from behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. Additionally, each individual employee has the responsibility of reporting behavior they have experienced or witnessed which they believe to be harassing or discriminatory in nature.

An individual employee who violates this policy is, of course, liable for his or her individual conduct. Any employee who engages in conduct inconsistent with this policy is subject to disciplinary action up to and including termination.

#### Responsibility of Supervisory Employees

Each supervisor is responsible for maintaining the workplace free of harassment. This is accomplished by promoting a professional environment and by dealing with harassment as with all other forms of employee misconduct.

Each supervisor must immediately report to the department head or Village Manager any complaint or observation of conduct which may violate this policy. This also applies to cases where an employee tells the supervisor about behavior that constitutes harassment but does not want to make a formal complaint. A supervisor's failure to make such a report may constitute a violation of this policy and result in disciplinary action.

In addition, supervisors must ensure that no retaliation will result against an employee making a harassment complaint.

Supervisors in need of information regarding their obligations under this policy or procedures upon receipt of a complaint of harassment should contact the Director of Human Resources.

#### Procedures for Filing a Complaint

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

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### Section 200: Employment Practices

the person making a complaint. This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination.

While employees are encouraged, not required, to inform others in the workplace when their behavior is unwelcome, offensive, inappropriate, or in poor taste, employees are expected to come forward promptly and report any violations pursuant to this policy before the alleged offending behavior becomes severe or pervasive.

All charges of conduct inconsistent with this policy, including anonymous complaints, will be accepted and investigated regardless of how the matter comes to the attention of the Village. Every effort shall be made to keep all matters related to the investigation and various reports confidential, although complete confidentiality cannot be guaranteed.

The Village forbids retaliation toward or against any individual who makes 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. 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 is a serious violation of this policy that may result in discipline up to and including dismissal. All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the complaint procedure in this policy.

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. In addition, an appeal process is available through the Illinois Human Rights Commission, (IHRC) after IDHR has completed its investigation of the complaint. Where the employing entity has an effective harassment policy in place and the complaining employee fails to take advantage of that policy and allow the employer an opportunity to address the problem, such an employee may, in certain cases, lose the right to further pursue the claim against the employer.

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### Section 200: Employment Practices

#### **Administrative Contacts**

Illinois Department of Human Rights (IDHR)  
Chicago: 312-814-6200 or (800) 662-3942  
Chicago TTY: 866-740-3953  
Springfield: 217-785-5100  
Springfield TTY: 866-740-3953  
Marion: 618-993-7463  
Marion TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)  
Chicago: 312-814-6269  
Chicago TTY: 312-814-4760  
Springfield: 217-785-4350  
Springfield TTY: 217-557-1500

United States Equal Employment  
Opportunity Commission (EEOC)  
Chicago: 800-669-4000  
Chicago TTY: 800-869-8001

An employee, who believes an adverse employment action has been taken against them after filing a complaint with the IDHR or EEOC, may file a retaliation charge, also due within 300 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

An employee who has been physically harassed or threatened while on the job may also have grounds for filing criminal charges, such as assault or battery.

#### **False and Frivolous Complaints**

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

#### **Elected Official Complaint Process**

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

# Village of Huntley

## Personnel Manual



### Section 200: Employment Practices

#### **205 “No Weapons” Policy**

Effective Date: May 1, 2017

Revision Date:

##### Purpose

In order to protect its employees and residents safety and welfare, the Village of Huntley has adopted the following policy as it relates to Village owned buildings and properties.

##### Applicability

This policy is applicable to all officials, employees, consultants, agents, volunteers and others who work for or with the Village at all times while on or in Village property, whether on duty or off duty as well as contractors, vendors, their personnel, clients, visitors and other person who may or may not be engaged in work for or with the Village. Nothing in this policy is intended to conflict with or be less stringent than state or federal laws.

##### Definitions

For the purposes of this policy:

- A. “Village Property” - means every building and property, or portion of a building or property, owned or leased by or otherwise under the control of, the Village. “Village Property” also means every Village-owned or leased vehicle.
- B. “Firearm” - means any handgun, rifle, shotgun, or any other type of device from which a projectile can be fired, whether loaded or unloaded.
- C. “Dangerous Weapon” - means any type of dangerous knife, Taser, club, metal knuckles, or any other device which can be used for a destructive purpose or with the intent of harming another person, including firearms. Tools and other devices commonly recognized as tools useful for Village purposes, when being used for Village purposes are not considered “dangerous weapons”.
- D. “Staff” – means all officials, employees, consultants, agents, contractors, vendors, volunteers and any others who work for or with the Village at all times while on or in Village property whether on duty or off duty.
- E. “Visitor” – means any client, guest, or other persons who are not a staff member.

# Village of Huntley

## Personnel Manual

### Section 200: Employment Practices



#### Weapons Prohibited

All Village buildings are “prohibited areas” under Section 65 of the Illinois Firearm Concealed Carry Act and thus concealed carrying in any Village building is not authorized by Illinois law. Accordingly, concealed carrying is not an exception to this policy.

1. Staff: Except as provided under Exceptions, no staff member may wear, carry, store, transport or otherwise possess a weapon at any time in or on Village property or while performing any duties for or on behalf of the Village. Village representatives may inspect or search any workplace area and any Village property, at any time, for the presence of weapons.

Examples of prohibited times and places include, but are not limited to, the following:

- Performing work for the Village at any location including private residences and commercial establishments and other customer or client locations.
  - Driving or riding as a passenger in a Village vehicle
  - Attending conferences or training on behalf of the Village
  - Attending Village directed or sponsored activities or events (intended for Village employees only and not the general public) independent of venue
  - Riding any type of mass transit while on Village business
  - Working off-site on behalf of the Village (excluding the employee’s residence)
  - Performing emergency or on-call work for the Village after normal business hours and on weekends
2. Visitors: Except as provided under “Exceptions”, no Visitor may wear, carry, store, transport, or otherwise possess a weapon in or on Village property at any time.
  3. Use of Private Vehicle: No Village employee may use a privately owned vehicle for Village business if that vehicle contains a firearm of any type or size, whether loaded or unloaded.

#### Exceptions:

- A. Police Officers and Other Designated Personnel: Village police officers and other Village employees who have been specifically designated may possess their work-authorized or permitted weapons. Police officers or similar law enforcement

# Village of Huntley

## Personnel Manual



### Section 200: Employment Practices

officers from other departments or agencies may possess their work-authorized or permitted weapons pursuant to applicable law.

- B. Governmental: A state or federal governmental employee may possess his or her work-authorized weapons if engaged in official duties and required by law or regulation to possess a weapon.
  
- C. Parking Lots: A concealed carry license holding staff member or visitor may keep a firearm in his or her personal vehicle properly parked and locked in a Village parking lot or parking area, so long as the weapon is kept in compliance with all applicable federal and state laws and regulations, is kept entirely out of sight, and so long as the staff member or visitor has a proper license and the firearm is unloaded and locked in a glove box, trunk or other secured container.

#### Violations:

Any violation of this policy by a staff member will subject the member to discipline, up to and including termination.

Any violation of this policy by a visitor will subject the visitor to removal from Village property, prohibition from returning to any Village Property, and arrest.

#### Responsibility:

All Village employees are responsible for familiarizing themselves with and adhering to this policy. Any staff member who witnesses or perceives a violation of this policy must report that violation to his or her department head, or in the department head's absence, to the Village Manager, or in an emergency, to the Police Department.

No person should take any action that will risk his or her safety or the safety of others. A person may inform an individual of this policy and ask for compliance but should not attempt to restrain or forcibly evict an individual with a weapon from Village premises. If that individual does not comply, or there is an imminent threat to safety, then the Police Department should be contacted immediately.



# Village of Huntley

## Personnel Manual



### Section 200: Employment Practices

#### **206 Non-Fraternization**

Effective Date: May 1, 2017

Revision Date:

The Village considers certain personal/dating relationships to be inappropriate. Such relationships could create disruptions in the workplace and could negatively affect the morale of other Village employees. Equally important, such activity can create the appearance of favoritism and/or the potential for unfair treatment or the appearance of a conflict of interest. Therefore, Village employees are prohibited from engaging in a personal/dating relationship with any other Village employee serving within the same department. Village employees in positions that are supervisory, highly sensitive or confidential in nature are prohibited from engaging in a personal/dating relationship with any other Village employee, regardless of the department. Accordingly, employees are expected to report any such conflicts to the department head or Director of Human Resources.

Once the relationship is made known to the department head, he/she must immediately report the situation to the Director of Human Resources. The Director of Human Resources, directly or through the department head, will evaluate and determine whether one or both parties need to be moved to another job or department in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.). If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, the Director of Human Resources will recommend to the Village Manager which party should be moved. That decision will be based on which move will be least disruptive to the organization as a whole. The Village Manager or designee shall have the discretion in making the final determination.

If it is determined that one or both parties must be moved, but no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

# Village of Huntley

## Personnel Manual



### Section 200: Employment Practices

#### **207 Employment or Promotion of Relatives**

Effective Date: May 1, 2017

Revision Date:

In order to avoid an actual or perceived conflict of interest in employee hiring, supervision, and/or allocation of duties, employment and personnel decisions shall not be made on the basis of nepotism or under circumstances which reasonably create the appearance of nepotism to the public.

The following restrictions, designed to avoid the possibility of favoritism based on family relationship, shall be observed with respect to employment of all Village personnel:

- The hiring of elected or appointed Village officials and their relatives are prohibited under this policy.
- The hiring of relatives of Village employees are prohibited under this policy.

If the employment of relatives exists, or is later established, and an actual or potential conflict arises, the Village Manager will endeavor to resolve the conflict by conciliation, transfer or other appropriate action, including possible termination. These situations will be resolved on a case-by-case basis. The Village Manager shall have the final discretion in deciding the appropriate course of action.

#### Definitions:

For the purposes of this policy:

- A. Elected Officials: Village President and Board of Trustees
- B. Appointed Officials: All those currently holding appointive office in the Village of Huntley on any Boards, Commissions, or committees of citizens (e.g. ad hoc committees) that are created by Village ordinance or resolutions. Additionally, the Village Manager is an appointed official.
- C. Relatives: include spouses, parents, children, siblings, in-laws, grandparents, grandchildren, aunts, uncles, cousins, step-relatives, or any individual with whom an employee or elected official has a close personal relationship, such as a domestic partner, co-habitant, or significant other.

# Village of Huntley

## Personnel Manual



### Section 200: Employment Practices

#### **208 Performance Evaluations**

Effective Date: May 1, 2017

Revision Date:

The Village's performance evaluation process is designed to communicate performance standards and to evaluate performance results. The goal of the system is to define and communicate job expectations to employees. The evaluation process also provides an opportunity for feedback for both the employee and supervisor to assist in the career development process. This type of communication allows employees the opportunity to set goals, make career decisions, and to increase their value as employees.

It is the Village's intention to complete annual performance appraisals each year for all employees. The Village reserves the right to schedule performance evaluations at its sole discretion as business needs dictate.

Having a performance evaluation does not guarantee that an employee will receive a compensation adjustment. For information regarding compensation adjustments, please see Section 501 *Employee Compensation and Salary Plan*.

# Village of Huntley

## Personnel Manual



### Section 200: Employment Practices

#### **209 Employee Personnel Files**

Effective Date: May 1, 2017

Revision Date:

The Village maintains a personnel file on each employee. The personnel file shall be confidential and contain the complete employment history of each employee during employment with the Village. The personnel files shall consist of, but not be limited to, employment application, reference checks, commendations, discipline, performance evaluations, wage data, promotions, education and special training received at Village expense, and other related personnel documents.

Employment Eligibility (I-9) forms and copies of supporting documentation will be kept in a separate file. Medical records pertaining to work and any drug/alcohol test results will also be kept in a separate file.

The privacy of employee's personnel files will be governed in accordance with federal and state laws and administered as follows:

An employee wishing to inspect his/her personnel file should take the following steps:

1. Submit a written request to the Human Resources Department.
2. Every employee will normally be allowed to inspect his or her personnel file within seven (7) working days from the date of the written request. If the Village cannot reasonably meet this seven-day time period, it may request a seven-day extension.
3. Every employee will be allowed to inspect his or her personnel file twice a year at the Village Hall during normal working hours, unless other arrangements are agreed upon. No employee may remove his or her personnel file from the Village Hall. Employees may request copies of documents in their file, subject to copying costs.
4. By law, there are some items, which might be kept in an employee's personnel file, which the employee has no right to inspect. Such items include, but are not limited to: letters of reference, test documents, materials relating to the Village's staff planning, information about other people if allowing inspection of those documents would invade the privacy of the people referred to, records involving the employee which are relevant to a judicial proceeding between the Village and the employee, and any records alleging criminal activity.

Employees, who disagree with information found in their file, may request removal or correction of the information by their department head and the Director of Human Resources. If agreement cannot be reached regarding the removal or correction of the employees' files, employees shall be permitted to submit a written statement explaining their position. The statement shall become a permanent part of the employees'

# Village of Huntley

## Personnel Manual



### Section 200: Employment Practices

personnel file and must accompany any transmittal or disclosure from that file to anyone else who is legally allowed to inspect the file.

#### Collection and Storage of Confidential Records

Department heads and supervisors are responsible for insuring that all personnel documents (as defined above) pertaining to their employees are promptly submitted to the Human Resources Department. Personnel files are the property of the Village and are considered confidential. All personnel records will be secured in a locked file cabinet located in the Human Resources Department.

# Village of Huntley

## Personnel Manual



### Section 200: Employment Practices

#### **210 Changes in Personal Information**

Effective Date: May 1, 2017

Revision Date:

A change of personal status may have an important effect upon employee benefits. Therefore, employees must notify Human Resources within thirty (30) days of any change in:

1. Legal name
2. Home address or telephone number
3. Change in marital status
4. Addition or deletion of dependents'
5. Name, address and telephone number of the person to be notified in case of an emergency.
6. Change of beneficiary
7. Military or draft status

The Director of Human Resources may deny benefits to a new dependent until the next open enrollment period if the employee does not notify Human Resources within thirty (30) days of the change in family status. Employees are required to provide documentation verifying eligibility in order to enroll dependents in benefits after a qualifying life event.

Members of the Huntley Police Pension Fund are also required to provide documentation when there is a change of family status as outlined in the Village of Huntley Police Pension Fund Board By-Laws.

Employees must notify their department head and the Director of Human Resources immediately of any loss of driving privileges.

Employees must notify Human Resources of any criminal convictions (including pleas of guilty or no contest) for anything other than a minor traffic violation within twenty-four (24) hours of the conviction. The Director of Human Resources will determine if the nature of the conviction and the employee's job poses an unreasonable risk to co-workers or the public.

# Village of Huntley

## Personnel Manual



### Section 200: Employment Practices

#### **211 Employment Verifications**

Effective Date: May 1, 2017

Revision Date:

During the course of business, it is common to receive inquiries from outsiders for various information regarding current or former employees. In the event of such an inquiry, it is the policy of the Village to limit its response to confirm dates of employment and position held. No other information will be given over the telephone. Additional information will be provided only in response to written requests. The written request for information must be accompanied by a signed authorization to release additional specified information.

All employment verifications, reference inquiries or requests for information regarding current or former employees are to be referred to Human Resources with no further response.

# Village of Huntley

## Personnel Manual



### Section 200: Employment Practices

#### **212 Whistleblower Reporting Policy**

Effective Date: July 22, 2021

Revision Date:

The Village of Huntley is committed to identifying and stopping improper government actions as defined by the Public Officer Prohibited Activities Act (50 ILCS 105/4.1), and maintaining a work environment free of retaliation against those who report, testify about, or participate in investigations regarding alleged improper governmental actions. The Village will not tolerate retaliation against employees for reporting improper governmental actions, cooperating with investigations into the same, and/or testifying in a proceeding arising out of an improper governmental action. Any report of retaliation will promptly be reported to the Village's appointed Auditing Official for review. All employees are responsible for reporting improper governmental actions as well as reporting any retaliatory conduct resulting therefrom.

#### Appointed Auditing Official

The Appointed Auditing Official is an individual appointed by the Village whose duties are to receive, register, and investigate reports and information concerning misconduct, inefficiency, and waste within the Village based upon the prohibitions set forth below. The Village has appointed the Director of Human Resources as its Auditing Official. The Director of Human Resources can be reached by phone at 847-515-5231 or email at [humanresources@huntley.il.us](mailto:humanresources@huntley.il.us).

#### Who is Covered:

Anyone employed by the Village, whether in a permanent or temporary position, including full-time, part-time, and intermittent workers. This includes members of appointed boards or commissions, such as the Village's Police Pension Board, Police Commissioners, Plan Commission, Zoning Board of Appeals, Cemetery Board, and Historic Preservation Commission, whether or not paid. Further, this policy covers persons who have been terminated because of any report submitted under this policy.

#### What is Covered:

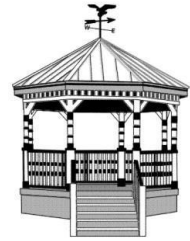
Improper governmental actions under this Policy include any action by the Village (including its employees, appointed officials and elected officials) that is undertaken in violation of a federal, State, or Village law or rule; is an abuse of authority; violates the public's trust or expectation of the individual's conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds. For purposes of this policy, an "improper governmental action" does not cover personnel actions or violations of collective bargaining agreements unless the personnel action or violation amounts to retaliation within the meaning of this policy.



# Village of Huntley

## Personnel Manual

### Section 200: Employment Practices



#### What is Prohibited:

The Village prohibits retaliation, or threats of retaliation, made against a Village employee based on the employee's reporting of improper governmental actions, cooperating with investigations into the same, and/or testifying in a proceeding arising out of an improper governmental action.

Retaliation means any adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity under this policy. Retaliation includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under this policy.

#### Report Filing Procedure:

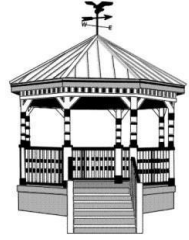
If employees covered by this policy believe there has been an improper government action and/or they were subject to prohibited retaliation under this policy, they must report the improper government actions and/or retaliatory acts to the Auditing Official. The employees must submit their report in writing within sixty (60) days of gaining knowledge of the improper government action and/or retaliatory conduct. If the alleged retaliation involves the Village's designated Auditing Official, the employees may submit their report to the Deputy Village Manager or any State's Attorney. All reports under this policy will be promptly and thoroughly investigated. These investigations shall remain confidential unless the employee chooses to waive confidentiality or the disclosure of the employee's identity is required by law.

#### Responsibilities of the Auditing Official:

The Auditing Official is responsible for determining whether improper government actions and/or retaliation have occurred under this policy and/or the Public Officer Prohibited Activities Act. In doing so, the Auditing Official has the power and authority to conduct investigations consistent with this policy, seek legal advice, and/or transfer a report to outside investigators for investigation, including but not limited a State's Attorney. In the event the Auditing Official concludes that an improper government action and/or retaliation has occurred or that a Village official has hindered the investigation, the Auditing Official shall notify the Village President and anyone else that the Auditing Official deems appropriate.

# Village of Huntley

## Personnel Manual



### Section 200: Employment Practices

#### Penalties for Policy Violations:

Village employees who are found to have committed an improper governmental action and/or engaged in prohibited retaliation under this policy and/or the Public Officer Prohibited Activities Act may be subject to discipline, up to and including discharge. If the Auditing Official concludes that a Huntley official or employee has engaged in an improper governmental action and/or retaliation prohibited by this policy and/or the Public Officer Prohibited Activities Act, the Auditing Official will refer the matter to a local State's Attorney for the potential imposition of monetary fines and/or criminal prosecution as permitted by the Act.

#### Remedies for Retaliation

When the Auditing Official concludes that an employee has been subject to prohibited retaliation under this policy and/or Public Officer Prohibited Activities Act, the Auditing Official may submit a recommendation to the Village of Huntley's President and Board of Trustees for appropriate reimbursement or restitution.

#### Employee Notice Requirements:

The Village shall provide copies of [50 ILCS 105/4.1](#) and this policy to all new employees upon commencement of employment, as well as all current employees on an annual basis.

#### Other Village Work Rule Violations:

Nothing in this policy is intended to limit the Village's ability to discipline, discharge and/or remove an employee or official for conduct that violates other Village policies, procedures and/or work rules, even if such conduct does not technically qualify as an "improper governmental action" or "retaliation" under this policy and/or the Public Officer Prohibited Activities Act.

### **ACKNOWLEDGEMENT OF RECEIPT**

I, \_\_\_\_\_ (Employee Name) hereby acknowledge receipt of the Whistleblower Report Policy and agree to read all of the Policy's provisions.

Employee Signature: \_\_\_\_\_

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

# Village of Huntley

## Personnel Manual



### Section 200: Employment Practices

#### **212 Whistleblower Reporting Policy**

Effective Date: July 22, 2021

Revision Date:

The Village of Huntley is committed to identifying and stopping improper government actions as defined by the Public Officer Prohibited Activities Act (50 ILCS 105/4.1), and maintaining a work environment free of retaliation against those who report, testify about, or participate in investigations regarding alleged improper governmental actions. The Village will not tolerate retaliation against employees for reporting improper governmental actions, cooperating with investigations into the same, and/or testifying in a proceeding arising out of an improper governmental action. Any report of retaliation will promptly be reported to the Village's appointed Auditing Official for review. All employees are responsible for reporting improper governmental actions as well as reporting any retaliatory conduct resulting therefrom.

#### Appointed Auditing Official

The Appointed Auditing Official is an individual appointed by the Village whose duties are to receive, register, and investigate reports and information concerning misconduct, inefficiency, and waste within the Village based upon the prohibitions set forth below. The Village has appointed the Director of Human Resources as its Auditing Official. The Director of Human Resources can be reached by phone at 847-515-5231 or email at [humanresources@huntley.il.us](mailto:humanresources@huntley.il.us).

#### Who is Covered:

Anyone employed by the Village, whether in a permanent or temporary position, including full-time, part-time, and intermittent workers. This includes members of appointed boards or commissions, such as the Village's Police Pension Board, Police Commissioners, Plan Commission, Zoning Board of Appeals, Cemetery Board, and Historic Preservation Commission, whether or not paid. Further, this policy covers persons who have been terminated because of any report submitted under this policy.

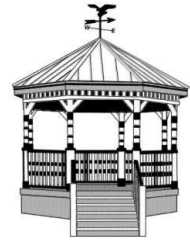
#### What is Covered:

Improper governmental actions under this Policy include any action by the Village (including its employees, appointed officials and elected officials) that is undertaken in violation of a federal, State, or Village law or rule; is an abuse of authority; violates the public's trust or expectation of the individual's conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds. For purposes of this policy, an "improper governmental action" does not cover personnel actions or violations of collective bargaining agreements unless the personnel action or violation amounts to retaliation within the meaning of this policy.

# Village of Huntley

## Personnel Manual

### Section 200: Employment Practices



#### What is Prohibited:

The Village prohibits retaliation, or threats of retaliation, made against a Village employee based on the employee's reporting of improper governmental actions, cooperating with investigations into the same, and/or testifying in a proceeding arising out of an improper governmental action.

Retaliation means any adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity under this policy. Retaliation includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under this policy.

#### Report Filing Procedure:

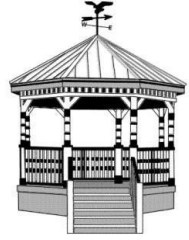
If employees covered by this policy believe there has been an improper government action and/or they were subject to prohibited retaliation under this policy, they must report the improper government actions and/or retaliatory acts to the Auditing Official. The employees must submit their report in writing within sixty (60) days of gaining knowledge of the improper government action and/or retaliatory conduct. If the alleged retaliation involves the Village's designated Auditing Official, the employees may submit their report to the Deputy Village Manager or any State's Attorney. All reports under this policy will be promptly and thoroughly investigated. These investigations shall remain confidential unless the employee chooses to waive confidentiality or the disclosure of the employee's identity is required by law.

#### Responsibilities of the Auditing Official:

The Auditing Official is responsible for determining whether improper government actions and/or retaliation have occurred under this policy and/or the Public Officer Prohibited Activities Act. In doing so, the Auditing Official has the power and authority to conduct investigations consistent with this policy, seek legal advice, and/or transfer a report to outside investigators for investigation, including but not limited a State's Attorney. In the event the Auditing Official concludes that an improper government action and/or retaliation has occurred or that a Village official has hindered the investigation, the Auditing Official shall notify the Village President and anyone else that the Auditing Official deems appropriate.

# Village of Huntley

## Personnel Manual



### Section 200: Employment Practices

#### Penalties for Policy Violations:

Village employees who are found to have committed an improper governmental action and/or engaged in prohibited retaliation under this policy and/or the Public Officer Prohibited Activities Act may be subject to discipline, up to and including discharge. If the Auditing Official concludes that a Huntley official or employee has engaged in an improper governmental action and/or retaliation prohibited by this policy and/or the Public Officer Prohibited Activities Act, the Auditing Official will refer the matter to a local State's Attorney for the potential imposition of monetary fines and/or criminal prosecution as permitted by the Act.

#### Remedies for Retaliation

When the Auditing Official concludes that an employee has been subject to prohibited retaliation under this policy and/or Public Officer Prohibited Activities Act, the Auditing Official may submit a recommendation to the Village of Huntley's President and Board of Trustees for appropriate reimbursement or restitution.

#### Employee Notice Requirements:

The Village shall provide copies of [50 ILCS 105/4.1](#) and this policy to all new employees upon commencement of employment, as well as all current employees on an annual basis.

#### Other Village Work Rule Violations:

Nothing in this policy is intended to limit the Village's ability to discipline, discharge and/or remove an employee or official for conduct that violates other Village policies, procedures and/or work rules, even if such conduct does not technically qualify as an "improper governmental action" or "retaliation" under this policy and/or the Public Officer Prohibited Activities Act.

### **ACKNOWLEDGEMENT OF RECEIPT**

I, \_\_\_\_\_ (Employee Name) hereby acknowledge receipt of the Whistleblower Report Policy and agree to read all of the Policy's provisions.

Employee Signature: \_\_\_\_\_

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

# Village of Huntley

## Personnel Manual



### Section 300: Recruitment, Selection and Hiring

#### **301 Employee Recruitment and Selection**

Effective Date: May 1, 2017

Revision Date:

##### Appointment/Hiring Authority

The Village Board is the appointing authority for the Village Manager. The hiring of all other employees is made by the Village Manager or designee. The Board of Police Commissioners is the appointing authority for the sworn entry-level positions of Police Officer and designated sworn positions in the Police Department promoted to a higher rank.

##### Statement

Applicants for positions in the Village shall be considered based on their ability to perform the essential functions of the job. To initiate the recruitment process for new employees a department head shall complete and submit a "Position Requisition Form" ("PRF") to the Director of Human Resources. The Director of Human Resources shall then forward the request to the Village Manager and Director of Finance to confirm that there is sufficient funding and/or budget authority to accommodate the request. The Director of Human Resources shall coordinate the employment process for all positions in the Village, and no recruitment shall commence without the Village Manager's signed authority.

##### Recruitment

The Village encourages and supports the self-development and advancement of employees within the organization; and it is the general policy that vacancies will be posted and open to current employees. The Village, shall not, however, be bound to fill a vacancy by transfer or promotion of an existing employee. Position postings will typically appear in the public areas of the Village facilities, on the Village's internet web page, in on-line newspapers, municipal publications, professional journals, college placement offices, and other applicable recruitment sources. Candidates for sworn positions with the Police Department are recruited in accordance with the Rules and Regulations of the Board of Police Commissioners.

##### Eligibility for Employment

In order for the Village to comply with federal immigration laws, all new employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and provide documentation that establishes their identity and eligibility for employment within the first three days of employment with the Village.

# Village of Huntley

## Personnel Manual



### Section 300: Recruitment, Selection and Hiring

Former employees who are subsequently rehired must also complete an I-9 and provide appropriate documentation if 1) they have not completed an I-9 with the Village within the past three years, or 2) their previous I-9 is no longer valid or was not retained.

#### Candidate Interviews

Final candidates for a position will participate in an interview process that will typically involve, among other potential participants, the department head and/or a supervisor for whom the prospective employee is to work. The interview may cover any relevant subject matter related to a candidate's qualification for the position being sought. Questions may include their qualifications for the position and issues arising from prior steps in the selection process.

#### Examinations and Testing

During the selection process for a vacant Village position, examinations, exercises, tests and examples of work are some selection tools used in learning a candidate's qualifications. Such tools may be written, oral, physical, a demonstration of a skill, or a combination of these tools. Some positions also require participation in a polygraph examination, which is used as a tool to verify background information provided by the candidate.

#### Background Investigations

Candidates must satisfy the applicable reference and prior employment history checks. Besides references, candidates will also have criminal history and driver's license checks conducted by the Police Department. If required for the position, educational degree or certification checks may also be conducted. If positions involve the handling of public funds, information systems, confidentiality, security or public safety, final candidates may also be subject to a credit check. Where credit checks are required, the Village will comply with the rights and notification requirements outlined in the federal "Fair Credit Reporting Act". Final candidates for the entry-level sworn Police positions and candidates for other select positions will undergo a comprehensive background investigation.

#### Conditional Offer of Employment

Successful candidates emerging from a selection process are initially offered the job verbally. Upon agreement of the terms, a formal conditional offer of employment letter will be sent. Offers are conditional pending required medical examinations, drug screens, and/or psychological evaluations. Written offers shall specify the terms of employment (e.g., starting date, rate of pay, and benefits).

# Village of Huntley

## Personnel Manual



### Section 300: Recruitment, Selection and Hiring

#### Medical Examinations

Final candidates receiving a conditional offer of employment must pass a comprehensive physical and/or psychological examination and drug screen conducted by a Village designated medical health provider before the appointment becomes final. These examinations are designed to determine the ability of the candidates to perform the essential job functions of the position, and to ensure that they will not endanger the health of themselves, co-workers or of the general public. As prescribed under privacy provisions of the ADA, all employee medical records are kept strictly confidential, and are maintained in a file separate from the official personnel files. Individual employee medical records are only available on a need to know basis and shall be in compliance with applicable state and federal laws.



# Village of Huntley

## Personnel Manual



### Section 300: Recruitment, Selection and Hiring

#### **302 Licenses and Certifications**

Effective Date: May 1, 2017

Revision Date:

Applicants for a position requiring a license and/or certification must present valid proof of same prior to the first assigned starting date. While occupying a position requiring a license or certificate, an employee must retain the valid license or certificates. The Village from time to time may add additional licensing or certification requirements, and employees are expected to comply with these new certification or license requirements. Persons operating a Village vehicle or equipment must possess and retain an appropriate and valid operator's license and submit that license as proof.

Various other certifications may be requested as proof of completed educational courses or degrees. The Village reserves the right to obtain necessary information regarding academic achievement transcripts, educational files, health records, or prior employment records of any applicant.

# Village of Huntley

## Personnel Manual



### Section 300: Recruitment, Selection and Hiring

#### **303 Reporting New Hires to the State**

Effective Date: May 1, 2017

Revision Date:

State and federal laws require all employers to report each new and rehired employee to a State Directory of New Hires. The purpose of these laws is to locate absent parents for child support and to reduce the abuse or fraud in unemployment insurance, food stamp and Medicaid programs. The Village must report the names, addresses, social security numbers and any withholding orders of all new employees to the Illinois Department of Employment Security (IDES).

# Village of Huntley

## Personnel Manual



### Section 300: Recruitment, Selection and Hiring

#### **304 Re-employment Opportunities**

Effective Date: May 1, 2017

Revision Date:

Former employees who have separated or retired from employment with the Village may be eligible to be re-hired if they demonstrate the ability to perform the essential job functions. (NOTE: former employees seeking to return to Village employment in positions as sworn police personnel must comply with the rules and selection requirements of the Board of Police Commissioners.) Any former employee terminated for performance reasons, misconduct or who resigns without providing ten (10) working days' notice shall not be eligible for re-employment.

# Village of Huntley

## Personnel Manual



### Section 300: Recruitment, Selection and Hiring

#### **305 Probationary (Trial) Period**

Effective Date: May 1, 2017

Revision Date:

All employees, except for non-supervisory police officers, are required to serve a probationary (trial) period of twelve (12) calendar months. Non-supervisory police officers are required to serve a probationary (trial) period of eighteen (18) calendar months.

An employee that accepts a new position, regardless of whether they are promoted, demoted, reassigned, or transferred, is subject to the twelve month probation period. Further, employees accepting a transfer, promotion, reassignment, or demotion must remain in the new position for the duration of the trial period before voluntarily making an application for another promotion, demotion, reassignment or transfer. This provision may be waived if it is determined that it is in the best interest of the Village, and if final approval is obtained from the Village Manager.

During the probationary (trial) period, the employee has an opportunity to demonstrate proper attitudes and abilities for the position for which employed. The employee may be terminated without reason or without cause during this period. Successful completion of the probationary (trial) period does not mean an employee has a permanent job. Except for those employees covered by a collective bargaining agreement with contrary provisions, all employees are at-will and may be disciplined or discharged at any time for any reason.

New employees will be reviewed at three, six and twelve months to evaluate performance. Prior to the expiration of the probationary (trial) period, the department head will submit a written report to Human Resources reviewing the employee's progress, qualifications, capacity to grow in the position and other pertinent factors based upon a performance evaluation. The report shall contain a recommendation to retain the employee, extend the probationary (trial) period or dismiss the employee.

# Village of Huntley

## Personnel Manual



### Section 300: Recruitment, Selection and Hiring

#### **306 In-service Placement**

Effective Date: May 1, 2017

Revision Date:

#### Transfers

Transfers of employees between departments, on either a regular or temporary basis, may be made upon the recommendation of the heads of the affected departments and the approval of the Village Manager. Lateral transfers are transfers from a position within one Village department to a position of comparable or equivalent stature in another Village department. Lateral transfers of employees are typically not permitted.

Employees so transferred shall conform to the working policies of the department to which they are transferred.

#### Promotions

Except as otherwise provided in a collective bargaining agreement, promotions are made by the Village Manager, or designee, based on the needs of the Village, interviews, supervisor recommendations, merit evaluations, or written, field, and/or other testing procedures or any combination of the above.

In the case of Police Sergeants, only full-time sworn members of the Huntley Police Department will be eligible to apply. Other Village positions may be recruited as “in-house only” or both in-house and to the general public as deemed necessary. Probationary employees are not eligible to apply for promotion. For more information, see Section 305 *Probationary (Trial) Period*.

Except for those employees covered by a collective bargaining agreement with contrary provisions, if the promoted employee does not complete the probationary (trial) period successfully, the employee may be considered for placement in his/her former position, if it is still available; otherwise the employee would be subject to termination in accordance with the Village’s employment-at-will policy.

#### Promotional Opportunities

Employees are encouraged to discuss promotional opportunities with their supervisors, department heads, or with the Director Human Resources. Whenever practical, in-service training programs shall be established so that employees may be given increasingly responsible work assignments to assist in preparing them for future advancement.

# Village of Huntley

## Personnel Manual



### Section 400: Time Off and Leave Allowances

#### **401 Holidays**

Effective Date: May 1, 2017

Revision Date: January 14, 2021

All eligible full-time and part-time (non-seasonal) employees shall be eligible for paid holidays in accordance with the holiday schedule published by the Village at the beginning of the calendar year. The current list of the Village's paid holidays is listed below:

Current Village Holidays	
New Year's Day	Martin Luther King Jr. Day
President's Day	Spring Holiday
Memorial Day	Independence Day
Labor Day	Veteran's Day
Thanksgiving	Friday after Thanksgiving
Christmas Eve Day	Christmas Day

Holiday pay will be calculated based on the employee's straight-time pay rate as of the date of the holiday. Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

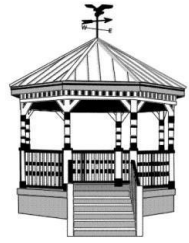
In order to be eligible for holiday pay, an employee must work their regularly scheduled hours before and after the holiday unless prior approval is granted by the department head. Authorized paid leave shall include vacation, personal business time, compensatory time, FMLA leave or workers' compensation of less than six months (one year for sworn police officers in accordance with the Public Employees Disability Act). Sick leave is not considered to be prior approval.

Employees who are off work because of a non-FMLA illness but have insufficient sick time to cover the illness, who are suspended, who are on a non-FMLA disability or any other inactive payroll status shall not be eligible for holiday pay.

Except as otherwise provided under a collective bargaining agreement, sworn personnel of the Police Department will be paid for working any Village designated holiday based on the actual calendar date of the holiday. Sworn officers who work an administrative schedule (i.e. Monday through Friday) receive eight (8) hours of holiday pay and are not required to report to work. By contrast, sworn officers who work a 12-hour shift schedule are compensated as follows:

# Village of Huntley

## Personnel Manual

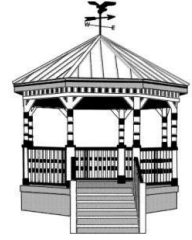


### Section 400: Time Off and Leave Allowances

1. Officers who work on the holiday receive time and a half for their hours worked through twelve midnight on the holiday *and* eight (8) hours of holiday pay.
2. **Or...** Officers can request the holiday off and convert their eight (8) hours of holiday pay into time-off on the holiday. In this instance, the Village allows officers to supplement their eight (8) hours of holiday pay with an additional four (4) hours of benefit time to get to twelve hours if necessary. Requests for time off are subject to approval based on the Village's operational needs.

# Village of Huntley

## Personnel Manual



### Section 400: Time Off and Leave Allowances

#### **402 Vacation**

Effective Date: May 1, 2017

Revision Date: January 14, 2021

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Full-time (non-seasonal) employees are eligible to earn and use vacation time as described in this policy.

#### Vacation Accrued Bi-Weekly

Vacation hours begin accruing with the first payroll period and each subsequent payroll period. Accrual rates are based on twenty-six (26) pay periods per year or twelve (12) month period. Vacation hours do not accrue if employees are temporarily absent in a no pay status under unpaid FMLA leave, while receiving pension disability payments, or while on authorized leave without pay.

#### Increased Vacation Earnings Based on Continuous Service

Annual vacation hours are earned each pay period by employees at a rate that corresponds to the number of completed years of continuous full-time service. The vacation schedule increases with the length of employees' current period of continuous employment. For non-bargaining unit employees the schedule is:

<b>Years of Continuous Service</b>	<b>Annual Vacation Days/Hours</b>	<b>Hourly Accrual per Pay Period</b>
1-4 years	10 days (80 hours)	3.0769 hours
5-8 years	15 days (120 hours)	4.6153 hours
9-11 years	17 days (136 hours)	5.2307 hours
12-15 years	20 days (160 hours)	6.1538 hours
16-19 years	23 days (184 hours)	7.0769 hours
20-23 years	25 days (200 hours)	7.6923 hours
24 + years	28 days (224 hours)	8.6153 hours

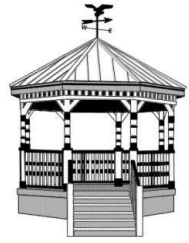
#### Scheduling of Vacation

Employee vacation requests are subject to the approval of the department head or designee. Department head vacation requests are subject to the approval of the Village Manager. In considering approval of vacation requests, supervisors review departmental operating needs and staffing requirements. The resolution of any vacation scheduling conflicts shall be based upon employee seniority. Requests for vacation time of five (5) or more consecutive days shall be made no later than thirty (30) days in advance. Employees are not allowed to use vacation time before it is earned.



# Village of Huntley

## Personnel Manual



### Section 400: Time Off and Leave Allowances

#### Maximum Vacation Balance

Under normal circumstances, an employee is expected to take an annual vacation. As of the last payroll paid in December each year, employees shall be allowed to have accumulated vacation time equal to their annual accrual rate. Any unused vacation hours over the annual accrual rate will be paid out in January, at the standard hourly pay rate as of 12/31.

#### Vacation Payout Upon Separation

At separation, employees will be paid for all earned, but unused vacation which will be calculated based upon the employee's regular hourly rate of pay at the time of separation.

# Village of Huntley

## Personnel Manual



### Section 400: Time Off and Leave Allowances

#### **403 Personal Business Time**

Effective Date: May 1, 2017

Revision Date:

All regular full-time employees, with at least one year of service, are entitled to twenty-four (24) hours of personal business time annually.

Full-time employees with at least six months of service, but less than one (1) year, will be granted eight (8) hours of personal business time, with the remaining sixteen (16) hours granted on their first anniversary.

Personal business time is flexible and can be used in increments of a minimum of one (1) hour. Personal business time can *only* be used with prior approval of the department head and such approval may be withheld for operating reasons. Personal business time can be used for personal business appointments, medical or dental appointments and for other personal reasons.

If personal business time is not used during the year (calculated based on the employee's anniversary date), the remainder will be converted to sick time and added to the employee's sick leave accrual at the end of the year. Personal business time is not paid as a termination benefit in the event of retirement, resignation or involuntary termination to the extent permitted by law. Unused personal business time at termination will be converted to sick time.

# Village of Huntley

## Personnel Manual



### Section 400: Time Off and Leave Allowances

#### **404 Sick Leave**

Effective Date: May 1, 2017

Revision Date: January 14, 2021

All full-time employees on active payroll shall accrue sick leave calculated on the basis of eight (8) hours earned per month, with time being credited each payroll based on a pro-rated annual earnings of 96 hours. An employee can accrue up to a maximum of 240 days (1,920 hours). Sick leave may not be taken in less than two (2) hour increments.

Sick leave pay shall not be considered a right that an employee may use at his/her discretion, but shall be allowed as a privilege.

Sick leave pay may be granted only for:

1. Personal illness or disability.
2. Illness in the immediate family (mother, father, brother, sister, spouse (including civil union partner), children, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, maternal grandparents, paternal grandparents, stepmother, stepfather, step brother, step sister and step children), and the birth of an employee's child but not to exceed three days sick leave usage.
3. Medical or dental appointments that cannot be scheduled during non-working hours.

To be considered eligible for sick leave compensation due to a non-work illness or injury, the employee must notify his/her supervisor no later than thirty (30) minutes prior to their normal starting time. Sworn Police Department personnel must notify their department of an absence a minimum of two (2) hours prior to the normal reporting time to receive pay for the time absent.

As a mutual protection for the employee and the Village, the Village Manager may require an employee to submit a doctor's statement if the employee has been off sick for more than three (3) days; has repeated illnesses of shorter periods; calls in sick on the day of, before, or after a holiday; or in other circumstances as deemed appropriate by the Village Manager, Director of Human Resources or department head.

Sick leave usage and any unscheduled absenteeism will be considered in evaluating employee performance, based on established standards in effect at the time of the rating. Excessive use or abuse of sick leave may be grounds for disciplinary action up to and including termination.

# Village of Huntley

## Personnel Manual



### Section 400: Time Off and Leave Allowances

#### **405 Sick Leave Incentive**

Effective Date: May 1, 2017

Revision Date: January 14, 2021

##### Sick Leave Buy Back

Once an employee has accrued thirty-six (36) days (288 hours) of sick leave, the employee may elect to cash in unused sick days accrued in excess of thirty-six (36) days for 50% of their value on subsequent anniversaries each year. Employees are eligible to cash in up to a maximum of twelve (12) days (96 hours) per year. A year is calculated from the employee's date of hire and on all subsequent anniversary dates.

The number of hours for which payment is received will be subtracted from the employee's accumulated sick leave. Only unused sick days earned during the previous year are eligible for sick leave buy back on each anniversary date. If an employee has met the minimum requirements and elects not to buy back sick time in a given year, the employee cannot buy back the sick time he/she earned in that year in subsequent years.

For example, if an employee has forty-four (44) days (352 hours) accrued, he/she will be eligible to cash in eight (8) days (64 hours) ( $44 - 36 = 8$ ). The Village will pay the employee at the rate of one (1) day for every two (2) days cashed in. Of the eight (8) days cashed in, the employee will be eligible to be paid for four (4) days. All eight (8) days will then be eliminated from the employee's sick leave bank. For example, consider the following two scenarios:

Total Accrued Days	Eligible Days	Days Cashed In	Number of Paid Days	Remaining Days
44 (352 hours)	8 (64 hours)	8 (64 hours)	4 (32 hours)	36 (288 hours)
54 (432 hours)	12 (96 hours)	12 (96 hours)	6 (48 hours)	42 (366 hours)

Those employees who have chosen the sick leave buy back option and will be receiving payment from the Village for this option, will receive payment on the paycheck in which the anniversary falls. Sick leave hours will be paid at the rate they were earned. All applicable deductions will be made from the employee's sick leave buy back check.

Sick leave incentive options for collectively bargained employees are described in the applicable collective bargaining agreement.

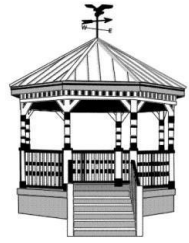
##### IMRF Service Credit for Unused Sick Leave

Employees who participate in IMRF may qualify for a maximum of one year of additional pension service credit for their unused, accumulated sick leave, at the rate of one month

# Village of Huntley

## Personnel Manual

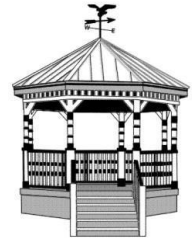
### Section 400: Time Off and Leave Allowances



for every twenty (20) days of unpaid, unused sick leave or fraction thereof. For further information on this benefit, contact the Director of Human Resources.

# Village of Huntley

## Personnel Manual



### Section 400: Time Off and Leave Allowances

#### **406 Funeral/Bereavement Leave**

Effective Date: May 1, 2017

Revision Date: January 14, 2021

Full-time employees are allowed bereavement leave of three (3) work days off in the event of a death in the employee's immediate family without loss of pay and without deduction from other accumulated benefit time (sick, personal, vacation, etc.). The Village defines immediate family member as an employee's mother, father, brother, sister, spouse, children, mother in-law, father in-law, brother-in-law, sister-in-law, maternal/paternal grandparents, stepmother, stepfather, stepbrother, stepsister and stepchildren. In the event of the death of an employee's spouse, child, stepchild, parent, or stepparent, the employee shall be granted two (2) additional working days off.

Three (3) days off (or five (5) days as outlined above) are allowed *per event*. For the purpose of defining a workday, a workday is a scheduled day of work, be it eight (8) hours, ten (10) hours, or twelve (12) hours. If an employee is notified of the death of an immediate family member during the workday, the employee will be relieved from his/her job with pay upon request and that portion of the workday will not count as one of the bereavement days provided. Such hours will be deducted from accumulated benefit time.

If workdays off are needed beyond the allotted bereavement leave, with the approval of the Village Manager additional days off may be granted. These additional days off will be deducted from accrued leave. In the event the death of any family member not considered to be a member of the employee's immediate family as defined above, an employee may use vacation, personal, or compensatory time off with approval of the department head.

# Village of Huntley

## Personnel Manual



### Section 400: Time Off and Leave Allowances

#### **407 Jury Duty**

Effective Date: May 1, 2017

Revision Date:

The Village strongly encourages all employees to fulfill their civic obligation to serve on jury duty. The Village will provide regular pay to full-time employees for work hours missed due to jury duty. Employees are required to notify their supervisor as soon as possible when they receive a jury duty summons and provide a copy in order to be eligible for pay. Employees are permitted to keep any payment received from the court.

# Village of Huntley

## Personnel Manual



### Section 400: Time Off and Leave Allowances

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

Effective Date: May 1, 2017

Revision Date:

##### Purpose

It is the policy of the Village of Huntley to provide up to 12 weeks of unpaid family and medical leave during a twelve 12-month period to eligible employees in accordance with the Family and Medical Leave Act of 1993 ("FMLA"). The 12-month period is measured using a rolling backward year.

##### Eligibility

In order to qualify to take family and medical leave under this policy, an employee must have worked for the Village for at least twelve (12) months and at least 1,250 hours during the twelve (12) month period immediately before the date when the leave would begin.

##### Reason for Leave

A leave may be requested for the following reasons:

1. Child Care: to care for a child born to or placed for adoption or foster care with an employee;
2. Family Medical: to care for a spouse, child, or parent ("covered family member") with a serious health condition; or
3. Employee Medical: because of your own serious health condition which renders you unable to perform the functions of your position.
4. Military Service: for any qualifying emergency because you are the spouse, child, or parent of a military member on covered active duty or called to covered active duty status.

Child Care Leave must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the Village who request Child Care Leave or leave to care for an ill parent may only take a combined aggregate total of 12-weeks leave during any 12-month period.

Employees will not be granted FMLA leave to gain employment or work elsewhere, including self-employment. Employees who misrepresent facts in order to be granted FMLA leave will be subject to immediate termination.



# Village of Huntley

## Personnel Manual



### Section 400: Time Off and Leave Allowances

#### Substitution of Paid Leave

FMLA leave is unpaid leave. If you request FMLA leave any accrued sick leave, personal, compensatory and vacation time must first be substituted and used for any unpaid FMLA leave.

Employees are required to use accrued benefit time while on FMLA leave. However, the employee may not use paid sick leave for any situation where the employee is not otherwise allowed to use sick leave benefit time. For example, an employee may not use sick leave for child care leave or during a FMLA military leave to arrange for childcare, attend military ceremonies, and attend to legal affairs.

The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Employee medical leave will also run concurrently with leave taken under the Village's disability leave policy and workers' compensation leave, if taken for an FMLA-qualifying health condition. Use of paid leave, including disability and worker's compensation leave (to the extent that it qualifies), concurrently with FMLA leave will be administered in a manner consistent with the Village's paid leave policies.

If an employee takes vacation/sick leave using salary for a condition that constitutes or progresses into a serious health condition, the Village may designate all or some portion of such leave under this policy, to the extent that the paid leave meets the necessary qualifications.

#### Notice of Leave

If the need for FMLA leave is foreseeable, at least 30-days prior written notice must be given. Failure to provide such notice may be grounds for delay of leave. Where the need for leave is not foreseeable, employees are expected to notify the Village as soon as practicable, generally within 1 to 2 business days of learning of the need for leave. A request must be made in writing on the Village's forms, available from Human Resources.

When an employee seeks leave for a FMLA-qualifying reason for the first time, the Village will designate the leave as covered by this policy when the Village has enough information to determine that leave is being taken for a FMLA-qualifying reason. When an employee seeks leave, however, due to a FMLA-qualifying reason for which the Village has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA.

In all instances, the employee 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.

# Village of Huntley

## Personnel Manual



### Section 400: Time Off and Leave Allowances

#### Medical Certification

If an employee is requesting Employee Medical or Family Medical Leave, the employee and the relevant health care provider must supply appropriate medical certification. The Village will supply the medical certification forms. The medical certification must be provided within 15-days after it is requested, or as soon as reasonable under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. In its discretion and at its own expense, the Village may require a second medical opinion, and if the first and second opinions differ, a third medical opinion. The third opinion will be provided by a health care provider approved jointly by the employee and the Village and will be binding. Employees shall provide a certification in support of leave on an annual basis if the need for leave continues for the same reason. The Village may also require recertification periodically during a leave, and employees will be required to present a fitness-for-duty certificate upon return to work following an employee medical leave.

The Village will also require certification in support of leave for a qualifying military exigency.

#### Medical and Other Benefits

During the leave, the Village will maintain the employee's health benefits on the same conditions as if the employee had continued working. Where appropriate, arrangements will be made for employees on unpaid leave to continue to pay their share of health insurance premiums while on leave. Failure of employees to make these payments may result in the termination of the Village's obligation to maintain benefits. Additionally, if the employee fails to return from leave, the Village will require repayment of any premium that was paid for maintaining the health coverage for the employee, unless the employee does not return because of a continuing or recurring serious health condition for either the employee or a covered member, or because of other circumstances beyond the employee's control. Employees are not entitled to other benefits or seniority accrual during any unpaid leave.

Any changes in benefit plan provisions or costs may apply to individuals on FMLA leave the same as if they were actively employed, according to the terms of the applicable plan.

#### Returning From Leave

Employees who return to work from FMLA within or on the business day following expiration of the twelve (12) weeks are entitled to return to their same position or to an equivalent position with equal benefits, pay or other terms and conditions of employment. The Village may choose to exempt certain highly compensated ("Key") employees from this requirement and not return them to the same or similar position.

# Village of Huntley

## Personnel Manual



### Section 400: Time Off and Leave Allowances

If an employee takes Employee Medical Leave they will be required to provide medical certification that they are fit to resume work. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

#### Reporting While On Leave

The Village may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

#### Intermittent and Reduced Schedule Leave

Leave because of a serious health condition, may be taken intermittently (in separate blocks of time due to a singled covered health condition) or on a reduced work schedule (reducing the usual number of hours worked per workweek or workday) if medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment or qualified exigencies so as not to unduly disrupt business operations. If leave is unpaid, the Village will reduce an employee's salary based on the amount of time actually worked. In addition, while on an intermittent or reduced schedule leave, the Village may temporarily transfer an employee to an available alternative position which better accommodates the recurring leave and which has equivalent pay and benefits.

Military Caregiver Leave: An eligible employee is entitled to a total of twenty-six (26) weeks of Military Caregiver Leave:

- To care for a spouse, parent, child, or an individual for whom the employee is the nearest blood relative (or designated as next of kin for caregiving) who has a serious injury or illness that was incurred or aggravated in the line of duty while on active military duty overseas, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status or is on temporary disability retirement.
- To care for a spouse, parent, child or an individual for whom the employee is the nearest blood relative (or designated as next of kin for caregiving) to a veteran who is undergoing medical treatment, recuperation, or therapy for serious injury or illness that occurred any time during the five years preceding the date of treatment while on active military duty overseas.

Leave to care for an injured or ill servicemember or covered veteran will begin on the first day of such leave and must be completed within 12 months from that date. Leave for an injured servicemember may be taken only once per servicemember unless that servicemember has a subsequent injury or illness incurred or aggravated in overseas military duty. In addition, spouses employed by the Village who request caregiver leave may only take a combined aggregate total of twenty-six (26) weeks leave for such purpose.

# Village of Huntley

## Personnel Manual



### Section 400: Time Off and Leave Allowances

Any FMLA leave taken by an employee for reasons other than an injured or ill servicemember or covered veteran will reduce the 26 weeks of available leave to care for an injured servicemember or covered veteran. As a result, if an employee requests caregiver leave, the maximum leave allowed will be up to 26 weeks, less any FMLA leave already used in the same 12-month period for any other reason.

#### Policy Administration

This policy is intended to comply with and will be administered in accordance with the Family and Medical Leave Act of 1993 and any applicable regulations, definitions and law thereunder, as well as any state family or medical leave laws granting additional rights that are applicable to employees employed in such states.

#### Interrelation of Leaves

Any leave taken pursuant to this policy, other Village policies, a collective bargaining agreement, or law which qualifies as leave under the FMLA or any applicable state family or medical leave act, will be counted against the employee's available leave under the applicable Village policy(ies), collective bargaining, and/or law, as well as the available leave under the FMLA or applicable state law, to the extent permitted by such applicable law.

# Village of Huntley

## Personnel Manual



### Section 400: Time Off and Leave Allowances

#### **409 Military Leave**

Effective Date: May 1, 2017

Revision Date: December 20, 2018

The Village will grant employees military leave and any associated benefits in accordance with Illinois and Federal including as follows:

**Military Leave:** Any employee who gives notice of pending, active military service shall receive a leave of absence while performing said active service. Notice is only excused when such notice was precluded by military necessity or otherwise impossible or unreasonable.

#### **Compensation During Leave for Members of a Reserve Component:**

***Concurrent (or Regular) Compensation:*** Pursuant to Illinois law, employees shall continue to receive their full Village compensation during their “annual training” commitment for up to 30 days per calendar year. Employees who exhaust their concurrent compensation for “annual training” may be eligible for differential compensation as described below.

***Differential Compensation:*** Also pursuant to Illinois law, an employee who performs qualifying voluntary active service is eligible for up to 60 work days of differential compensation in a calendar year. An employee who is ordered to perform involuntary active service is eligible to receive differential compensation without regard to the 60-day limitation.

An employee will only earn differential compensation for days worked where the employee would otherwise have been scheduled to work for the Village. Differential compensation shall not be paid for any “active service without pay”. In order to facilitate the payment of differential compensation, employees must provide their military pay documentation to the Village Human Resources Department in a timely fashion.

***Benefit Time:*** Employees with accrued vacation, compensatory time or personal business days may use these accrued benefits during their military leave to the extent leave is not compensated under applicable laws. Employees may also elect the use of accrued vacation, compensatory time or personal business days in lieu of differential compensation.

#### **Other Rights:**

***Health Insurance:*** Village-provided health insurance plan benefits will be provided as required by Illinois and Federal law. Pursuant to Illinois law, the Village will continue to pay its share of the insurance premium and administrative costs during the employee’s “active duty”.

During non-active duty and when the employee is not receiving payment from the Village, insurance continuation shall be at the sole expense of the employee. If the employee does not choose to continue the Village's health insurance during the leave, he/she shall be permitted immediate reinstatement into the group health plan when the employee returns from military service.

**Reinstatement:** All other benefits and seniority will continue or be available upon the employee's reinstatement as if he/she was still an active employee. Upon the completion of the employee's military service, the employee must request reinstatement in a timely manner in accordance with Illinois and Federal law.

**Performance Evaluations:** If necessary, during a military leave of absence, an employee will receive a performance evaluation in the manner provided by law.

All questions regarding military service leave should be directed to the Director of Human Resources.

# Village of Huntley

## Personnel Manual



### Section 400: Time Off and Leave Allowances

#### **410 Child Bereavement Leave**

Effective Date: May 1, 2017

Revision Date:

The Child Bereavement Leave Act requires employers with 50 or more employees to provide two weeks (10 business days) of unpaid bereavement leave to employees. An employee may elect to substitute paid leave for unpaid leave.

#### **Reason for Leave**

A leave may be requested for the following reasons:

1. Attend the funeral or alternative to a funeral of a child;
2. Make arrangements necessitated by the death of the child; or
3. Grieve the death of the child.

Under the Act, “child” includes a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing *in loco parentis*.

#### **Eligibility**

Bereavement leave must be completed within 60 days after the date on which the employee receives notice of the death of the child.

An employee is required to provide the employer with at least 48 hours’ advance notice of the employee’s intention to take bereavement leave, unless providing such notice is not reasonable and practicable.

An employer has the right to request “reasonable” documentation to substantiate the request. This could include a death certificate, obituary or other written verification of death (e.g., from a funeral home, mortuary or crematorium).

In the event of the death of more than one child in a 12-month period, an employee is entitled to a total of 6 weeks of bereavement leave during the 12-month period.

Contact the Director of Human Resources for further information about taking leave as provided by the Child Bereavement Leave Act.

# Village of Huntley

## Personnel Manual



### Section 400: Time Off and Leave Allowances

#### **411 Victims Economic Security and Safety Act (VESSA)**

Effective Date: May 1, 2017

Revision Date: December 19, 2019

Any employee who is a victim of domestic violence, sexual violence or gender violence or who has a family or household member who is a victim of domestic violence, sexual violence or gender violence may take up to a total of 12 unpaid weeks of leave from work during any 12-month period to address the domestic violence. The Village will not suspend the employee's health plan benefits during this time period.

This allows the employee to take up to 12 unpaid weeks of leave from work as a result of domestic violence, sexual violence or gender violence to:

- Seek medical attention
- Seek counseling for injuries or psychological trauma
- Obtain victim services
- Relocate
- Seek legal assistance
- Participate in a related court proceeding

The Village may require the employee to provide certification of eligibility for the leave. If the circumstances qualifying an employee for leave pursuant to VESSA also qualify for FMLA leave, then the two leave provisions shall be read together and the leaves shall run concurrently.

Contact the Director of Human Resources for further information about taking leave as provided by VESSA.



# Village of Huntley

## Personnel Manual



### Section 400: Time Off and Leave Allowances

#### **412 Catastrophic Leave**

Effective Date: May 1, 2017

Revision Date:

The purpose of the Village's Catastrophic Leave Program is to allow for on-going income protection for a regular full-time employee who has worked for the Village for at least one year who experiences a major, unanticipated health event (non-duty related nor related to the employee's secondary or self-employment) which is expected to render the employee incapable of performing the duties of his/her position for at least thirty (30) days. Chronic illness or injuries which result in intermittent absences from work may be considered catastrophic (for example: cancer, stroke, or major surgery) to the extent an intermittent episode is anticipated to lead to an absence in excess of 30 days. An employee's use of intermittent absences for chronic illnesses or injuries shall be directly related to the prior approval of catastrophic leave. Employees suffering from short-term illnesses including, but not limited to the common cold, influenza, measles, other minor injuries or illnesses, or undergoing planned or elective medical procedures for conditions that would not otherwise cause an immediate catastrophic injury or illness if untreated, or conditions otherwise not likely to result in long-term disability, are not eligible for catastrophic leave. The Village Manager reserves the right to deny catastrophic leave in any instance in which an employee's absence from work is not deemed to be catastrophic.

An employee approved for catastrophic leave shall, after exhausting all available paid time off, including sick, vacation, personal, and compensatory time, and applying for all other applicable benefits including, without limitation, disability benefits from IMRF or other qualifying pension plans, receive his/her regular straight time compensation for up to a maximum of three (3) calendar months cumulative in a calendar year. Catastrophic leave benefits shall be reduced by other benefits received including IMRF disability benefits, social security disability, and/or workers' compensation benefits (relating to non-Village work related injuries). Catastrophic leave will not serve as a substitute for such other available benefits, rather catastrophic leave serves as a bridge until receipt of available benefits. Employees are expected to pursue these benefits and the failure to do so may result in the termination of catastrophic leave benefits.

Catastrophic leave shall be granted for no more than three (3) months cumulative per any single disability or condition regardless of the duration or reoccurrence of that disability or condition. No employee shall receive more than twelve (12) months of catastrophic leave during the employee's period of employment with the Village.

The receipt of catastrophic leave is dependent upon the employee making written application, accompanied by a physician's certification as to the nature and extent of the

# Village of Huntley

## Personnel Manual



### Section 400: Time Off and Leave Allowances

injury or illness which has occurred and an indication the illness or injury will require the employee's absence from work for more than 30 days following exhaustion of accrued paid time off. The Village is entitled to take any and all reasonable steps to verify the legitimacy of the request for catastrophic leave, the continuation and/or extension thereof as presently exists for the use of sick leave generally. The Village, at any time during a catastrophic leave, may require an employee to appear for a physical examination at the office of a medical practitioner selected by the Village and paid for, at the Village's expense, to determine the extent of physical disability, prognosis, and possible date to return to work. The Village Manager may revoke approval of catastrophic leave if the employee is able to perform the employee's job duties or if assignment to modified duty is appropriate. All catastrophic leave must be approved in writing by the Village Administrator.

The employee shall notify the Village approximately thirty (30) days prior to the end of the leave, if it appears the disability will extend beyond three (3) months. The Village Manager may approve on a case by case basis additional periods of unpaid leave or the use of other paid leave to extend the leave period consistent with applicable law. Prior to returning to work from a catastrophic leave, an employee must have a doctor's written statement certifying the employee has recovered and is capable of performing the required duties.

Catastrophic leave shall run concurrently with any FMLA leave which the employee is entitled to receive.

# Village of Huntley

## Personnel Manual



### Section 400: Time Off and Leave Allowances

#### **413 Illinois School Visitation Rights Act**

Effective Date: May 1, 2017

Revision Date: December 19, 2019

The Illinois School Visitation Rights Act allows employees to take up to eight (8) hours of unpaid leave per school year to attend school conferences, behavioral meetings, or academic meetings related to the employee's child, with no more than four (4) hours being taken in one day. An employee requesting leaving under this Act must provide a written request for the leave at least seven (7) days in advance, except in the case of emergencies. This leave is intended to be used as a last resort by employees who have no other paid (vacation or personal) leave available and who have made every attempt to schedule the visit during non-working hours.

The employee must provide his/her Supervisor with documentation of the visit as provided by the school administrator within two (2) working days of the school visitation. If notice is not provided within the required time frame, the employee is subject to applicable disciplinary procedures for unexcused absences. This is unpaid leave; however, the Village will attempt to make reasonable efforts to accommodate an employee who wishes to make up the time, provided it is not disruptive to normal Village operations.

# Village of Huntley

## Personnel Manual



### Section 400: Time Off and Leave Allowances

#### **414 Nursing Mothers in the Workplace Act**

Effective Date: May 1, 2017

Revision Date: December 20, 2018

In accordance with state and federal law, the Village will provide break time for nursing mothers by providing reasonable paid break time each day to an employee who needs to express breast milk for her infant child. The break time may run concurrently with other break time already provided to the employee.

The Village will also make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a restroom, where an employee described can express her milk in privacy.

# Village of Huntley

Personnel Manual



## Section 500: Wage, Salary and Benefits

### **501 Employee Compensation and Salary Plan**

Effective Date: May 1, 2017

Revision Date:

Employee Compensation has the greatest impact upon the total operating cost of the Village. Thus, direct and indirect wages must be accurately planned and intelligently controlled. The Village's salary plan has been developed to provide a proper relationship between job content and compensation for each job. Each occupational class has been evaluated and quantitative job content values have been determined based on know-how, problem solving, accountability and working conditions. General market conditions are a substantial factor in these determinations.

The schedule of salary ranges are adopted as part of the annual budget process and shall consist of a minimum and maximum rate of pay for each position in the Village's pay plan. These salaries are based on job content values and comparative salary data.

For employees not covered by a collective bargaining agreement, progression within an employee's respective pay range may be based upon a two-segment pay increase program consisting of an excellence of performance (merit increase) and a cost of living allowance (COLA) increase, if budgeted. The annual Performance Evaluation shall be the determining factor in deciding the amount of the merit increase. The COLA segment shall be determined as part of the annual budget process.

With the approval of the Village Manager, the rate paid upon original hiring or promotion may be higher or advancement through a range may be more rapid than as specified above. No salary adjustment shall be considered to be automatic, with all increases to be earned by continual satisfactory performance of assigned duties, acceptable attendance record, and other factors. An employee's pay rate may be reduced for failure to meet minimum performance standards.

# Village of Huntley

## Personnel Manual



### Section 500: Wage, Salary and Benefits

#### **502 Payroll**

Effective Date: May 1, 2017

Revision Date: January 14, 2021

The workweek for all Village employees is 12:00 a.m. Sunday to 11:59 p.m. the following Saturday. Two workweeks constitute a pay period.

For payroll purposes, any shift that originates on any given workday during a given pay period is paid in that same pay period utilizing a Sunday through Saturday workweek.

Employees are paid biweekly on Thursday following the conclusion of a payroll period. When a regularly scheduled payday falls on a holiday, checks will be issued on the previous work day.

#### **Direct Deposit of Paychecks**

The Village has instituted a payroll direct deposit program. Payroll will be deposited via electronic funds transfer into one or more checking or savings accounts as designated by the employee. Direct Deposit cannot accommodate any type of money market/investment account. Employees receive an itemized statement of wages on paydays instead of a paycheck.

# Village of Huntley

## Personnel Manual



### Section 500: Wage, Salary and Benefits

#### **503 Deductions from Pay**

Effective Date: May 1, 2017

Revision Date:

It is the policy of the Village of Huntley not to take any improper pay deductions that would be in violation of the Fair Labor Standards Act, its regulations (specifically Section 541.602(a)), or relevant state law or local ordinance.

Employees who believe their pay has been improperly deducted should report such improper deduction immediately to the Director of Human Resources. The complaint will be promptly investigated and the results of the investigation will be reported to the complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to the Village Manager.

Any employee whose pay is improperly deducted shall be reimbursed for such improper deduction no later than the next pay period after the improper deduction is communicated to management.

Automatic payroll deductions are made for federal, state and local income tax purposes, pension contributions, social security, insurance premiums and other legally mandated deductions, where applicable.

An employee may request other payroll deductions (charitable organization, voluntary benefit plans, etc.) provided the Village Manager has authorized those types of deductions and the employee has signed the written authorization forms.

# Village of Huntley

## Personnel Manual



### Section 500: Wage, Salary and Benefits

#### **504 Overtime/Compensatory Time**

Effective Date: May 1, 2017

Revision Date:

In accordance with the Fair Labor Standards Act (FLSA) nonexempt employees, except for sworn police officers, are eligible to receive overtime pay at a rate of one and one half (1 ½) times their regular hourly rate of pay for time worked in excess of the normal workday or forty (40) hours during a work week. Non-exempt sworn police officers will be paid overtime compensation pursuant to §553.230 of Title 29 of the Code of Federal Regulations, as well as applicable collective bargaining agreements.

In determining overtime compensation, hours worked shall include any hours charged to holidays, vacation, personal days, sick leave, funeral leave, compensatory time taken, and any other hours paid at an employee's regular straight time rate. Hours worked shall *not* include hours charged to suspension, sick without pay, or leave without pay.

All overtime must be authorized in advance by the department head or authorized supervisor. Additionally, 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 office, 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 his or her time sheet will be subject to disciplinary action, up to and including possible termination of employment.

In a case where an employee performs unauthorized work in excess of the normal work hours scheduled per day, the department head or authorized supervisor may reduce the employees' other work hours during the same work period in order to minimize or avoid overtime or impose disciplinary action.

#### **Compensatory Time**

Employees may receive compensatory time in lieu of overtime pay if mutually agreed between the employee and the Village and may be accrued by employees to a maximum of eighty (80) hours. The accrual of compensatory time requires the approval of the employee's supervisor. Absent such approval, the employee shall not receive compensatory time but shall instead receive cash compensation for his or her overtime hours.

The hours accrued will be at one and one-half times the actual overtime hours worked. The use of accrued compensatory time by employees must be with the prior approval of the department head or Village Manager. The Village may, in its discretion, cash out some or all of an employee's accrued, unused compensatory time at any time or schedule an employee for compensatory time as operationally necessary.



# Village of Huntley

## Personnel Manual



### Section 500: Wage, Salary and Benefits

#### Right to Schedule Overtime

The Village has, at its sole discretion, the right to schedule overtime work for operational needs. This may involve extending the workday, weekend work, evening work or such time as necessary to meet the operational needs of the Village.

#### Emergency Call Outs

Employees who were not scheduled to work overtime and are called back to work outside the normal work schedule (i.e., hours not contiguous to the regular work schedule), shall receive the greater of a minimum of two (2) hours pay at the overtime hourly rate of pay, or the actual overtime hours worked.

Exempt employees are ineligible for any type of overtime pay.

#### No Pyramiding of Paid Time

Compensation shall not be paid, nor compensatory time taken more than once for the same hours under any section of the Manual. There shall be no pyramiding of overtime or premium compensation rates.

# Village of Huntley

## Personnel Manual



### Section 500: Wage, Salary and Benefits

#### **505 Court Time**

Effective Date: May 1, 2017

Revision Date:

Employees who would otherwise be off duty shall be paid at the overtime rate of time and one-half (1-1/2) their regular hourly rate of pay for all hours worked when appearing in court on behalf of the Village in the capacity of a commissioned officer or when preparing for an off-duty court appearance when in the presence of a prosecuting attorney. Employees will be paid overtime rates for a minimum of three (3) hours for all off-duty court time worked outside of regularly scheduled hours in a single day or actual time spent, whichever is greater, unless the time extends to the employee's regular work shift.

Any employee who is requested by a State's Attorney to be on stand-by, as they MAY be needed for court, for official Village business on a day when the employee would otherwise be off duty, shall receive compensation of three (3) hours of straight time for each day they are requested to be on stand-by. If the request for stand-by is cancelled more than twenty-four (24) hours prior to the court time, the employee will not receive compensation. If the employee is called into court, the employee will receive court pay in lieu of standby pay.

Any employee who is requested by a State's Attorney or Village Attorney to be on stand-by, as they MAY be needed for court, on the same day however separate times and/or locations, the employee will be compensated for only one stand-by payment. Stand-by pay will not be credited toward overtime pay calculation.

# Village of Huntley

## Personnel Manual



### Section 500: Wage, Salary and Benefits

#### **506 Health Insurance Program**

Effective Date: May 1, 2017

Revision Date: December 19, 2019

All employees who work a qualifying number of hours may participate in the comprehensive group health insurance plan provided by the Village. An employee's elected insurance coverage begins on the first day of employment and ceases on the last day of the month of employee's last day of employment unless continuation rights have been exercised.

Each employee receives a packet at the time of hire/eligibility explaining in detail the benefits provided. Employees must enroll in or waive coverage within 31 days of the date of eligibility. Elections made during the initial enrollment remain in effect until the next Open Enrollment period unless there is a Qualifying Event as defined by Section 125 of the Internal Revenue Code (IRC). An employee wishing to amend insurance coverage during the plan year for themselves or their dependent due to a Qualifying Event must do so within 31 days of the occurrence.

#### Medical and Dental Insurance

The Village makes available medical health and dental insurance to all eligible employees and their dependents as described within the terms and conditions of the contracts in effect. The Village may, with or without prior notice, in the future require employees to pay a higher portion of insurance premiums.

For employees not covered under a collective bargaining agreement, the Village has established two-tiered employee contribution rates. Employees that are hired or become eligible for benefits on or after January 1, 2020 will pay insurance contributions based on Tier 2 contribution rates.

The Village retains the right to change carriers, change the type of health insurance plans, or institute other cost saving measures.

#### Voluntary Vision Insurance

The Village makes available a voluntary vision plan to all full-time employees. The cost of this voluntary plan is paid in full by the employee. If elected, vision coverage will begin on the first day of the next month following the date of hire.

#### Survivors Coverage

In the case of accidental death of a sworn police officer, medical insurance coverage shall be provided to the surviving spouse and eligible dependents of the deceased employee at no cost for up to twelve (12) months following the employee's death or until the surviving spouse remarries or becomes covered under another plan or policy, whichever

# Village of Huntley

## Personnel Manual



### Section 500: Wage, Salary and Benefits

occurs first.

For the purposes of this policy, accidental death is defined as the loss of life caused solely and directly by an accident. Death due to illness, natural causes, acts of war, or self-inflicted injuries are excluded.

#### Benefit Plan Documents

This Personnel Manual does not change or otherwise interpret the terms of the official benefit plan documents. Employee rights can be determined only by referring to the full text of the official plan documents, which are available for examination from the Director of Human Resources. The official plan documents are the final authority in all matters relating to benefits and will govern in the event of any conflict.

For additional information on these benefits, contact the Human Resources Department.

# Village of Huntley

## Personnel Manual



### Section 500: Wage, Salary and Benefits

#### **507 Flexible Benefit Plan**

Effective Date: May 1, 2017

Revision Date:

An Internal Revenue Service Section 125 Flexible Benefits Plan is available to full-time employees. The Plan allows employees to redirect part of their income to a non-taxable status, giving employees more spendable income.

The Flexible Benefits Plan has two benefit components that employees may utilize:

1. Medical Expense Benefit - may be used to pay qualified out of pocket medical expenses.
2. Dependent Care Assistance Benefit - may be used to pay for qualified dependent day care expenses.

Earnings used for the above expenses are not subject to federal or state income tax, FICA, and pension, thereby saving employees a significant amount of money. The Flexible Benefit Plan is entirely voluntary. Employees who are covered by IMRF should be aware that IMRF benefits are based on the earnings of individual members. A decrease in earnings subject to IMRF contributions will decrease the amount of IMRF benefits paid.

#### **Benefit Plan Documents**

This Personnel Manual does not change or otherwise interpret the terms of the official benefit plan documents. Employee rights can be determined only by referring to the full text of the official plan documents, which are available for examination from the Director of Human Resources. The official plan documents are the final authority in all matters relating to benefits and will govern in the event of any conflict.

For additional information on the Flexible Benefits Plan, contact Human Resources.

# Village of Huntley

## Personnel Manual



### Section 500: Wage, Salary and Benefits

#### **508 Life Insurance and Accidental Death and Dismemberment**

Effective Date: May 1, 2017

Revision Date: December 19, 2019

All active full-time (non-seasonal) employees are provided with a Group Life insurance policy including Accidental Death and Dismemberment (AD&D) coverage while employed by the Village. The cost of this benefit is paid entirely by the Village. Life insurance coverage shall be in the amount of an employee's annual salary rounded to the next higher thousand. Employees are responsible for designating beneficiaries and for keeping such designation current.

Group Life insurance coverage ceases on the last day of employment. Employees with coverage over \$50,000 will be taxed a life fringe benefit each pay period on the coverage amount in excess of \$50,000.

#### **Optional Additional Life and Accidental Death and Dismemberment Insurance**

Active full-time (non-seasonal) employees also have the opportunity to purchase Additional Life and Accidental Death and Dismemberment (AD&D) for themselves, their spouse or their dependents with a guarantee issue (up to a set dollar amount) if enrolled within 30 days of becoming eligible. This benefit is optional and the employee is responsible for the full premium.

#### **Benefit Plan Documents**

This Personnel Manual does not change or otherwise interpret the terms of the official benefit plan documents. Employee rights can be determined only by referring to the full text of the official plan documents, which are available for examination from the Director of Human Resources. The official plan documents are the final authority in all matters relating to benefits and will govern in the event of any conflict.

For additional information on these benefits, contact the Human Resources Department.

# Village of Huntley

## Personnel Manual



### Section 500: Wage, Salary and Benefits

#### **509 Retirement Plans**

Effective Date: May 1, 2017

Revision Date: December 19, 2019

#### **Illinois Municipal Retirement Fund**

All employees, except sworn police officers, in a position scheduled to work one-thousand (1000) hours or more in a year, are required to contribute to the Illinois Municipal Retirement Fund (IMRF), a statewide pension fund. Participation costs are collected through payroll deductions. The amount contributed is determined by State statutes. In addition, the Village contributes an amount on behalf of each participating employee in accordance with State statutes. Employee contributions are tax deferred.

IMRF also provides disability and death benefits to its members. Information regarding IMRF benefits and qualification requirements is available through the Director of Human Resources.

#### **Village of Huntley Police Pension Fund**

Sworn members of the Police Department may apply for participation in the Village of Huntley Police Pension Fund. Only employees accepted into the Fund may participate in it. The Fund is managed, in accordance with Illinois law, by the Village of Huntley Police Pension Board. This pension program is supported by both employee contributions and Village funds and is administered by the Police Pension Board. The rate of employee contributions is established by state statute.

Participation in this pension program is subject to the Rules and Regulations of the Village of Huntley Police Pension Fund. Information regarding membership, pension benefits, and qualification requirements is available through the Police Pension Board.

#### **Voluntary Deferred Compensation Retirement Plan**

The Village makes available to full-time and regular part-time non-seasonal employees deferred compensation plans through several plan administrators. The 457 deferred compensation plans will provide participating employees with the ability to start a supplemental retirement plan, while reducing their federal income tax liability as provided by federal tax law. Employees wishing to participate should contact Human Resources.

#### **IMRF Voluntary Additional Contribution**

IMRF participants may also contribute up to a maximum of 10% of earnings to IMRF's Voluntary Additional Compensation Program. Employees wishing to participate should contact the Human Resources Department.

# Village of Huntley

## Personnel Manual



### Section 500: Wage, Salary and Benefits

#### **510 Employee Assistance Program**

Effective Date: May 1, 2017

Revision Date:

The Village maintains an Employee Assistance Program (EAP) for all employees and eligible family members. This program is designed to provide confidential professional assistance in the resolution of short-term or long-term social, behavioral and other health related problems which may interfere with work or a productive life style.

The Village's EAP is designed to provide assistance in the form of confidential referral for assessment and treatment of the type of problems mentioned above which interfere with or jeopardize employment. The program offers supervisors an additional tool to ensure continued good work performance, or to bring formerly good performers back to acceptable levels. For all eligible employees, the EAP is an added benefit offering confidential referral to an outside help agency without social stigma.

The EAP is instituted to benefit the work effectiveness of employees from the first day of employment. Employees who are terminated for violation of Village policy or rules are not eligible. The definition of eligible family members is the employee's spouse, children and other family members living in the same domicile. For further information on this program, contact any supervisor or the Director of Human Resources.



# Village of Huntley

## Personnel Manual



### Section 500: Wage, Salary and Benefits

#### **511 Tuition Reimbursement**

Effective Date: May 1, 2017

Revision Date:

It is the policy of the Village to encourage employees to pursue training and educational opportunities, which will improve the employee's ability to perform Village duties or enhance his or her qualifications for promotion or advancement within Village opportunities. Before any reimbursement for training and educational opportunities can be made, prior approval from the department head, the Director of Finance, and the Director of Human Resources must be obtained in writing, and any reimbursement is subject to budgetary limits as imposed by the Village Manager in his/her absolute discretion.

All regular, full-time employees who have completed their probationary period and are meeting performance expectations, are eligible for benefits under this policy.

#### **Courses Subject to Reimbursement**

Approved courses directly related to the employee's job may, upon approval, be reimbursed after successful completion of the course at one hundred percent (100%) of the tuition-only cost. If an employee is enrolled in a degree program directly related to the employee's current job, "core" courses required but not directly relevant to the employee's current duties are eligible for tuition reimbursement at fifty percent (50%) of the tuition cost upon approval of the department head, the Director of Human Resources, and the Director of Finance.

#### **Procedure for Reimbursement**

The following procedure must be used for the employee to qualify for tuition reimbursement under this Article:

The employee must submit a Tuition Reimbursement Request Form to the department head prior to enrollment in the course. Approval of a course for reimbursement is dependent upon several factors including, but not limited to, the relevance of the course to the employee's current job responsibilities or to realistically projected future job responsibilities; the course if offered by an accredited educational and trade institution and taken for credit; and the department's budget. Only one course per academic period per person will be approved, unless otherwise authorized by the Village Manager.

The department head will forward the Tuition Reimbursement Request Form to the Director of Human Resources with a recommendation for approval or denial. The Director of Human Resources and the Director of Finance will approve or deny the request, based on budgetary limits, and return a copy to the department head who shall forward that copy to the requesting employee.

# Village of Huntley

## Personnel Manual



### Section 500: Wage, Salary and Benefits

After completion of the approved course, the employee shall submit a copy of the course grade slip and fee slip to the department head. In order to qualify for reimbursement, a grade of “C” or better is required, or “pass” if the course is taken on a pass/fail basis. The department head will forward all paperwork to the Director of Human Resources for processing on the next scheduled bills list.

Other miscellaneous expenses such as parking, supplies, social dues, athletic fees, computer access charges, etc., are not reimbursable. Village reimbursement shall not exceed 100% of the actual out-of-pocket cost paid by the employee for eligible expenses and as such may be reduced by other financial aid that does not have to be repaid (such as the GI Bill, scholarships and grants).

An employee who accepts tuition reimbursement does so with the understanding that they assume a responsibility of two years of service from the date of reimbursement. In the event the employee separates employment, absent unforeseen circumstances, as determined by the Village Manager, the total amount of reimbursements paid to the employee in the preceding 24-months becomes due and payable from the employee’s final paycheck or other arrangements may be made to repay the Village prior to termination of employment.

# Village of Huntley

## Personnel Manual



### Section 600: Work Conditions and Hours

#### **601 Scheduled Work**

Effective Date: May 1, 2017

Revision Date:

Department work schedules are designed to meet the operational demands required to effectively deliver Village services. The current established work week for all full-time employees (with the exception of police personnel) is forty (40) hours. An employee's normal working hours will be determined by the department head, in conjunction with the Director of Human Resources.

#### **Reporting to Work**

The Village relies on employees to come to work each day, to arrive on time, and not to leave work earlier than scheduled. Regular and timely attendance is an expected and essential part of every position at the Village. Non-exempt employees are not permitted to begin work prior to their authorized starting time nor work past their scheduled work shift without prior permission of their supervisor.

All employees are expected to report each workday and be ready to begin work when scheduled to start. Employees who arrive to work after the scheduled starting time must notify the immediate supervisor, preferably by the start of the workday, but not more than fifteen (15) minutes after the assigned starting time. The concept of 'reporting on time' is not limited to the start of the workday, but encompasses returning to work from lunch breaks, meetings or other work tasks. Hourly employees continuing to report late will face progressive disciplinary action. The immediate supervisor must approve any schedule change to make up lost time.

Excessive absenteeism, tardiness, leaving work early, or a suspicious pattern of such conduct (e.g. repeated absences on a particular day of the week, sick days repeatedly coupled with a regular day off), may result in disciplinary action.

#### **Notice of Absence**

Employees absent from work due to illness/injury or other types of emergency must notify a supervisor at least thirty (30) minutes before work is scheduled to start. Sworn Police Department personnel must notify a supervisor at least two (2) hours before work is scheduled to start. Absences should be reported each day the employee is scheduled to work unless a supervisor authorizes a less frequent reporting schedule.

#### **Unauthorized Absence**

Any unauthorized absence from duty shall be grounds for disciplinary action. An absence of three (3) consecutive workdays without notification by an employee to his/her supervisor shall be considered an abandonment of position and automatic termination of employment. Termination under such circumstances is considered to be initiated by the employee and will be recorded as a voluntary resignation. Insurance

# Village of Huntley

## Personnel Manual



### Section 600: Work Conditions and Hours

benefits terminated under this provision shall be terminated effective on his/her last day of actual work.

#### Absence Due to Severe Weather Conditions

Employees are expected to make every reasonable effort to report to work in all weather conditions. Rare instances may occur, however, where unusually severe weather conditions prevent employees from reporting for duty as scheduled. Examples include severe snowstorms or flooding. In such cases, the employee should notify his/her supervisor of the inability to report to work. Any such instance shall be treated as an excused absence without pay for payroll purposes. An employee will be required to use previously accumulated personal business, vacation or compensatory time in order to be compensated for the absence.

The respective department head shall determine weather related policies for emergency-related employees in the Police Department, and Public Works Department.

# Village of Huntley

## Personnel Manual



### Section 600: Work Conditions and Hours

#### **602 Employee Safety**

Effective Date: May 1, 2017

Revision Date:

To provide a safe and healthful work environment for employees and visitors, the Village of Huntley has established a Safety Program. This program is a top priority for the Village. The Director of Human Resources has responsibility for implementing, administering, monitoring and evaluating the Safety Program. The program's success depends on the alertness and personal commitment of all employees.

The Village provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos and other written and electronic communications. Safety is also emphasized in the employee's job descriptions and evaluations. A safety committee has been established to assist in these activities and to facilitate effective communication between employees and management about workplace safety and health issues.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards as well as safe work practices and procedures to eliminate or minimize hazards. Should employees be unsure of how to perform a particular job or task, they are obligated to ask questions of a supervisor as to the safe and proper procedures.

Each employee is expected to obey rules, to become familiar with all safety information provided by the Village, and to exercise caution in all work activities. Employees must immediately report any unsafe conditions to the appropriate supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or remedy such situations (when appropriate) may be subject to disciplinary action, up to and including termination of employment.

# Village of Huntley

## Personnel Manual



### Section 600: Work Conditions and Hours

#### **603 Workplace Injuries/Accidents**

Effective Date: May 1, 2017

Revision Date:

If an employee is injured during the performance of the employee's duties, or involved in a near miss accident, regardless of how insignificant the injury may appear at the time, the employee is to immediately report this fact to his or her supervisor. The supervisor must then ensure that an accident report is completed by the end of the shift in which the incident has occurred. Once the report is completed, it is to be immediately forwarded to Human Resources so the employee's right to workers' compensation insurance benefits or reimbursements for medical expenses is not jeopardized. Even if the injury is slight and no time is lost, a report must be made on the date of the incident. This is necessary to ensure legal compliance and quick initiation of remedial measures.

If an employee is involved in any accident while in the performance of duties which results in property damage or injury to any person, it must be reported immediately to the supervisor. The police should be called to the scene immediately if the accident involves a vehicle and/or third party. The employee should not discuss the accident with anyone except the Police, nor should they admit to any liability. All inquiries should be directed to Human Resources.

Disciplinary action may be taken against employees if negligence is proven to be a factor contributing to the accident or causation of an unsafe condition. Failure to report an accident on a timely basis could also lead to disciplinary action.

The Village's claim and incident reporting procedures are contained in *Appendix C* of this Personnel Manual.

#### **Medical Emergency**

Employees are required to call 911 in the event an employee experiences a medical emergency or an on the job incident. After contacting 911, immediately notify Human Resources. Employees should not transport another employee to the ER or Urgent Care in their personal vehicles.

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#### **604 Workers' Compensation**

Effective Date: May 1, 2017

Revision Date:

Work-related illness or injury is one which arises in and out of the course of employment. The determination of compensability for a work-related injury or illness shall be made by the Village's Workers' Compensation insurance administrator in consultation with medical providers, and if necessary, with Village management.

The Village reserves the authority to send the injured employee to a medical facility selected by the Village. The employee may at any time elect to secure his/her own physician for a diagnosis at Village expense. All medical testimony will be submitted to the Village's Plan Administrator.

The first three (3) days of a workers' compensation injury are not eligible for Temporary Total Disability (TTD) benefits and are normally unpaid, however the Village provides for the use of benefit time to pay the employee for those three days *initially*. Day four (4) begins the TTD benefits at 66.23% of gross pay and employees are compensated directly from the Village's claim administrator. After day fourteen (14) the first three days of the incident then qualifies for TTD wages and sick time or benefit time would be returned to the employee. Sworn officers will continue to be paid through payroll (for up to one year) as allowed by law.

Family Medical Leave will run concurrently with workers' compensation leave. Any loss time of three (3) consecutive days or more will be counted against the employee's 12-week Family Medical Leave entitlement as outlined in this manual under the Family Medical Leave policy.

# Village of Huntley

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### Section 600: Work Conditions and Hours



#### **605 Cell Phone Use and Vehicle Safety**

Effective Date: May 1, 2017

Revision Date:

In order to protect the safety and welfare of our employees and others, the Village of Huntley has adopted the following policy as it relates to the usage of cell phones while driving. This policy is applicable to all officials, employees, contractors, volunteers and others who work for the Village and or use Village vehicles in the normal course of business. Nothing in this policy is intended to conflict with or be less stringent than state or federal laws. All Village personnel are required to abide by these laws in addition to the policy.

#### **Policy**

1. Employees are not permitted to use a handheld cell phone or similar electronic device while operating a motor vehicle when on Village business and/or on Village time regardless of whether the vehicle is a Village vehicle or personal vehicle.
2. Employees are not permitted to read or respond to e-mails, text messages, instant messages, or similar electronic communications while operating a motor vehicle when on Village business and/or on Village time regardless of whether the vehicle is a Village vehicle or personal vehicle.
3. This policy applies to use of **ANY** handheld electronic device including but not limited to personal digital assistants, GPS devices, tablets and laptops.
4. Employees who are charged with traffic violations or criminal misconduct will not be defended or indemnified by the Village in the defense of those charges.

#### **Exceptions**

1. If an employee has a vehicle equipped with a hands-free device, the employee may make or receive phone calls using the hands-free device. Reading and responding to text messages and emails is still prohibited.
2. If an employee must make or receive an important call or use a handheld electronic device, the employee must first park the vehicle in a safe location.
3. Pursuant to the Illinois Vehicle Code, handheld electronic communication devices are permitted for use while driving when reporting an emergency or for continued communication with emergency personnel during an emergency situation.



# Village of Huntley

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### Section 600: Work Conditions and Hours

4. A law enforcement officer may use a handheld electronic communication device while driving when performing his or her official duties. However, when possible the officer should use the hands-free device available in each Village vehicle.
5. For purposes of this policy, a device that is mounted is not considered a handheld device.

#### Violations

Any violations of this policy by an employee will result in discipline, up to and including termination.

#### Responsibility

All Village employees are responsible for familiarizing themselves with and adhering to this policy.

# Village of Huntley

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### Section 600: Work Conditions and Hours

#### **606 Use of Village Vehicles and Equipment**

Effective Date: May 1, 2017

Revision Date:

##### In General

In using the Village's vehicular equipment, employees must keep in mind that they are representatives of the Village government and that their conduct in adhering to all traffic laws, the rules of safety and courtesy on the road is a reflection on the Village. It is imperative that such employees abide by these rules. Any fines incurred by an employee while operating a Village vehicle due to traffic or parking violations shall be the responsibility of the employee unless the Village Manager approves payment of the fine.

##### Valid Licenses

Employees who use Village vehicles in the performance of their position will be required to maintain a valid driver's license, and also, if necessary to their position, a valid Commercial Driver's License ("CDL") as a condition of their continued employment.

Consistent with this obligation, the Village reserves the right to conduct periodic reports to verify that the employee's driver's and/or CDL license is current and valid. Employees may need to execute documents in order to authorize the Village to confirm the status of a driver's license.

Failure to cooperate with such periodic verification reports will result in ineligibility for employment in any position that requires a valid driver's and/or CDL license.

##### Suspension of License

The employee is to immediately notify his or her immediate supervisor if his or her driver's license becomes invalid, suspended, revoked or lost. Failure to report the above information is cause for disciplinary action.

##### Authorized Use

Village-owned, equipment, vehicles, supplies, and tools are provided by the Village to enable employees to perform the tasks required of them. Without exception, unauthorized or private use of Village owned property is prohibited. Personal equipment, tools, or supplies may not be brought to the Village, and used for Village-related business, or stored on Village premises, without prior authorization by the employee's department head. Violations will result in disciplinary action up to and including termination.

# Village of Huntley

## Personnel Manual



### Section 600: Work Conditions and Hours

#### Proper Care

Employees shall be responsible for the proper care and use of Village vehicles and equipment and shall report promptly any malfunction so that repairs may be made.

1. All accidents, damage, breakdowns, or malfunctions shall be reported immediately so that necessary repairs can be made.
2. Use of the vehicle obligates the user to adhere strictly to State of Illinois and local traffic laws. Violations of any traffic law by a Village employee while operating a Village vehicle is subject to review by the Village for disciplinary action in addition to normal enforcement procedures.
3. Any employee who violates the strict requirement that "Village vehicles shall only be used for Village business" or drive Village vehicles home without authorization, shall, in addition to the regular disciplinary action, be liable to the Village for any claims, costs, or damages arising out of, or resulting from, any such unauthorized use, operation or possession of any Village vehicle.
4. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.
5. Smoking is prohibited in Village owned vehicles.

#### Use of Seatbelts

Employees are required to wear seat belts during any activity performed as a part of their employment. This includes the wearing of seat belts while driving any Village-owned equipment or driving a personal vehicle while on Village business. If a Village vehicle operated by an employee does not have proper seat belts, the employee should immediately contact their department head so the vehicle may be properly equipped.

#### Securing Vehicles

Employees are required to lock Village vehicles when absent from the vehicle and not within sight of the vehicle. The purpose of the rule is to decrease the potential for theft of Village equipment.

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### Section 600: Work Conditions and Hours



#### **607 Take Home Vehicle Policy**

Effective Date: May 1, 2017

Revision Date:

The decision regarding assignment of Village vehicles to employees for commuting purposes shall be left to the discretion of the department head and is subject to review and approval by the Village Manager. Village vehicles are to be used only for Village business, unless otherwise set forth in a contract for employment.

1. Village vehicles taken home overnight shall be locked and secured in the responsible employee's driveway or other designated parking space which is in close proximity to the employee's residence.
2. Passengers (other than employees) in Village vehicles are prohibited unless the presence of a passenger is specifically required by job function, duties, or circumstances that were beyond the driver's control, or as otherwise approved by the department head and/or Village Manager or provided for in a written contract of employment. Family members are not to be passengers in Village owned vehicles unless circumstances dictate the necessity based on emergency response requirements, or as otherwise authorized by the Village Manager or provided for in a written contract of employment.
3. With department head approval, there may be occasions where the situation warrants an employee to take a Village vehicle home prior to leaving for an out-of-town trip or attending a late evening or early morning meeting, which would require a return to the work place after normal duty hours. The employee may use the Village vehicle only for travel necessary to accomplish official Village business.
4. Managerial employees whose personal use of a Village owned vehicle is consistent with the requirements of the position may take home a Village-owned vehicle. Take home vehicles are subject to any taxation as may be required under the Internal Revenue Code.

# Village of Huntley

## Personnel Manual



### Section 600: Work Conditions and Hours

#### **608 Personally Owned Vehicles Used in Service to the Village**

Effective Date: May 1, 2017

Revision Date:

Employees using a personally-owned vehicle while on Village business must ensure that the vehicle being used is safe to operate (e.g. inspect the tires, headlights, taillights, brakes, etc.).

Accidents in personal vehicles, while on Village business, shall be reported in the same manner outlined in accordance with the Village's Workplace Injuries/Accident Policy and the Village of Huntley Claim and Incident Reporting policy. An employee's personal automobile liability insurance policy is primary to any Village liability coverage. Employees who use personally owned vehicles for Village business should confirm with their insurance carrier that their personal automobile insurance policy provides coverage for this use. For the Village's policy to cover excess liability, the accident must be determined by the Village's liability insurance carrier to have occurred during the course and scope of the employee's work duties.

Those employees who occasionally use their personal vehicle for Village business will be reimbursed for mileage pursuant to the Village's policy as outlined in the Business Travel Expenses policy, and in accordance with IRS guidelines. Employees are responsible for submitting the appropriate forms and mileage documentation to their department head for prior approval.

Accidents involving the employee's personal injury must be reported to Human Resources for workers' compensation investigation purposes.

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#### **609 Business Travel Expenses**

Effective Date: May 1, 2017

Revision Date:

If approved in advance and consistent with Village financial policies and procedures, the Village will reimburse reasonable business travel expenses incurred while on professional business away from the normal work location. Documented travel, lodging, and other related costs will be approved for reimbursement as follows:

- Reasonable employee expenses for meals (for travel that requires overnight lodging).
- Single accommodation for hotel room.
- Coach or economy fare for airplane, train or bus.

If the employee's personal vehicle is used, reimbursement shall be in accordance with the Internal Revenue Service's regulations. Transportation shall be based on the most economical total cost to the Village. To this end, the use of conference travel packages and professional travel agents should be utilized in obtaining transportation reservations.

Miscellaneous expenses such as taxi and car rental, if required. Personal telephone calls, haircuts, newspapers, dry cleaning, and shoe shines, for example, shall not be considered to be eligible miscellaneous expenses.

Employees may receive a cash advance to provide for the payment of travel expenses provided that a written request is filed fifteen (15) calendar days prior with the Director of Finance. On the third working day following the conclusion of the travel, the employee shall file an expense report, with receipt documentation with their department head. If the prior cash advance exceeds the total of all approved training expenses, the employee shall reimburse the Village for the difference. If the expense total exceeds the prior cash advance, the Village shall reimburse the employee for the difference.

The Village will not compensate for the expenses incurred by spouses or additional guests.

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### Section 600: Work Conditions and Hours

#### **610 Visitors in the Workplace**

Effective Date: May 1, 2017

Revision Date:

To provide for the safety and security of Village employees and facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter the Village at the reception area of each facility. Authorized visitors will receive directions or be escorted to their destination. If an unauthorized individual is observed on the Village's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

The Village is unable to support "Bring Your Child to Work" or "Bring Your Pet to Work" days. Safety and liability issues are at the forefront of the concerns along with the difficulty in being fair and equitable to all departments. As a diversified organization, it would be difficult if not impossible to address the safety concerns or confidentiality issues in the Police Department and health risks or exposure issues in various divisions of the Public Works Department.

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## Personnel Manual



### Section 600: Work Conditions and Hours

#### **611 Electronic Equipment and Systems**

Effective Date: May 1, 2017

Revision Date:

The Village encourages the use of electronic communication systems and information technology to support our activities and enable us to better serve our residents and customers in an efficient manner. However, the ability to use such systems, brings with it important responsibilities. Policies in this section are intended to set guidelines for proper use of the Village's systems. Computers, computer files, the email system, telephones, cellular phones, Intranet and software furnished to employees are Village property intended for business use. **Employees have no expectation of privacy when using the Village's systems.** To ensure compliance with the policy, computer, telephone and email usage may be monitored. By using the Village's systems and equipment, employees expressly consent to the organization's monitoring policy and agree to comply with all limitations on and requirements regarding the use of such systems and equipment. Personal systems that are used for Village business are also subject to this policy.

The Director of Finance is responsible for all software, hardware, electronic devices and systems of the Village and as such all purchases related to the information systems of the Village including but not limited to cell phones, laptops, desktops, printers, fax machines, cameras, copiers, software cables, etc. must be approved by the Director of Finance in advance of the purchase.

Similarly, any electronics that are being disposed of, donated, repurposed, resold or otherwise transferred from Village ownership must be given to the IS Manager to be wiped clean of data in advance of the transaction. This includes, but is not limited to cell phones, laptops, desktops, printers, fax machines, cameras, copiers, software, cables, etc.



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### Section 600: Work Conditions and Hours

#### **612 Workplace Monitoring and Inspections**

Effective Date: May 1, 2017

Revision Date:

The Village reserves the right to search with or without notice any employee's office, desk, files, locker, computer, e-mails, voice-mails, technology, vehicle or any other area or article on our premises. It should be noted that all offices, desks, files, lockers, and so forth, are the property of the Village and are issued to employees for business use and only during their employment with the Village. Employees therefore, have no expectations of privacy as it relates to them. Searches and inspections may be conducted at any time at the discretion of the Village consistent with the Village's administrative authority. Refusal to submit to a search or inspection can lead to discipline, up to and including termination of employment.

The Village reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection, or protection of proprietary information.

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### Section 600: Work Conditions and Hours

#### **613 Phone, Faxes and Mail Systems**

Effective Date: May 1, 2017

Revision Date:

To ensure effective telephone communications, employees are to always greet others in a friendly, courteous and professional manner. Every employee is responsible for helping the Village in maintaining a professional work environment. Incoming and outgoing personal calls are to be kept to a minimum.

Personal cell phones and/or wireless communication devices are permitted but should be used in a professional, respectful manner. As a general rule, cell phones and wireless communication devices should be turned off or switched to silent mode during meetings, training events or during other times when such is requested by a supervisor or department head. Employees are permitted to use Village telephones for personal reasons on a limited basis. This is a privilege and not a right and may be withdrawn by the department head if abused through excessive use or if telephoning causes interference with work duties.

Any equipment you use for Village business may be inspected or copied whether it is owned personally or by the Village. Please also keep in mind that personal phones used for business purposes are also subject to inquiries under the Freedom of Information Act (FOIA). Any employee who uses a personal phone, personal computer or other personal electronic device for business purposes consents to the Village accessing such device as necessary to comply with the Village's legal requirements and to protect the Village's information.

The use of Village paid postage services for personal reasons is not permitted.

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### Section 600: Work Conditions and Hours

#### **614 Computer, Intranet, and Email Usage**

Effective Date: May 1, 2017

Revision Date:

The Village strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, consistent with other organization policies, the Village prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale or otherwise violates the organization's harassment policy.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, the display or transmission of ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or discrimination.

The Village purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Village does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Village prohibits the illegal duplication of software and its related documentation. At no time are employees permitted to load programs onto our systems or download software from the Internet. If this activity is necessary for a work related purpose, please request the program from the IS Manager.

Employees should notify their immediate supervisor, department head, the Director of Finance or any member of management upon learning of violations of this policy. Employees who violate this policy or unlawfully use the computer, email, Intranet or related technology will be subject to disciplinary action, up to and including termination of employment.

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#### **615 Internet Usage**

Effective Date: May 1, 2017

Revision Date:

The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental, occasional brief, and appropriate personal use is permitted within reasonable limits as long as it does not interfere with work duties.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the Village and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the Village. As such, the Village reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, political beliefs, sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, color, religion, national origin, ancestry, age, sex, marital status, order of protection, disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, genetic information or other segmenting factor protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not obtained authorization for its use; it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

To ensure a virus-free environment, no files sent from an unauthorized or unknown source may be downloaded from the Internet without prior authorization from the Director of Finance.

Abuse of the Internet access provided by the Village in violation of law or the Village policies will result in disciplinary action, up to and including termination of employment.

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Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Failing to observe licensing agreements
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Jeopardizing the security of the organization's electronic communications systems
- Passing off personal views as representing those of the organization
- Engaging in any other illegal activities

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### Section 600: Work Conditions and Hours



#### **616 Social Media Usage**

Effective Date: May 1, 2017

Revision Date:

To assist in making responsible decisions about the use of social media, the Village has established these guidelines for appropriate use of social media. Please remember that as a public employee, you represent the Village of Huntley and in doing so have an effect on the reputation and perception of the Village. While you are free to express yourself on social media sites, we encourage you to do so in a professional manner that does not impede the working relationships within your department or negatively affect the public perception of you or the Village. Employees may be subject to discipline for comments made on social media that are deemed inappropriate about the Village or other employees. This policy applies to all employees who work for the Village.

Social Media is defined as: blogs, other types of self-published online journals, and collaborative Web based discussion forums including, but not limited to, Linked-In, Facebook, Myspace and Twitter.

#### **Guidelines**

The following rules and guidelines apply to the use of social media, whether such use is for the Village on Village time, for personal use during non-work time, outside the workplace or during working time while using Village owned equipment.

1. Employees are prohibited from discussing confidential, Village matters through the use of social media. Confidential information means the Village's customer account information, strategic business plans, customer lists, business contracts, processes, marketing plans and employee medical information that would not otherwise be available to the public. 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.
2. Employees cannot use social media to harass, threaten, libel or slander, bully, make statements that are maliciously false or discriminate against co-workers, customers, clients, vendors or suppliers, any organizations associated or doing business with the Village, or any members of the public, including Web site visitors who post comments. The Village's anti-harassment and EEO policies apply to use of social media in the workplace.
3. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with co-workers.
4. Express only your personal opinions. Never represent yourself as a spokesperson for the Village. If the Village is a subject of the content you are creating or replying to, be clear and open about the fact that you are an

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employee and make it clear that your views do not represent those of the Village, fellow employees, members, 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.”**

5. The safety of our employees and residents is of the utmost importance to the Village. Therefore, employees are prohibited from posting any personal information that could compromise the safety of an employee or resident.

#### Village-Sponsored Social Media

Village-sponsored social media is used to: convey information about Village services; advise residents about important updates; obtain resident feedback, exchange ideas; issue or respond to breaking news, or respond to negative publicity; and discuss Village-specific activities and events. All such Village-related social media is subject to the following rules and guidelines, in addition to the rules and guidelines set forth above:

1. Only employees designated and authorized by the Village can prepare content for or delete, edit, or otherwise modify content on Village-sponsored social media.
2. Respect copyright, trademark and similar laws and use such protected information in compliance with applicable legal standards.
3. Designated employees are responsible for ensuring that Village-sponsored social media conforms to all applicable Village rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates the Village’s EEO and/or anti-harassment policies.
4. Employees who want to post comments in response to content must identify themselves as Village employees.

#### Personal Use of Social Media

The Village discourages personal use of social media on equipment we provide. The Village reserves the right to access, audit and disclose messages, attachments, and any information transmitted over any technology that is issued or maintained by the Village. Employees’ personal social media use should be made on personal devices, limited to non-work time and conducted in a manner that does not interfere with operations or the work of other employees. Should your use of social media become an issue, your supervisor or department head will bring it to your attention and may take disciplinary action. Use may be work-related as authorized by your supervisor or

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### Section 600: Work Conditions and Hours

department head and consistent with any related organization policies such as equipment usage policies. Do not use Village email addresses to register on social networks, blogs or other online tools utilized for personal use.

Employees forfeit any expectation of privacy with regard to anything published or maintained through file-sharing software or any internet site open to public view (e.g. Facebook, Twitter, etc.).

#### Violations

The Village will investigate and respond to all reports of violations of the Village's rules and guidelines or related policies. Employees are urged to report any violations of this policy to the Director of Human Resources. Violation of this policy may result in discipline up to and including termination of employment.

#### Retaliation is Prohibited

The Village prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.



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### Section 600: Work Conditions and Hours

#### **617 Identification Cards**

Effective Date: May 1, 2017

Revision Date:

To ensure that the Village of Huntley is a safe working environment, the Village will monitor access to Village Hall and work areas. Employees will be issued a photo identification card and this card will be the proper method of identification as an employee of the Village of Huntley. Employees working in buildings that do not require a proximity card will be issued a photo identification card for identification purposes only. The identification card will serve the following purposes:

1. Allow access to the Village Hall via proximity readers positioned throughout the complex. Each employee will have assigned areas of access.
2. Provide identification as a Village employee to be used while performing routine and emergency duties as necessary for an employee's job functions.

The card is the responsibility of each employee and should be maintained in a secure location. The card should not be transferred or loaned to another individual. There should be no changes, marks, or erasures to the language imprinted on the identification card. Punctures or fractures to identification cards that are proximity cards will terminate access to the building. Failure to comply with this policy will result in disciplinary action and possible termination of employment.

Cards will be issued by the Human Resources Department. If an identification card is lost or stolen, the incident must be reported immediately to Human Resources. The Human Resources Department will issue a new identification card unless deemed denied. The Human Resources Department will notify the employee's supervisor of the lost or stolen card.

Upon termination of employment, identification cards must be returned to the employee's immediate supervisor. It will be that supervisor's responsibility to return the card to the Human Resources Department.

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### Section 600: Work Conditions and Hours

#### **618 Wellness Promotion**

Effective Date: May 1, 2017

Revision Date:

We believe our employees represent our most important resource; their health and well-being are crucial to the Village and its goals. A wellness program is offered by the Village to promote and provide opportunities for all employees to enhance and embrace their personal wellbeing.

The mission of the wellness program is to improve the health and well-being of the Village of Huntley employee's lives through health education and activities that will support positive lifestyle change thereby resulting in improved employee productivity and morale and healthcare cost savings for the Village.

In support of this, the Village is committed to providing ongoing opportunities and support through programs, activities, and education to assist employees in achieving a balanced, healthy, and productive lifestyle.

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### Section 700: Employee Conduct and Disciplinary Action

#### **701 Employee Conduct**

Effective Date: May 1, 2017

Revision Date:

The Village strives to maintain a safe and pleasant working atmosphere for its employees, and expects all employees to observe the Village's rules and policies and to respect their fellow employees and management. To maintain this atmosphere, the Village has established rules of conduct that apply to all employees.

Violation of any one of these rules may result in discipline, up to and including termination. Discipline may include any one or more of the following actions: verbal warning; written warning; probation (of varying lengths); unpaid suspension (of varying lengths) or termination. The Village retains sole discretion to determine in each situation which form of discipline is appropriate and there is no requirement that you be warned, counseled, placed on probation or suspended without pay prior to being terminated. If you are placed on probation or suspension pending investigation or final determination of discipline, then the Village may further discipline or terminate you before that period of time expires if deemed appropriate.

An employee may be suspended (through a temporary separation from Village service without pay) by their department head when the offense or infraction is sufficiently serious to warrant penalization. When a suspension is enacted, the department head will provide a letter of documentation, and a copy of this letter will be placed in the employee's personnel file. Suspensions administered by department heads must be conducted with the Director of Human Resources.

While the Village retains sole discretion to determine the form of discipline warranted in each situation, it supports the use of progressive discipline procedures. A supervisor may therefore provide verbal or written warnings to an employee as a means of identifying and responding to behavior that the supervisor deems unacceptable. A verbal warning occurs when a supervisor verbally counsels the employee regarding problematic behavior. A written record of the discussion noting the date, event and recommended action may be placed in the employee's file for future reference. A written warning is generally used in response to behavior that the supervisor deems to be a more serious violation, or where a verbal warning has not resulted in a satisfactory change in the employee's behavior.

The Village also reserves the right to place an employee on a "Performance Improvement Plan" (PIP) if he or she is involved in a disciplinary situation that cannot be readily resolved, or when he or she demonstrates an inability to perform assigned work responsibilities efficiently.

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### Section 700: Employee Conduct and Disciplinary Action

#### **702 Violence in the Workplace**

Effective Date: May 1, 2017

Revision Date:

It is the objective of the Village of Huntley to ensure the safety and well-being of our workforce. Therefore, the Village has established a zero tolerance level for any violent acts or threats towards any Village employee.

Violence or the threat of violence, whether direct or implied by or against any employee, elected/appointed official, customer, vendor or contractual employee of the Village of Huntley, is unacceptable and will subject the perpetrator to serious disciplinary action up to and including termination and possible criminal charges.

An employee who becomes aware of any threat of workplace violence shall contact either the immediate supervisor or the Director of Human Resources; however, no person shall be required to make a complaint to the person against whom the complaint is lodged. The department head is responsible to ensure that reports of all incidents known in his/her department are reported to him/her and then to the Director of Human Resources who shall notify the Village Manager of the incident(s). All incidents will be investigated promptly by the Village and will result in appropriate action being taken.

# Village of Huntley

## Personnel Manual



### Section 700: Employee Conduct and Disciplinary Action

#### **703 Bullying in the Workplace (Abusive Conduct)**

Effective Date: May 1, 2017

Revision Date

The Village defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. All employees should be treated with respect and dignity and behavior that contradicts this is unacceptable.

The Village will not tolerate abusive conduct or bullying behavior that disrupts or interferes with another employee's work performance or which creates an intimidating, offensive or hostile work environment. Employees found in violation of this policy will be disciplined, up to and including termination.

#### **Examples**

Bullying may be intentional or unintentional. However, as in harassment and/or discrimination, it is the effect of the behavior on the individual that is important. The Village considers the following types of behavior examples of bullying:

- **Verbal bullying (includes cyber bullying):** Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks; using a tone that could be considered condescending or humiliating.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures; glances that can convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

Although not comprehensive, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising voice at an individual in public or in private.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).

# Village of Huntley

## Personnel Manual



### Section 700: Employee Conduct and Disciplinary Action

- Personal insults and use of offensive nicknames.
- Public humiliation in any form including reprimands.
- Spreading rumors and gossip regarding individuals.
- Manipulating the ability of someone to do his or her work (e.g., overloading, under loading, withholding information, setting deadlines that cannot be met and/or deliberately providing ambiguous instructions).
- Taking credit for another person's ideas.
- Deliberately excluding an individual or isolating him or her from work-related activities.

All employees have a responsibility to stop bullying in the workplace. Bystander support of bullying can encourage further bullying; therefore, the Village prohibits both active and passive support for acts of bullying. Employees are encouraged to report acts of bullying to the appropriate person as described below.

An employee who believes they have experienced or witnessed bullying in the workplace is encouraged to report the incident as soon as possible to a supervisor. If the supervisor is unavailable or it would be inappropriate to contact that supervisor, employees must immediately contact the Director of Human Resources or a member of management. Employees are also encouraged to review Village's policies concerning unlawful harassment and discrimination and violence in the workplace for further guidance.

A prompt, thorough, and complete investigation of each alleged incident will be conducted. The Village prohibits reprisal or retaliation against any person who reports an act of bullying. The Village prohibits any person from falsely accusing another as a means of bullying. An employee found to have violated this policy may be disciplined up to and including termination of employment.

# Village of Huntley

## Personnel Manual



### Section 700: Employee Conduct and Disciplinary Action

#### **704 Employee Ethics**

Effective Date: May 1, 2017

Revision Date:

Various laws regulate the conduct of Village employees including Illinois Public Act 93-617 ("State Officials and Employee Ethics Act"). Employees are expected to exercise ethical conduct and behaviors as outlined in these laws and the policies in this Personnel Manual.

Employee questions related to this policy should be referred to the department head or the Director of Human Resources. Violations of this policy will result in disciplinary action up to and including termination.

#### **Conflict of Interest**

Employees shall not use their Village employment for private gain. No Village employee shall engage in any act, which is in conflict with or creates the appearance of conflict with, the performance of official duties. An employee shall be deemed to have a conflict if the employee:

- Has any financial interest in any sale to the Village of any goods or services when such financial interest was received with prior knowledge that the Village intended to purchase the property, goods or services.
- Solicits, accepts or seeks an inappropriate gift, gratuity or favor from any person, firm or corporation involved in a contract or transaction which is or may be the subject of official action by the Village. An inappropriate gift, gratuity or favor is one that has significant monetary value or is offered or accepted in expectation of preferential treatment instead of as an expression of appreciation or professional courtesy.
- Discloses or uses without authorization confidential information concerning property or affairs of the Village to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the Village.
- Discloses or uses without authorization confidential information concerning property or affairs of the Village to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the Village.

# Village of Huntley

## Personnel Manual



### Section 700: Employee Conduct and Disciplinary Action

- Violates any applicable provision of the Illinois State Gift Ban Act, 5 ILCS 425/1 et seq., as now or hereafter amended.

#### Reporting Improper Conduct

If an employee has knowledge of a concern of illegal, fraudulent, unethical or improper conduct or activity, the employee is to contact his or her immediate supervisor or the Director of Human Resources.



# Village of Huntley

## Personnel Manual



### Section 700: Employee Conduct and Disciplinary Action

#### **705 Giving and Accepting Gifts**

Effective Date: May 1, 2017

Revision Date:

In order to maintain the highest ethical standards in the conduct of our business, employees may not give or accept gifts or favors from clients, vendors, suppliers, or others which could be construed to influence their judgement or conduct in any business dealings or performance of their job. This prohibition does not apply to entertainment at a luncheon or business meeting of nominal value, advertising or promotional materials of nominal value, and awards by charitable or civic organizations or gifts of nominal value on special occasions.

Nominal value is a value that would be within the ability of the employee to reciprocate on a personal basis with a legitimate claim for reimbursement under similar circumstances. Please refer to the State Gift Ban Act (5 ILCS 425/1 et seq.) for any questions regarding the appropriateness of a gift.

An employee must always decline a gift where there would be even the slightest implication of influence on any business dealings. Violations of this provision are subject to severe corrective action and may be grounds for violation of the Gift Ban Act under state statute.

# Village of Huntley

## Personnel Manual



### Section 700: Employee Conduct and Disciplinary Action

#### **706 Political Activity Restrictions**

Effective Date: May 1, 2017

Revision Date:

##### Local Political Activity

Village employees serve all residents equally. The political opinion or affiliation of any resident shall in no way affect the amount or quality of service received from the Village. Employees shall be neither appointed nor retained on the basis of their political activity. To avoid undue influence of employees on the outcome of Village partisan elections, and to avoid undue influence by elected Village officials or candidates for Village office on employees, the following restrictions are imposed:

- No Village employee shall be required or coerced to take part in political campaigns; to levy, contribute, or solicit funds; or to support the campaign of any candidate for Village office.
- No Village employee or association of Village employees may publicly endorse or actively support candidates for Village office or any other political organization or association organized to support candidates for a Village office while at work or on duty.
- No Village employee, while at work or on duty, may circulate petitions of a candidate for public office,
- No Village employee may solicit or receive contributions for a candidate for Village office while at work or on duty.
- No Village employee may wear Village election campaign items or distribute or display campaign materials at work or when in a Village uniform or in/on Village offices, buildings and grounds.
- No Village equipment, vehicle or property may be used for political purposes.

##### Non-local Political Activity Restrictions

In other than a Village election of the Village of Huntley, a Village employee:

- May not use the prestige of a Village position for any partisan candidate nor allow such participation to adversely affect the work performance of the job.
- May not actively support a candidate during working hours nor while wearing a Village uniform or clothing with a Village logo.

# Village of Huntley

## Personnel Manual



### Section 700: Employee Conduct and Disciplinary Action

#### **707 Disclosure of Confidential Information**

Effective Date: May 1, 2017

Revision Date:

No current or former official or employee shall use or disclose, other than in the performance of his official duties and responsibilities, or as may be required by law, confidential information gained in the course of or by reason of his/her position or employment. For purposes of this section, “confidential information” means employees are prohibited from discussing confidential Village matters through the use of social media. Confidential information means the Village’s customer account information, strategic business plans, customer lists, business contracts, processes, marketing plans and employee medical information that would not otherwise be available to the public. 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. Confidential information also includes any information that may not be obtained pursuant to the Illinois Freedom of Information Act, as amended. Disclosures required for the performance of official duties must be compliant with HIPAA and other privacy laws.

Inquiries from the media should be referred to the proper Village contact. No current or former official or employee shall communicate with the media regarding confidential information or other Village business unless directed to do so by the Village Manager.

# Village of Huntley

## Personnel Manual



### Section 700: Employee Conduct and Disciplinary Action

#### **708 Outside Employment**

Effective Date: May 1, 2017

Revision Date:

Except for those employees covered by a collective bargaining agreement with contrary provisions, no regular full-time Village employee shall be employed in outside employment without the approval of the department head and Village Manager. This applies to any form of non-Village activity, whether occasional, part-time, temporary or permanent, for which the employee receives money, goods, services or other forms, of compensation.

Employees wishing to hold outside jobs must submit the Application for Outside Employment form to the department head, who will forward same to Human Resources for processing. The employee will fully disclose the outside employer's name and address, nature of the work to be performed, and the hours per week in which the employee will engage. Outside employment request forms are available from the Human Resources Department. Information submitted on the forms will be subject to verification with the outside employer.

Human Resources shall forward the request to the Village Manager along with a recommendation. In granting or withholding such requests, the Village Manager shall consider the following criteria in making a decision:

1. Impairment of Efficiency

The outside job shall not interfere with an employee's effectiveness in his/her Village position. Special attention shall be given to the number of hours at the location of the job, and the nature of the duties performed.

2. Physical Well-being

The outside work shall not leave the employee tired, therefore, more subject to injury on his/her Village job. In addition, the outside work must not create a physical drain on the employee's health so that the employee is more prone to illness, thereby, requiring the employee to absent himself/herself from work at the Village.

3. Conflict of Interest

No outside work will be approved if that job places the employee in a compromising position of performing duties or responsibilities that conflict or appear to conflict in ethics or purpose with his/her Village position.

# Village of Huntley

## Personnel Manual



### Section 700: Employee Conduct and Disciplinary Action

#### 4. Public Relations

The public relations of outside jobs shall be considered with particular attention to employment that is acceptable in the community.

If an employee suffers an injury or illness during or resulting from an outside employment activity, the Village will not be responsible for any workers' compensation benefits, nor will the Village's Health Insurance cover such a claim.

Village uniforms, vehicles, equipment and supplies shall not be used in connection with outside employment positions.

All secondary employment requests for sworn or civilian members of the Village of Huntley Police Department will be approved in accordance with this Policy, the Police Officers Collective Bargaining Agreement, and the Secondary and Extra Duty Employment Standard Operating Procedure of the Police Department.

# Village of Huntley

## Personnel Manual



### Section 700: Employee Conduct and Disciplinary Action

#### **709 Solicitation and Distribution**

Effective Date: May 1, 2017

Revision Date:

The purpose of this policy is to establish uniform rules concerning solicitation, which include but are not limited to requests to join organizations, contribute funds or buy products, and the distribution of non-work-related literature by employees or by non-employees where employees are involved. This policy is adopted to maintain orderly working conditions on the Village's property.

Employees are prohibited from soliciting on behalf of for-profit organizations anytime during the Village's hours of operation. Soliciting by employees for non-profit organizations is allowed only as outlined below:

1. Solicitation by employees during working time is prohibited and is prohibited during non-working time in areas where it will disturb other employees who are working.
2. Distribution by employees during working time or in work areas is prohibited.
3. Solicitation and/or distribution by any non-employee is prohibited:
  - a. At any time in the non-public area of Village property; or
  - b. In public areas where such conduct is not incidental to the normal use of the area, disrupts employees who are working, or interferes with the use of the Village's property by other members of the general public.

For the purposes of this policy, "working time" includes the working time of both the employee doing the solicitation and/or distribution and/or the employee to whom such conduct is directed, but does not include break, lunch, or other duty-free periods of time.

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### Section 700: Employee Conduct and Disciplinary Action

#### **710 Smoking/Tobacco Restrictions**

Effective Date: May 1, 2017

Revision Date:

In accordance with the Smoke-Free Illinois Act, smoking in public places, places of employment and governmental vehicles is prohibited. No person shall smoke in a public place or in any place of employment or within 15 feet of an entrance to a public place or place of employment. No person shall smoke in any vehicle owned, leased, or operated by the State or a political subdivision of the State. Smoking is prohibited in indoor public places and workplaces.

The Village of Huntley is a tobacco/smoke-free workplace. Smoking or chewing of tobacco is permitted only in designated outdoor locations and only during assigned work breaks. Work breaks are defined as specifically designated times during the day as assigned by the Department for meal breaks. For **most** employees this occurs only once a day, during the lunch break.

Any person, corporation, partnership, association or other entity violating the no smoking provisions of the Act may be fined. Each day that a violation occurs is a separate violation. Individual violators who smoke in a prohibited area can be fined between \$100 and \$250. A person who owns, operates or otherwise controls a public place of employment that violates the Act shall be fined not less than \$250 for the first violation, not less than \$500 for the second violation within one year of the first violation, and not less than \$2,500 for each additional violation within one year of the first violation.

All types of tobacco products and electronic smoking devices are included in this policy.

# Village of Huntley

## Personnel Manual



### Section 700: Employee Conduct and Disciplinary Action

#### **711 Dress Code**

Effective Date: May 1, 2017

Revision Date:

The Village prides itself in presenting and maintaining a professional image. This image is fostered by our conduct, customer service skills, and our personal appearance.

Employees not governed by a uniform dress code or safety code policy are to wear “business casual” attire. Listed below is an overview of acceptable and unacceptable business casual attire. The list is not intended to be all-inclusive but rather to provide a list of commonly worn items and delineate them as acceptable or unacceptable in the workplace. If you are in doubt about a certain item, it is always wise to err on the conservative side to ensure that you are in compliance with the Village’s dress code.

All clothing worn by employees should be clean, not wrinkled or sloppy, and free of holes. Employees are expected to present a neat, clean personal appearance which exhibits good personal hygiene. Any dress, appearance, or hygiene factor that interferes with safety, productivity, workforce relations or customer relations, or otherwise compromises the image of the Village is prohibited.

#### **Acceptable**

- Pant suits
- Casual dresses (length just above the knee, or longer)
- Skirts (length just above the knee, or longer)
- Blouses
- Turtlenecks and mock turtlenecks
- Slacks or Capri’s
- Sweaters
- Shirts and ties
- Collared shirts (including golf or polo shirts which do not display company names. Village of Huntley shirts are acceptable)
- Non-athletic shoes
- Dress sandals or shoes (no “flip flop” or thong styles)

#### **Unacceptable**

- Mini-skirts
- Tank-tops, sleeveless shirts and halter tops (without something worn over them)
- Sweatshirts, and sweatpants or T-shirts
- Leather clothing
- Shorts and leggings
- Denim of any color (jeans, skirts or shirts), except on casual dress days
- Low cut shirts and plunging necklines
- Clothing revealing abdomen or underwear, and sheer clothing which reveals under garments
- Visible tattoos (except if employed and tattoo acquired prior to 08/14/06)
- Facial piercings (including tongue)
- Ear plugs/gauges must have flesh colored inserts



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### Section 700: Employee Conduct and Disciplinary Action

#### **712 Progressive Discipline**

Effective Date: May 1, 2017

Revision Date:

The following forms of discipline are considered progressive and are listed in order of increasing severity. The Village may, however, in its discretion, skip any level of discipline.

##### Verbal Warning

Verbal warnings consist of a conference between the employee's supervisor or other Village official issuing the reprimand and the employee for the purpose of expressing disapproval of misconduct or poor work performance, clarifying applicable rules or standards of performance, policies and procedures, and warning that repetition of the misconduct or failure to improve work performance may result in more severe discipline. Records of oral reprimands will be maintained in the employee's personnel file.

Verbal warnings may be used for minor misconduct or performance problems or for first offenses where the offense is not of a sufficiently serious nature to warrant more severe disciplinary action. Generally, verbal warnings may be given ONLY for the first instance of misconduct.

##### Written Warnings

Written warnings consist of a conference between the employee, his supervisor or other Village official issuing the warning to the employee and a letter or notice expressing disapproval of the misconduct or poor work performance, clarifying applicable rules, policies or procedures, and warning that repetition of the misconduct or failure to improve work performance may result in more severe discipline.

The employee will be given an opportunity to review the written disciplinary letter or notice and to respond to it. The employee is required to sign the letter or notice, which means only that the employee has read the notice and understands what it means, not that the employee necessarily agrees with the discipline. An employee's refusal or failure to sign a disciplinary notice will constitute separate grounds for disciplinary action. An employee will receive a copy of said notice. Copies of written warnings shall be maintained in the employee's personnel file.

Written warnings may be used for repeated misconduct of a minor nature or for more serious misconduct, which does not warrant suspension, dismissal or demotion.

##### Suspensions

Suspensions are temporary removal from employment, accompanied by a concurrent temporary loss of the privileges of employment, including, but not limited to, wages or salary. Suspensions without pay may be used to discipline employees for serious

# Village of Huntley

## Personnel Manual



### Section 700: Employee Conduct and Disciplinary Action

misconduct or performance problems, or for repeated misconduct or performance problems of a less severe nature. The Village will comply with the Fair Labor Standards Act and Illinois state wage and hour law with regards to unpaid suspensions of exempt employees.

#### Demotion

Demotion is the reduction in grade or class of employment or assignment to a position of less responsibility, with a corresponding reduction in wage or salary. Demotions may be voluntary, involuntary, disciplinary or non-disciplinary.

All demotions shall be in writing, and written notice of a demotion shall be placed in the employee's personnel file.

Disciplinary demotions may be used to punish serious misconduct and may be used in addition to other forms of discipline.

#### Discharge

Discharge or termination of employment is the permanent removal from employment with the corresponding permanent loss of all privileges of employment.

Immediate discharge may be recommended for any improper or inappropriate conduct including, but not limited to: violation of work rules and general rules and regulations, unacceptable behavior, misconduct, poor performance, or unacceptable attendance, without ever having received a verbal warning, a written disciplinary notice, a suspension, a reduction in pay, or a demotion.

Written documentation of the discharge shall be placed in the employee's personnel file.

Other forms of discipline may be applied on a case-by-case basis with the prior approval of the Village Manager.

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## Personnel Manual

### Section 700: Employee Conduct and Disciplinary Action



#### **713 Grievance Procedure for Non-Collective Bargaining Unit Employees**

Effective Date: May 1, 2017

Revision Date:

The following procedures apply to those employees who are not covered by a collective bargaining agreement that contains a grievance-arbitration procedure.

Employees are expected to make every effort to discuss problems promptly with their direct supervisors as problems arise. However, it is recognized that certain issues may not be resolved in this manner and, therefore, a formal written procedure is hereby established for employees to pursue such matters.

A grievance shall be defined as a claim initiated by an eligible employee alleging his/her employment has been adversely affected by unfair treatment, unsafe or unhealthy working conditions, or erroneous or capricious interpretation or application of Village policies or procedures.

Recognizing that any grievance should be raised and settled promptly, a grievance must be raised within seven (7) calendar days of the first event giving rise to the grievance.

A grievance shall be processed as follows:

1. Written to Direct Supervisor

The employee shall submit a written grievance for each specific incident and shall relate the date and time of the incident, the specific violations and facts relating to the incident, and the relief sought by the employee. The grievance shall be submitted within the time limits set forth above and filed with the employee's direct supervisor, unless mutually agreed in writing to initiate the grievance at a higher level in the process. The supervisor shall be responsible for making inquiry into the facts and circumstances of the grievance and providing the employee with a written decision within seven (7) calendar days after receipt of the written grievance.

2. Appeal to Department Head

If the employee is not satisfied with the decision of his/her direct supervisor, the written grievance may be appealed to the employee's department head within seven (7) calendar days of receipt of the direct supervisor's written decision. The department head shall make a separate investigation, review prior actions and provide the employee with a copy of his/her written decision within seven (7) calendar days after receipt of the grievance.

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## Personnel Manual



### Section 700: Employee Conduct and Disciplinary Action

#### 3. Appeal to the Village Manager

If the decision of the department head does not satisfy the employee, a written request for a review of the grievance may be made to the Village Manager. Said request must be submitted within seven (7) calendar days of the employee receiving the department head's written decision. The Village Manager shall render in writing his findings and decision within fourteen (14) calendar days after receiving the request for a review. The decision of the Village Manager is final.

No grievance shall be entertained or processed unless it is filed within the time limits set forth above. If a grievance is not appealed within the time limits, it shall be deemed settled on the basis of the last answer of the Village. If the Village fails to provide an answer within the time limits so provided, the employee may immediately appeal to the next step in the procedure. The parties may mutually agree in writing to extend any time limits.

It is to be clearly understood that no reprisals of any type are to be imposed upon or applied to an employee utilizing the grievance procedure. The above-described grievance procedure shall not apply to permit the appeal of dismissal, suspension, or demotion.

# Village of Huntley

## Personnel Manual



### Section 800: Employee Exit Process

#### **801 Resignation**

Effective Date: May 1, 2017

Revision Date:

Any employee wishing to resign from Village service in good standing shall file with the department head and Human Resources, a written resignation stating the reason or reasons for leaving and give at least ten (10) working days' notice. Employee shall be in active, scheduled working status on the final date of employment unless otherwise authorized by the Village Manager. Failure to comply with these procedures may be cause for denying future employment with the Village.

Any employee absent without leave authorization for more than three (3) consecutive work days shall be deemed to have voluntarily resigned from their job.

#### **Requesting a Refund of Retirement Benefits**

Upon separation of employment from the Village, if an employee elects to withdraw from and thereby forfeit his/her pension benefits, if eligible, he/she may request the proper forms and directions from the pension officer of the respective retirement fund.

# Village of Huntley

## Personnel Manual



### Section 800: Employee Exit Process

#### **802 Layoffs and Recalls**

Effective Date: May 1, 2017

Revision Date:

Whenever it becomes necessary to reduce the number of employees in any given class, the department head concerned shall prepare, for the Village Manager's approval, a list of those employees to be laid off or reassigned.

The Village will endeavor, so far as it deems possible, to transfer qualified employees to any available vacant position rather than lay them off.

When the Village must lay off employees, department heads generally will, insofar as the Village deems appropriate, consider a number of factors including the following criteria:

1. An Evaluation of each employee's skills, abilities, and work performance in relation to other employees in the class.
2. Seniority is controlling where skills, abilities, qualification, and performance factors are substantially equal.
  - A. The Village will try, so far as it deems possible, and appropriate, to give preference to employees laid off due to a reduction in force in filling positions which subsequently open and for which the employee is qualified.
  - B. In order to assist in the orderly and easy transition into other employment, the Village will attempt, so far as it deems possible and appropriate, to give employees advance notice of an impending reduction in force.
  - C. Seniority shall be defined as an employee's length of continuous full-time service with the Village of Huntley, excluding any unpaid leave of absence.
  - D. Employees in a class by virtue of promotional appointment may request demotion to a class from which they were promoted in lieu of a layoff.

No employee so demoted shall displace a regular or probationary employee except in order of seniority, as defined above.

# Village of Huntley

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### Section 800: Employee Exit Process

#### **803 Exit Interview**

Effective Date: May 1, 2017

Revision Date:

Human Resources will schedule an exit interview with a separating employee on or near to their last day of employment.

The exit interview is an opportunity to discuss such issues as employee benefits, health insurance continuation privileges, repayment of any outstanding debt to the Village, or return of Village-owned property. Employees will be notified in writing of the benefits that may be continued, and the terms conditions and limitations for continuing them.

Employees will receive pay for work performed through the last hour worked and for unused and accrued benefits as stipulated by policy and laws governing such payments. The final paycheck will be reduced by any authorized or required legal deductions, pension contributions, union dues and any other amounts specifically agreed upon orally or in writing by the employee and the Village.

# Village of Huntley

## Personnel Manual



### Section 800: Employee Exit Process

#### **804 Reimbursements and Return of Village Property**

Effective Date: May 1, 2017

Revision Date:

Departing employees are expected to reimburse the Village for any moneys, debts or obligations owed to the Village, and/or to return any Village-owned property that may have been assigned to them, including but not limited to: advances for expenses, restitution, keys, uniforms, identification cards, and other materials and equipment. The Village may enforce this by written agreement or other lawful means.

Before each user's last day of employment, employee's shall return or otherwise surrender possession of all Village technology resources (including computers, software programs, computer peripherals, electronically stored data, data storage devices, keys, and written passwords) and any other data, records or other electronic or physical property of the Village in his or her possession, custody or control. Upon separation of employment, the Village will terminate user access to Village technology resources.

The department head shall be responsible for cancelling any professional association memberships, and scheduled training and for the collection of all Village owned property from employees separated for any reason and to see that the employee is checked out through the Human Resources Department.



## Appendix A

### EMPLOYEE BENEFITS ELIGIBILITY TABLE

BENEFIT TYPE	FULL-TIME (EXEMPT AND NON-EXEMPT)	PART-TIME (AT LEAST 20 HOURS/WEEK)	TEMPORARY SEASONAL	ELIGIBILITY DATE	APPLICATION DUE DATE
<b>Health Insurance</b>	Eligible	Not eligible	Not eligible	First date of employment	Within 30 days from start date
<b>Dental Insurance</b>	Eligible	Not eligible	Not eligible	First date of employment	Within 30 days from start date
<b>Life/AD&amp;D Insurance</b>	Eligible	Not eligible	Not eligible	First date of employment	Within 30 days from start date
<b>Pension Benefits</b>	Eligible	IMRF - Eligible > 1,000 hrs/yr Police - Not Eligible	Not eligible	First date of employment	Within 30 days from start date
<b>Optional Benefits: ICMA RC 457, IPPFA 457, IMRF Supplemental Life, IMRF Voluntary Additional Contribution Plan, Flexible Spending Account, Aflac, Voluntary Vision</b>	Eligible	Eligible: ICMA RC 457, IPPFA 457, IMRF Voluntary Additional Contribution Plan  Not eligible: IMRF Supplemental Life, Flexible Spending Account, Aflac, Voluntary Vision	Not eligible	First date of employment	<u>Anytime:</u> ICMA RC 457, IPPFA 457, IMRF Voluntary Additional Contribution Plan. <u>Within 30 days from start date:</u> FSA, Aflac, Voluntary Vision; Within 90 days from start date: IMRF Supplemental Life
<b>Continuation of Health Care (COBRA)</b>	Eligible (must be enrolled in a health insurance plan)	Not eligible	Not eligible	To be determined	To be determined
<b>Continuation of Statutory Health Care Retirement/Disability</b>	Eligible (must be enrolled in a health insurance plan the day immediately preceding retirement and eligible to receive retirement or disability benefits)	Not eligible	Not eligible	To be determined	To be determined

## Appendix B

### VILLAGE OF HUNTLEY DRUG AND ALCOHOL POLICY

#### Purpose

It is the policy of the Village of Huntley to maintain a safe, healthful and productive work environment for all employees, to protect public safety, and to maintain public confidence in the Village's workforce. In upholding this policy, the Village will act to eliminate any substance abuse (alcohol, drugs, including prescription drugs or any other substances which would impair an employee's ability to safely and effectively perform the functions of his or her particular job) which increases the potential for accidents, absenteeism, substandard performance, poor employee morale, or tends to undermine public confidence.

For employees covered by a collective bargaining agreement, the provisions of that agreement shall apply in the event of an express conflict with provisions within this policy. Nothing in this policy is intended to conflict with or be less stringent than state or federal laws.

#### Applicants

Applicants who are made job offers contingent upon passing a pre-employment physical are also subject to a drug test, and possibly an alcohol test, depending upon the job requirements. After a conditional job offer is made, applicants for all positions shall be required to take a physical including a drug screen and alcohol test, as applicable.

Applicants who have received a conditional offer of employment, but do not thereafter pass a physical including a drug screen and as applicable, an alcohol test, shall not be hired. In addition, applicants for positions requiring a Commercial Driver's License must also authorize prior employer(s) to disclose positive test results and refusals to cooperate or the applicant will not be hired.

#### Responsibilities of Employees

The following are responsibilities of all Village employees. All employees required to have a Commercial Driver's License are also subject to the federal rules and regulations for Drug/Alcohol Testing. Any violation of these responsibilities may result in disciplinary action up to and including termination.

An employee:

1. May not report to work or serve on active duty while his or her ability to perform job duties is adversely impacted due to alcohol or drug use.
2. May not possess or use, or have the odor of alcoholic beverages on his or her breath during working hours, on breaks, or during meal periods while on Village property in an official capacity or while operating any Village vehicle.
3. May not manufacture, use, possess, distribute, transfer, dispense, purchase, sell or be under the influence of drugs, including cannabis and medical cannabis, while on duty, in the performance of Village work, or while on Village property. Examples of prohibited times and places include, but are not limited to, the following:
  - Performing work for the Village at any location, including private residences and commercial establishments and other customer or client

locations.

- Driving or riding as a passenger in a Village vehicle.
  - Attending Village directed or sponsored activities or events (intended for Village employees only and not the general public) independent of venue.
  - Working off-site on behalf of the Village (excluding the employee's residence)
  - Performing emergency or on-call work for the Village after normal business hours and on weekends.
4. May not directly or through a third party sell or provide drugs, including prescription drugs, or alcohol to any person or to any other employee while either employee or both employees are on duty.
  5. Must submit immediately, when there is reasonable suspicion to indicate impairment, adverse impact or use, to reasonable requests for alcohol and/or drug analysis when requested by the Village Manager and/or department head.
  6. Must notify his or her supervisor, before beginning work, when taking any prescription or non-prescription drugs, of any limitations which may interfere with the safe and effective performance of duties or operation of Village equipment.
  7. Must provide, within twenty-four (24) hours of a request, documentation of a current valid prescription for any drug or medication identified when a drug screen is positive or documentation that a non-prescription drug had been taken which affected the outcome of the drug screen.
  8. May not use illegal drugs even when off duty, including cannabis or cannabis-infused substances where such use is prohibited by law. This policy further prohibits the consumption, possession, sale, purchase or delivery of cannabis or cannabis-infused substances by law enforcement officers even when off duty.

#### Categories of Testing

1. Pre-employment: Applicants must pass a drug test before beginning employment. New drivers and applicants must authorize prior employer(s) to disclose positive test results and refusals to co-operate.
2. Post-Accident: The Village will require post-accident urine, drug and breath alcohol testing of drivers as provided for in this policy and/or as required under 49 CFR Part 40 and Part 382.

Post-accident urine drug and breath alcohol testing will be required of those employees who are involved in an accident if the employee receives a citation as a driver for a moving traffic violation arising from the accident; the accident results in any fatality or in any bodily injury to any person (including an employee) who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or there is reasonable suspicion.

A post-accident urine drug test to detect the presence of drugs shall be conducted as soon as possible but not later than thirty-two (32) hours after the reportable or fatal accident. If the test is not administered, the Village shall prepare and maintain on file a record stating the reasons the test was not promptly completed.

A post-accident breath alcohol test shall be conducted within 2 hours of the report of the accident. If not conducted within two (2) hours, a record shall be prepared and retained stating why. If within eight (8) hours an alcohol test is still not conducted, all attempts shall cease and a complete record made of why it was not accomplished. In addition, the driver shall not consume any alcohol for at least eight (8) hours following an accident or until a breath alcohol test has been accomplished.

An employee who is seriously injured and cannot provide a urine specimen or breath alcohol test at the time of the accident shall provide the necessary authorization for obtaining medical records and reports that would indicate if a controlled substance or alcohol was in the employee's system at the time of the accident and the level present.

Failure of the employee to be readily available or refusal to give a urine sample or breath alcohol test when the employee has been involved in an accident covered under this policy, except for an employee who meets the above referenced conditions, shall be considered a refusal to take a test and a positive test result will be assumed.

3. Random Testing: Drug and/or alcohol testing of drivers and/or employees in designated safety sensitive positions may be conducted throughout the year on a random, unannounced basis according to the following guidelines:
  1. Period of Testing:

Employees are subject to unannounced random drug testing during all periods on duty, including call-outs and overtime, and are subject to unannounced random alcohol testing while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.
  2. Frequency:

The minimum annual percentage rate in each year will be determined by the rate set by the Department of Transportation (hereinafter "DOT" Regulations).
  3. Selection:

The procedure used to determine which employees are subject to random drug or alcohol testing in a given year shall ensure that each driver has an equal chance of being selected.
4. Reasonable Suspicion Testing: Conducted when a supervisor reasonably suspects an employee is under the influence of or impaired by alcohol, drugs, or a combination of alcohol and drugs, or is otherwise in violation of the foregoing prohibitions according to the following guidelines:
  1. A supervisor's determination that reasonable suspicion exists shall be based on observable phenomena, such as direct observation of use, contemporaneous observations or based upon information provided by an identifiable, reliable source concerning the appearance, behavior, speech or body odors of the employee; or

2. Any of the following or other factors, alone or in combination, may constitute reasonable suspicion:
  - a. Slurred speech
  - b. Alcoholic beverage on breath
  - c. Inability to walk a straight line
  - d. An incident involving Village property
  - e. Physical altercation
  - f. Verbal altercation
  - g. Behavior which is so unusual that it warrants summoning a supervisor or anyone else with authority
  - h. Possession of alcohol or drugs
  - i. Information obtained from a reliable source with personal knowledge
3. When testing is ordered, the employee must be removed from duty pending the test results.

Depending upon the results of the drug and/or alcohol analysis, the following steps will be taken:

- a. The employee shall not be allowed to return to work until the result of the drug and/or alcohol analysis has been received by the Director of Human Resources and the Village Manager.
- b. If the test result is positive the following shall apply:
  - 1) When the test is positive and documentation cannot be produced to show the employee's use of a prescription drug or legal non-prescription drug:
    - a) The employee will be notified of the result.
    - b) The employee will not be paid for any time off work between the time of the test and the receipt of the results.
    - c) Termination proceedings will be followed.
- c. If the test result is negative, the following shall apply:
  - 1) The department head, or designee, shall notify the employee.
  - 2) The employee shall return to work and receive regular pay for the time off between the test and receipt of the result.

#### Refusal to Cooperate or Test

Any Employee who fails to cooperate or refuses to undergo required testing as set forth in this policy, shall be considered as having tested positive and, shall be immediately removed from duty and discharged.

#### Applicants

Applicants who fail or refuse to cooperate in a pre-employment test will not be hired.

### Confidentiality of Records

All drug and alcohol test results and records shall be maintained under confidentiality to the fullest extent permitted by law. Supervisors may be informed on a need to know basis of the results of such tests.

#### A. Employee Entitled to Information

Upon written request, the employee shall be promptly furnished with copies of any and all records pertaining to his or her alcohol and/or drug test results, including any records related to conducted test. The employee's access to the records shall be contingent upon payment for the records.

#### B. Conditions Under Which the Employer Will Release Records

1. To the employee, upon written request.
2. When requested by federal or state agencies or courts with jurisdiction.
3. To a subsequent employer pursuant to written consent of the former employee.

### Employee Assistance

#### A. Voluntary Referral

##### 1. Before Testing/Misconduct

- a. An employee who voluntarily refers himself/herself to a drug or alcohol treatment program before being ordered to submit to a random, reasonable suspicion, or post-accident drug or alcohol test, and before engaging in the conduct that formed the basis of the reasonable suspicion or post-accident drug or alcohol test, and before engaging in the conduct that formed the basis of the reasonable suspicion or post-accident test, shall not be subject to discipline (for a positive test result). The foregoing shall only be applicable the first time an employee requests assistance and does not insulate the employee from discipline or violation of other Village rules, performance and attendance standards, failure to fulfill obligations, conditions, or testing under the treatment program or future violations of Village rules.
- b. Any employee who has voluntarily referred himself/herself for treatment shall be subject to the same conditions, including the testing procedures, as an employee who has tested positive for drug and alcohol use.
- c. The employee shall be returned to regular work duties only on satisfactorily completing treatment as determined by the Village, the recommendation of a Substance Abuse Professional (SAP) acceptable to the Village, and successful completion of a return to duty medical exam satisfactory to the Village.

#### B. Confidentiality of Referral

All EAP/SAP referrals shall be kept confidential between the Village, employee, and treating agency.

#### C. Rehabilitative Leave of Absence

While undergoing treatment, the employee shall be relieved of duty and may use

any accrued leave (e.g. sick, vacation, personal, etc.) for the purpose of rehabilitation of a drug and/or alcohol problem.

If an employee has exhausted all paid leave, the employee may request an unpaid leave of absence for the period necessary to complete treatment of the employee's drug and/or alcohol problem.

#### D. Cost of Program

The cost of said program to the extent treatment is not covered by the employee's health insurance, shall be borne by the employee.

#### Definitions

For the purposes of this policy:

"Village Property" means every building and property, or portion of a building or property, owned or leased by or otherwise under the control of, the Village. "Village Property" also means every Village owned or leased vehicle.

"Employee" means all officials, employees, consultants, agents, contractors, vendors, volunteers, and any others who work for or with the Village at all times while on or in Village property whether on duty or off duty.

"Refuse to Cooperate" means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or to fail to promptly provide specimen(s) for testing when directed.

"Alcohol" means any low-weight alcohol such as ethyl, methyl, or isopropyl alcohol. The term includes beer, wine, spirits and medications such as cough syrup that contains alcohol.

"BAT" means an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device ("EBT").

"Drug" shall mean any legal or illegal drugs, including controlled substances listed in (720 ILCS 550/1 et seq. and 720 ILCS 570/100 et seq.), known as the Controlled Substances Act, for which the person tested does not submit a valid predated prescription; "designer drugs" which may not be listed in the Controlled Substances Act, but which have adverse effects on perception, judgment, memory or coordination; and prescription medication that is not prescribed to an employee or is not used consistent with a prescription.

A partial listing of drugs covered by this Policy are:

Opium	Methaqualone	Psilocybin-Psilocin
Morphine	Tranquilizers	MDA
Codeine	Cocaine	PCP
Heroin	Amphetamines	Chloral Hydrate
Meperidine	Phenmetrazine	Methylphenidate
Marijuana/Cannabis	LSD	Hash
Barbiturates	Mescaline	Hash Oil
Glutethimide	Steroids	

"Medical Review Officer (MRO)" means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the Village's drug

and alcohol testing policy who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

“Substance Abuse Professional (SAP)” is a substance abuse professional who, if an employee tests positive, will decide whether he/she needs help with a drug or alcohol problem, whether he/she has properly followed any program prescribed and can return to duty, and when he/she has to take follow-up tests. The SAP can also help an employee with drug-alcohol problems.



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“Substance Abuse Professional (SAP)” is a substance abuse professional who, if an employee tests positive, will decide whether he/she needs help with a drug or alcohol problem, whether he/she has properly followed any program prescribed and can return to duty, and when he/she has to take follow-up tests. The SAP can also help an employee with drug-alcohol problems.

## Appendix C

### VILLAGE OF HUNTLEY CLAIM AND INCIDENT REPORTING POLICY

#### Purpose

This policy pertains to the reporting of claims and incidents, including Workers' Compensation, Public Liability, Property Loss and Moving Vehicle Incidents. Prompt reporting of losses is critical to controlling cost, speed of investigation and legal response. We are required by law to furnish our insurance carrier with prompt reports of all injuries involving employees during the course of their employment.

This policy is intended to provide employees with a comprehensive response to on-the-job incidents, prompt medical care, a timely return to work and an effective management of workers' compensation benefits. Procedures have been established for reporting injuries/incidents, seeking medical attention and the communication of work status. Not reporting injuries in a timely manner can delay employees' medical treatment and payments and can result in monetary penalties.

It is a crime to lie or give false information to an insurance company to receive workers' compensation benefits. Parties who lie or give false information for gain at the expense of others are also subject to prosecution for fraud.

#### Responsibilities

- A. Department head or designee will ensure personnel are trained and follow the procedures established, review all incident reports and forward to Human Resources and ensure corrective actions are completed within the time frame specified to avoid recurrence of the incident.
- B. Supervisors or designee will ensure timely reporting of all incidents, investigate all incidents occurring in their department and forward all documents regarding the incident to their department head.
- C. Human Resources will promptly report all claims to the Village's insurance carrier for processing and serve as the liaison between all parties involved.
- D. Village employees are the first line of defense in controlling losses and providing accurate information and must report all injuries or incidents of damage to public property to their supervisor immediately. Employees should not speak to representatives of outside insurance agencies, as this will be handled by Human Resources and our insurance carrier.

#### Types of Incidents

- A. Workers' Compensation: Any claim on behalf of an employee alleging or suffering from an on-the-job injury, illness or death. The Village takes

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employee safety and well-being seriously. As part of our efforts to minimize further injury, as well as to provide immediate medical attention, the Village has implemented this policy.

Every employee must report any workplace injury, illness or incident immediately to the employee's supervisor or their designee. The employee must make live contact with the supervisor; a message is not sufficient. Such notice should be given immediately, but not later than two hours after the injury and/or prior to leaving the Village premises for the day. If the employee is immediately taken to a hospital due to a severe incident, the two-hour time limit will be excused and the employee will be required to report to their supervisor when medically able.

The employee must report the incident as required in this policy, and complete the forms as indicated below, regardless of how minor the employee feels the incident is or whether the employee seeks medical attention.

The Village complies with statutory state workers' compensation laws.

- a. Medical Treatment: Employees requiring immediate medical attention shall be transported by their supervisor to:

Centegra Immediate Care/Occupational Health  
10350 Haligus Road  
Huntley, IL 60142  
M – F 8:00 am – 8:00 pm  
Weekends and Holidays 8:00 am – 5:00 pm

If treatment is required outside the normal office hours for Centegra Immediate Care/Occupational Health, utilize:

Centegra Hospital Huntley  
10400 Haligus Road  
Huntley, IL 60142  
Phone: 224-654-0000

Centegra is the preferred provider for workers' compensation injuries, but common sense should prevail and an employee may receive medical treatment at a closer facility if necessary.

Employee should report to his/her supervisor immediately following the medical treatment. Employee must provide their supervisor with the Centegra Work Qualification Report. If the employee is unable to return to work, the employee must notify the supervisor by phone as soon as possible.

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### b. Procedure for Reporting a Workers' Compensation Incident:

- Employee completes the Employee Report of Incident by the end of the employee's scheduled shift, unless transported for a severe incident.
- Supervisor completes the Supervisory Report and Investigation of Incident and submits immediately via email to the Village Manager, Human Resources, and the Department Head. Hard copies, along with the Employee Report of Incident and the Centegra Work Qualification Report should be sent via inter-office mail to Human Resources as soon as available. If an employee refuses medical treatment, complete the Medical Refusal portion of the Supervisory Report and Investigation of Incident form, and have the form signed by the employee.

B. Public Liability: Any claim by a citizen alleging Village responsibility for bodily injury, damage to citizen's property allegedly caused by the Village (e.g., from a fallen tree limb from a Village tree), damage resulting from potholes in streets, injury(ies) resulting from slip and falls on Village property, lawsuits, etc., except accidents involving moving vehicles (see Moving Vehicle Incidents, Item D).

#### Procedure for Reporting a Public Liability Incident:

- The supervisor completes the Supervisory Report and Investigation of Incident and submits immediately via email to the Village Manager, Human Resources, Director of Finance, and the Department Head. Hard copies should be sent via inter-office mail to Human Resources as soon as available.

C. Property Loss: Any claim involving damage to Village property (e.g., buildings, signs, guard rails, portable equipment, cameras, generators, etc.), except accidents involving moving vehicles (see Moving Vehicle Incidents, Item D).

#### Procedure for Reporting a Property Loss Incident:

- Supervisor completes the Supervisory Report and Investigation of Incident and submits immediately via email to the Village Manager, Human Resources, Director of Finance, and the Department Head. Hard copies should be sent via inter-office mail to Human Resources as soon as available.

D. Moving Vehicle Incidents: Any moving vehicular accident claim involving Village-owned and covered vehicles. All moving vehicle accidents must be

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reported to Human Resources regardless of the severity. It is mandatory that all moving vehicular accidents that involve incidents where the driver is required to complete an Illinois Motorist Report, regardless of severity, be reported to the Huntley Police Department or local Police Department if such accident occurs within a municipality. Otherwise, report the incident to the nearest office of the County Sheriff or the nearest headquarters of the Illinois State Police.

Employees are subject to post-accident testing when they cause or are involved in accidents involving any moving vehicle, machinery or equipment, or result in an injury requiring emergency medical treatment away from the scene of the accident where drug or alcohol use may have been a contributing factor.

Testing of Police and Public Works employees is subject to the provisions of each groups' respective collective bargaining agreement. Public Works employees are also subject to alcohol and drug testing as prescribed by federal and state laws for operating a vehicle for which the driver is required to possess a Commercial Driver's License (CDL).

No driver or employee shall discuss vehicular accidents with anyone except the Investigation Agency and his/her supervisor unless approved by the Village. Traffic tickets issued to drivers while operating a Village-owned or covered vehicle must be reported to the employee's supervisor and shall be the responsibility of the driver.

It is the responsibility of the driver to complete and submit the original Illinois Motorist Report to the Illinois Auto Accident Reporting Agency when applicable. A copy must be given to the supervisor.

Procedure for Reporting Moving a Vehicle Incident:

- Employee completes the Illinois Motorist Report by the next business day (if applicable).
- The Investigation Agency (Police Department with jurisdiction over accident site) completes (when applicable) the Traffic Crash Report. Supervisor or designee requests the Traffic Crash Report upon receipt of the Illinois Motorist Report from the employee.
- Employee completes the Employee Report of Incident by the end of the employee's scheduled shift, unless transported for a severe incident.
- Supervisor completes the Supervisory Report and Investigation of Incident and submits immediately to the Village Manager, Human Resources, Director of Finance, and the Department Head.

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- Hard copies, along with the Traffic Crash Report, copy of the Illinois Motorist Report (if applicable), and Employee Report of Incident should be sent via inter-office mail to Human Resources as soon as available.

Failure to report a workplace accident, injury or illness within the time frames noted in this policy, may subject the employee to an unpaid suspension on the first occurrence. Additional violations of this policy will incur further discipline, up to and including termination. Additionally, employees are required to report promptly for any occupational examination requested by the Village due to a workplace accident, injury or illness. Employees who refuse to do so may also be subjected to suspension and termination.

### Emergency Situations and 911 Calls:

An ambulance may be called in the following situations:

- An individual loses consciousness
- Epileptic seizures, insulin/diabetic reactions
- Serious complaints of illness: chest pain, fainting, severe abdominal pain, etc.
- Falls with serious injury
- Serious cuts or burns
- Any other situation that causes a serious concern regarding the immediate health and safety of the individual.



**PERSONNEL MANUAL ACKNOWLEDGEMENT OF RECEIPT**

<b>EMPLOYEE INFORMATION</b>	
Name:	Date:

By signing this form, I acknowledge that I have received a copy of The Village of Huntley's Personnel Manual. I understand that it is my responsibility to read and comply with the policies, practices, rules and regulations explained in this Manual. I understand that this Manual is designed only to introduce me to the Village and to serve as a guide to present Village policies, practices, and procedures. I understand that the Village has the right to modify, amend, or withdraw any or all of the policies, procedures or benefits described in this Manual at any time.

Although the Village of Huntley hopes that all employees will enjoy a long and mutually beneficial career with the Village, I understand that there is no guarantee of future employment or employment under any specific conditions. I understand that this Manual is not an employment contract of any kind and that it does not create any rights in the nature of an employment contract regardless of whether it has been distributed to new or existing employees, nor does it provide any due process rights in the event of discipline or discharge. I also understand that nothing shall restrict my right to terminate my employment at any time with or without notice or cause and nothing shall restrict the right of the Village to terminate my employment at any time with or without notice or cause. I further understand that no representative of the Village other than the Village Board of Trustees or Village Manager has any authority to enter into any employment contract of any kind. Any contract or promise of employment must be in writing and must be signed by the Village President or the Village Manager.

\_\_\_\_\_  
Employee Signature

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