



Agenda
Village of Glen Ellyn
Special Workshop Meeting
Monday, June 20, 2016
6:00 PM
Glen Ellyn Civic Center, Room 301

Village Board Workshop Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs or online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact the Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

A. Call to Order

B. Roll Call

C. Pledge of Allegiance

D. Audience Participation

1. Open: Members of the public are welcome to speak to any item *not* specifically listed on tonight's agenda for up to three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, address and the group they are representing prior to addressing the Village Board.

E. Taylor Avenue Pedestrian Underpass Project Update: (Professional Engineer Minix) (Discussion Only) (6:00-6:20PM)

1. The engineering team will be present to explain project particulars, current status and anticipated schedule of the design and bidding of the project, slated for construction in 2017.

F. Police Department Records Management System Replacement: (Chief Norton and Records Supervisor Taves) (Discussion Only) (6:20-6:40PM)

1. Chief Philip Norton and Records Supervisor Patti Taves will discuss the Police Department Records Management System replacement.

G. Proposed Amendment of the Ordinance Defining the Process for the Sale of Municipal Property: (Planning and Development Director Hulseberg) (Discussion Only) (6:40-7:00PM)

1. Planning and Development Director Staci Hulseberg will lead the discussion regarding the amendment of the Ordinance defining the process for the sale of municipal property.

H. Proposed Update to Village Personnel Manual: (Assistant Village Manager Stonitsch) (Discussion Only) (7:00-7:20PM)

1. Assistant Village Manager Al Stonitsch will present information regarding the proposed Village Personnel Manual update.

I. Other Items

J. Adjournment



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 06/20/16 06:00 PM
Department: Public Works
Department Head: Julius Hansen
Category: Presentation
Prepared By: Bob Minix

SCHEDULED

AGENDA ITEM (ID # 2291)

DOC ID: 2291

The engineering team will be present to explain project particulars, current status and anticipated schedule of the design and bidding of the project, slated for construction in 2017.

Engineering continues apace on the Taylor Avenue Pedestrian Underpass Project, led by our design consultant, Alfred Benesch and Company of Chicago. Phase I engineering services are nearly complete with Illinois Department of Transportation, Union Pacific Railroad and DuPage County interactions and submittals at the stage where formal concept approval and project support are imminent. Detailed design of the project will be proceeding this summer.

Village staff would like to take this opportunity to provide a more in-depth update on the project with the help of the Benesch project manager, Mike Magnuson. Mr. Magnuson will be present at the Monday, June 20, 2016 Village Board Workshop to explain project particulars, current status and anticipated schedule of the engineering and bidding of the project. Project construction is currently slated for 2017.

In advance of a more complete description by Mr. Magnuson at the Workshop, the current scope of the project includes:

- An 8-ft. wide concrete multi-use path with two-foot shoulders will be constructed on the east side of Taylor between Walnut and Willis.
- At the intersection with the Union Pacific Railroad, a 12-ft. diameter steel casing pipe will be bored and jacked into place as the principal tunnel element. The Benesch team recommended a change from a 14-ft to 12-ft. casing pipe for constructability reasons given the tightness of the work space between the Prairie Path and railroad tracks.
- The sidewalk within the existing underpass will be removed and Taylor Avenue widened to 13-ft. to improve vehicular movements.
- No connection will be made between the new path and the Illinois Prairie Path on the east side of Taylor Avenue.
- The Surface Transportation Program grant for the project will cover 80% of eligible construction expenses with a maximum contribution of **\$2.3 million**.



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 06/20/16 06:00 PM
Department: Police
Department Head: Phil Norton
Category: Discussion Item
Prepared By: Patti Taves

SCHEDULED

AGENDA ITEM (ID # 2303)

DOC ID: 2303

Chief Philip Norton and Records Supervisor Patti Taves will discuss the Police Department Records Management System replacement.

Background

In 2013, members of the DuPage County Chiefs of Police became increasingly unhappy with the operational capabilities of the Motorola NetRMS records management system, purchased by the Emergency Telephone System Board (ETSB) in 2005 and used by a majority of the county's police agencies. The Chiefs' Association formed a technical subcommittee to consider options for procuring a new RMS. (Motorola, while still supporting the NetRMS product had shifted its focus to their newer RMS.) The ETSB also was anxious to get out of the NetRMS maintenance (\$500K/year) and tech support business. State's Attorney Robert Berlin convened a group of stakeholders which included municipal and county representatives, along with the Illinois Criminal Justice Information Authority (ICJIA), to discuss first steps.

Additionally, both CAD (Computer-Aided Dispatch), and ATT SONET (fiber communications) network, also acquired in 2005, were approaching end-of-life. Both systems are owned by DuPage ETSB (Emergency Telephone System Board). Because CAD and RMS are so intertwined, it was logical to pursue new software and a new platform on which to run both applications and to build a fully functional, integrated system of information sharing with partners in the criminal justice endeavor.

To further this pursuit, the ICJIA provided grant funding for two key technical engagements. First, the IJIS Institute (Integrated Justice Information Systems) developed a strategic plan that could be used to develop and guide a large scale, county-wide procurement project of new systems' implementation and integration with shared repositories with the Circuit Court Clerk, Sheriff's Office and State's Attorney. The second was an engagement with Deltawrx (management consultants) to assess the current and desired functionality of our public safety systems (CAD, RMS, etc) as well as systems integration. The initial large governance group split into two distinct committees: a smaller Governance group which would establish policy and direction, and manage the financial component of an RFP and the vetting of responses; and the User group of approximately 35 representatives of police and fire records, dispatch and operations, and technical support staff which would vet the operational functionality based upon the RFP responses. Following the IJIS and Deltawrx engagements, the project management group URL was contracted through an ICJIA grant secured by the Village of Addison to oversee the project. Deltawrx returned to facilitate the development of an RFP, with input from the User group. Following a detailed review of required and desired systems features, in December 2015, URL put the RFP on the street.

Four vendors met the response date, a fifth did not. Twenty three users made up the RFP requirements review team using a pre-determined rating system. The review team determined three of the four vendors met the minimum criteria to be viable contenders for further consideration. Those three vendors gave 3-day product demonstrations at the DuPage County Administration

Building in June 2015. To ensure equity, all three vendors were required to meet specific demo criteria and follow the same schedule. These product demonstrations typically drew between 75 - 100 people. Following the product demos, a sub-committee conducted reference checks, and the RFP review team again sat down to evaluate whether or not the three vendors successfully demonstrated “live” what they said in their proposals they could do. The established rating system was used again to measure the viability of each product. In the final analysis, Intergraph was selected as the best CAD/RMS product for DuPage County.

Issues

Our current Records Management System will be terminated with the implementation of the proposed County-wide Intergraph CAD/RMS system. The Police Department is required to make a decision regarding a future RMS. The only viable option is to join in the proposed shared system. The overriding concern is the long-term cost of any new system. The below listed summary costs for the Intergraph systems/components are identified in the proposed contract as follows:

Product	Unit Cost	Maintenan ce	Paid By
CAD	\$4,288,020	\$719,769	ETSB
Police Records (PRMS)	\$2,901,769	\$519,326	Agencies, based upon User Counts
Additional Agencies’ cost	\$1,013,206	\$12,443	Agencies, based upon Interface requirements
Common items	\$2,043,912	\$99,958	Deliveries, third party vendors, etc.
System discount	-\$3,606,395	-\$187,726	Split 50/50 between ETSB & agencies
Total	\$6,640,512	\$1,163,770	

1. Computer-Aided Dispatch (CAD) is fully funded by the ETSB.
2. Police Records Management (PRMS) is fully funded by the participating law enforcement agencies. Individual agency costs are based upon user head-counts as a percentage of the total system cost.
3. Additional Agencies’ costs are the third-party systems interface costs with the RMS. Glen Ellyn interface costs are for its Livescan digital fingerprint system and The BEAST, our Evidence management system
4. Common Items’ expenses, those not specifically CAD or RMS have been split 75/25 between the ETSB and all participating agencies.
5. Intergraph offered a one-time discount of \$3,606,395 which has been is split 50/50 between ETSB and Agencies, thereby saving the participating agencies \$1.8M.

The Police Records total includes the initial capital purchase, training and implementation and an increase in technical support staff to maintain the new system. It also includes field-based reporting for officers, the mobile communications network and statistical reporting functionality for management. The first year of maintenance is also shown to the right of the unit (capital) cost.

By virtue of the number of participating agencies, DuPage County is poised to be one of the most complex and sophisticated integrated systems in the nation. A sample system diagram is attached that illustrates the extent of this enterprise endeavor (attachment #1). The initial implementation will be the start-up of CAD and RMS. The subsequent implementation will be the interfaces and integration to all the external systems.

A seven-year agency cost summary prepared by the ETSB (attachment #2) for all agencies presents both the current maintenance requirements, plus projections for five years on the Intergraph system:

- ☐ Continued NetRMS support
- ☐ New PRMS support personnel
- ☐ New fiber optic network connectivity
- ☐ Acquisition of the new PRMS system, including training and implementation for Records and Operational personnel
- ☐ Agency-specific third party vendor interfaces to Intergraph

Glen Ellyn's share of the projected costs over the next seven years total **\$354,895.60** (attachment #3). This amount is calculated as a percentage of the total system cost, based upon the number of Glen Ellyn system users; 59 out of 2,025 system total users which is 2.91% of the system. It also includes our agency-specific interface costs for the Livescan digital fingerprint system and the BEAST Evidence system. When estimating the annual system costs used to develop the 5-year projection, the ETSB inserted worst case scenario place holders in the following areas:

- ☐ a higher than actual per-user Glen Ellyn head count for annual costs for both NetRMS and PRMS participation
- ☐ a lower overall head count of all system users than expected
- ☐ top-of-range salaries for all new PRMS support personnel which likely will be mid-range
- ☐ the highest vendor bid price for the new fiber optic network rather than the lowest responsible bidder

The worst case projections are intended to ensure all participating agencies are able to budget sufficient monies. We are confident the actual costs will be less.

An additional equipment replacement fund in the amount of **\$87,407.41** also appears on the cost projections in the far right column. It is a reserve for future system-wide hardware replacement and software enhancements. The reserves would be held by DuPage County in an interest bearing account and would be used when necessary for system-wide improvements. If at a future date, the Village decides not to continue with the RMS, the reserved money will be refunded upon request. The amount is based on the 2.91% formula used for the contract expenditures and is not included in the \$354K total. The DuPage County State's Attorney has indicated it wants the ETSB to discontinue its practice of funding systems and charging back to local police and fire agencies for reimbursement. Establishing this reserve will enable the ETSB to make the necessary purchases without utilizing ETSB funds to be repaid later. In light of the current state budget crisis and the uncertainty of future 911 funding, this is prudent planning. Over the seven-year time period the Village will reserve approximately \$12,486 per year.

Until the new system cutover, Glen Ellyn will continue to support NetRMS as we do today. All participating NetRMS users pay annual support, and occasionally pay additional hardware costs to

maintain the existing system. This will continue through 2018 and/or the implementation of the new system. The FY2016 invoice is higher than normal because the ETSB, along with DuPage County IT, has begun the hiring process to add much-needed system support. NetRMS User Agencies have long expressed the need for additional technical support. Intergraph also identifies in its contract language, the necessity of adequate staff support to enable the project to be successful. It is expected an RMS System Manager will be announced soon. A Database Manager and a Report Writing Specialist also are expected to be hired. Salaries and benefits for these individuals are passed on to the member agencies.

Recommendation

The RMS system is reaching end-of-life. Members from a cross-section of the public safety community throughout the County have worked since 2013 to develop a robust, shared information system that reduces redundancy, maximizes efficiency and provides even greater information accessibility to operational personnel. Law enforcement continues to pursue ways to provide timely information to those who need it most. Our present system, NetRMS, has served us for 10+ years. During that time, public safety software developments in functionality, configurability and interoperability have improved significantly; and because of the Attorney General's 2008 ruling, ETSBs can no longer purchase records management systems with 911 surcharge, the acquisition of a new system falls to its participating agencies. The Department's recommendation is that the Board recognize the considerable value of Glen Ellyn's participation in a county-wide, integrated criminal justice records management system, and approve the DuJIS Resolution authorizing the Village President to sign the Letter of Intent.

Action Requested

Approve DuJIS Participation Resolution (attachment #4) and authorize the Village President to execute the Letter of Intent (attachment #5) to affirm the Village's commitment to this project; to be returned to the ETSB by July 1, 2016.

Attachments

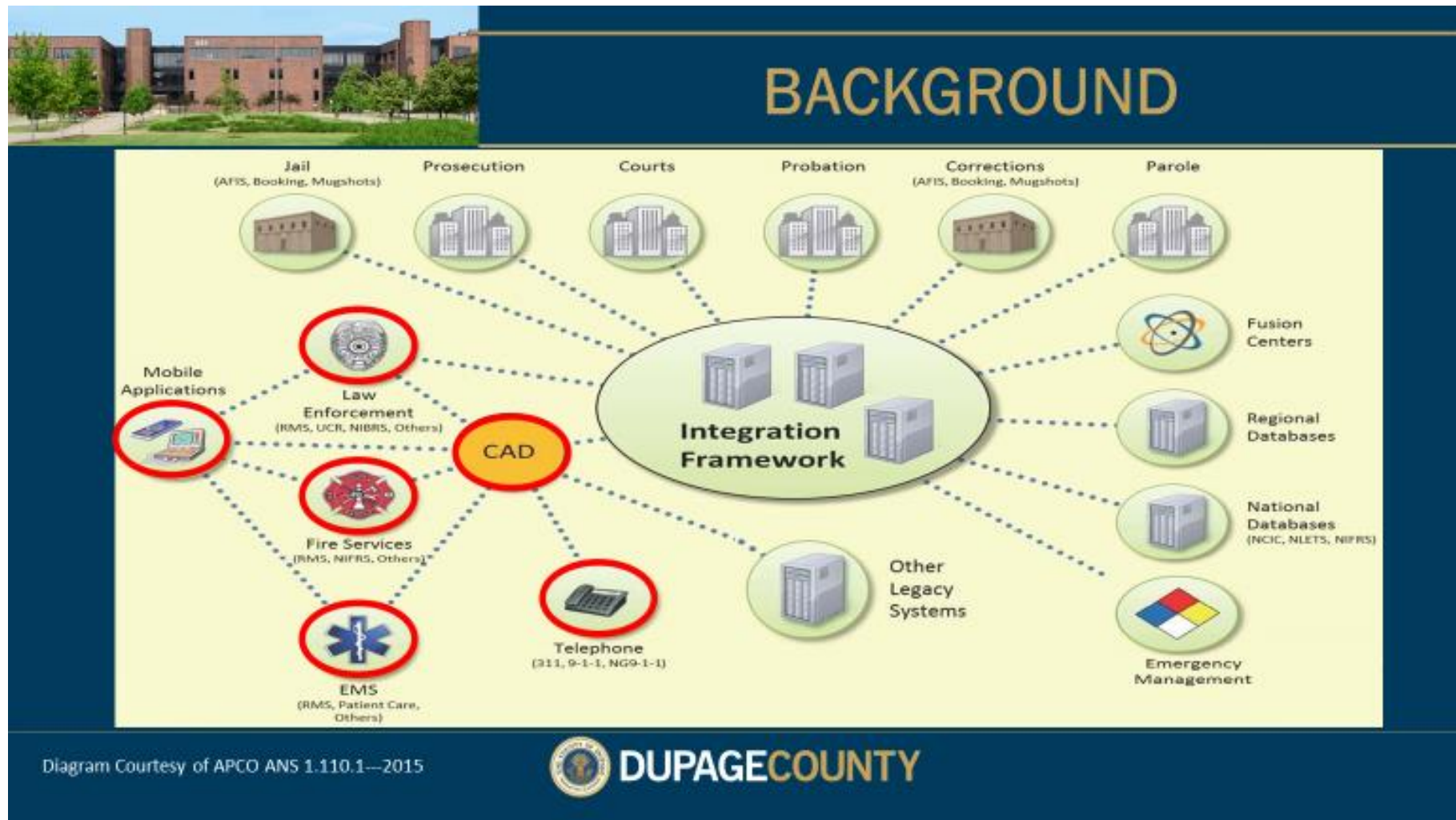
1. System model diagram
2. System cost estimates - 5-year projection
3. Glen Ellyn cost estimates - 5-year projection
4. Village Board Resolution
5. Letter of Intent

ATTACHMENTS:

- System diagram model -Attach 1 (PDF)
- Five Year Police Only - Attach 2 (PDF)
- Glen Ellyn Projected detail - Attach 3 (PDF)
- DuJis Letter of Intent and Resolution - Attach 4 & 5 (PDF)

DuPAGE COUNTY JUSTICE INFORMATION SYSTEM

ATTACHMENT #1 13-JUN-2016



This diagram from the Association of Public Safety Communications Officials (APCO) on multi-functional systems is a good representation of the typical justice information integrations system and how complex the technology system is today.

The goal of the DuPage project is to streamline the work processes, eliminate redundancies, reduce errors and prepare for future public safety technology and Next Generation 911.

DUPAGE COUNTY JUSTICE INFORMATION SYSTEM ("DuJIS")

Attachment #2

15-Jun-16

Estimated Fiscal Years		FY16	FY17	FY18	FY17FY18	FY19	FY20	FY21	FY22	FY23					
AGENCY COST SUMMARY June 1 2016	ESTIMATED PROJECT TOTAL	FY16 NetRMS	FY17 NetRMS	FY18 NetRMS	New RMS Capital	New RMS Yr1	Yr 2	Yr3	Yr4	Yr5	Agency Specific Interfaces	Fiber Network Cost	# Users	% Total	Total Equipment Replacement Contribution
Cost Per User		\$ 138.24	\$ 50.46	\$ 57.33	\$ 1,118.43	\$ 707.91	\$ 718.25	\$ 733.12	\$ 748.61	\$ 764.75					\$ 3,000,000.00
ADDISON POLICE	\$ 601,713.45	\$ 14,930.40	\$ 5,449.61	\$ 6,192.05	\$ 120,790.03	\$ 76,453.97	\$ 77,570.86	\$ 79,176.96	\$ 80,849.94	\$ 82,592.87	\$ 19,643	\$ 38,064	108	5.33	\$ 160,000.00
BARTLETT POLICE	\$ 42,354.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,291	\$ 38,064			\$ -
BENSENVILLE POLICE	\$ 329,710.10	\$ 7,465.20	\$ 2,724.80	\$ 3,096.02	\$ 60,395.01	\$ 38,226.99	\$ 38,785.43	\$ 39,588.48	\$ 40,424.97	\$ 41,296.44	\$ 19,643	\$ 38,064	54	2.67	\$ 80,000.00
BLOOMINGDALE POLICE	\$ 118,151.95	\$ 1,658.93	\$ 605.51	\$ 688.01	\$ 13,421.11	\$ 8,494.89	\$ 8,618.98	\$ 8,797.44	\$ 8,983.33	\$ 9,176.99	\$ 19,643	\$ 38,064	12	0.59	\$ 17,777.78
BURR RIDGE POLICE	\$ 217,818.91	\$ -	\$ -	\$ -	\$ 39,144.92	\$ 24,776.75	\$ 25,138.70	\$ 25,659.20	\$ 26,201.37	\$ 26,766.21	\$ 12,068	\$ 38,064	35	1.73	\$ 51,851.85
CAROL STREAM POLICE	\$ 475,785.97	\$ 11,474.29	\$ 4,188.12	\$ 4,758.70	\$ 92,829.37	\$ 58,756.29	\$ 59,614.64	\$ 60,848.96	\$ 62,134.68	\$ 63,474.15	\$ 19,643	\$ 38,064	83	4.10	\$ 122,962.96
CLARENDON HILLS POLICE	\$ 121,997.68	\$ -	\$ -	\$ -	\$ 16,776.39	\$ 10,618.61	\$ 10,773.73	\$ 10,996.80	\$ 11,229.16	\$ 11,471.23	\$ 12,068	\$ 38,064	15	0.74	\$ 22,222.22
COLLEGE OF DU PAGE POLICE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
DARIEN POLICE	\$ 279,339.11	\$ 6,082.76	\$ 2,220.21	\$ 2,522.69	\$ 49,210.75	\$ 31,147.92	\$ 31,602.94	\$ 32,257.28	\$ 32,938.87	\$ 33,648.95	\$ 19,643	\$ 38,064	44	2.17	\$ 65,185.19
DOWNERS GROVE POLICE	\$ 527,230.78	\$ -	\$ -	\$ -	\$ 109,605.76	\$ 69,374.90	\$ 70,388.37	\$ 71,845.76	\$ 73,363.84	\$ 74,945.38	\$ 19,643	\$ 38,064	98	4.84	\$ 145,185.19
DU PAGE FOREST PRESERVE POLICE	\$ 146,868.87	\$ 4,009.09	\$ 1,463.32	\$ 1,662.68	\$ 32,434.36	\$ 20,529.31	\$ 20,829.21	\$ 21,260.48	\$ 21,709.71	\$ 22,177.72	\$ -	\$ 793	29	1.43	\$ 42,962.96
DU PAGE SHERIFF OFFICE	\$ 1,589,584.57	\$ 38,846.69	\$ 14,179.07	\$ 16,110.79	\$ 314,277.75	\$ 198,921.91	\$ 201,827.89	\$ 206,006.72	\$ 210,359.57	\$ 214,894.41	\$ 136,096	\$ 38,064	281	13.88	\$ 416,296.30
DU PAGE STATES ATTORNEY	\$ 73,439.30	\$ 414.73	\$ 151.38	\$ 172.00	\$ 3,355.28	\$ 2,123.72	\$ 2,154.75	\$ 2,199.36	\$ 2,245.83	\$ 2,294.25	\$ 58,328		3	0.15	\$ 4,444.44
DU PAGE CIRCUIT CLERK	\$ 186,648.00										\$ 186,648				
DU PAGE COUNTY PROBATION	\$ 15,554.00										\$ 15,554				
ELMHURST POLICE	\$ 551,342.46	\$ 13,547.96	\$ 4,945.01	\$ 5,618.71	\$ 109,605.76	\$ 69,374.90	\$ 70,388.37	\$ 71,845.76	\$ 73,363.84	\$ 74,945.38	\$ 19,643	\$ 38,064	98	4.84	\$ 145,185.19
GLEN ELLYN POLICE	\$ 354,895.60	\$ 8,156.42	\$ 2,977.10	\$ 3,382.69	\$ 65,987.14	\$ 41,766.52	\$ 42,376.67	\$ 43,254.08	\$ 44,168.02	\$ 45,120.18	\$ 19,643	\$ 38,064	59	2.91	\$ 87,407.41
GLENDALE HEIGHTS POLICE	\$ 455,637.58	\$ 10,921.31	\$ 3,986.29	\$ 4,529.37	\$ 88,355.67	\$ 55,924.67	\$ 56,741.65	\$ 57,916.48	\$ 59,140.24	\$ 60,415.16	\$ 19,643	\$ 38,064	79	3.90	\$ 117,037.04
HANOVER PARK POLICE	\$ 538,528.36	\$ 13,409.71	\$ 4,894.55	\$ 5,561.37	\$ 108,487.34	\$ 68,666.99	\$ 69,670.13	\$ 71,112.64	\$ 72,615.23	\$ 74,180.63	\$ 11,866	\$ 38,064	97	4.79	\$ 143,703.70
HINSDALE POLICE	\$ 234,005.22	\$ 4,838.56	\$ 1,766.08	\$ 2,006.68	\$ 39,144.92	\$ 24,776.75	\$ 25,138.70	\$ 25,659.20	\$ 26,201.37	\$ 26,766.21	\$ 19,643	\$ 38,064	35	1.73	\$ 51,851.85
ITASCA POLICE	\$ 223,931.02	\$ 4,562.07	\$ 1,665.16	\$ 1,892.01	\$ 36,908.06	\$ 23,360.94	\$ 23,702.21	\$ 24,192.96	\$ 24,704.15	\$ 25,236.71	\$ 19,643	\$ 38,064	33	1.63	\$ 48,888.89
LISLE POLICE	\$ 314,598.81	\$ 7,050.47	\$ 2,573.43	\$ 2,924.02	\$ 57,039.73	\$ 36,103.27	\$ 36,630.68	\$ 37,389.12	\$ 38,179.14	\$ 39,002.19	\$ 19,643	\$ 38,064	51	2.52	\$ 75,555.56
LOMBARD POLICE	\$ 77,855.15	\$ 552.98	\$ 201.84	\$ 229.34	\$ 4,473.70	\$ 2,831.63	\$ 2,872.99	\$ 2,932.48	\$ 2,994.44	\$ 3,059.00	\$ 19,643	\$ 38,064	4	0.20	\$ 5,925.93
NAPERVILLE POLICE	\$ 1,042,145.96	\$ -	\$ -	\$ -	\$ 240,461.63	\$ 152,200.04	\$ 154,423.47	\$ 157,620.80	\$ 160,951.27	\$ 164,420.99	\$ 12,068		215	10.62	\$ 318,518.52
OAK BROOK POLICE	\$ 349,858.50	\$ 8,018.18	\$ 2,926.64	\$ 3,325.36	\$ 64,868.72	\$ 41,058.62	\$ 41,658.43	\$ 42,520.96	\$ 43,419.41	\$ 44,355.43	\$ 19,643	\$ 38,064	58	2.86	\$ 85,925.93
OAKBROOK TERRACE POLICE	\$ 213,856.83	\$ 4,285.58	\$ 1,564.24	\$ 1,777.35	\$ 34,671.21	\$ 21,945.12	\$ 22,265.71	\$ 22,726.72	\$ 23,206.93	\$ 23,707.21	\$ 19,643	\$ 38,064	31	1.53	\$ 45,925.93
ROSELLE POLICE	\$ 279,339.11	\$ 6,082.76	\$ 2,220.21	\$ 2,522.69	\$ 49,210.75	\$ 31,147.92	\$ 31,602.94	\$ 32,257.28	\$ 32,938.87	\$ 33,648.95	\$ 19,643	\$ 38,064	44	2.17	\$ 65,185.19
VILLA PARK POLICE	\$ 349,858.50	\$ 8,018.18	\$ 2,926.64	\$ 3,325.36	\$ 64,868.72	\$ 41,058.62	\$ 41,658.43	\$ 42,520.96	\$ 43,419.41	\$ 44,355.43	\$ 19,643	\$ 38,064	58	2.86	\$ 85,925.93
WARRENVILLE POLICE	\$ 244,079.42	\$ 5,115.04	\$ 1,867.00	\$ 2,121.35	\$ 41,381.77	\$ 26,192.56	\$ 26,575.20	\$ 27,125.44	\$ 27,698.59	\$ 28,295.71	\$ 19,643	\$ 38,064	37	1.83	\$ 54,814.81
WEST CHICAGO POLICE	\$ 334,506.50	\$ 8,018.18	\$ 2,926.64	\$ 3,325.36	\$ 64,868.72	\$ 41,058.62	\$ 41,658.43	\$ 42,520.96	\$ 43,419.41	\$ 44,355.43	\$ 4,291	\$ 38,064	58	2.86	\$ 85,925.93
WESTMONT POLICE	\$ 313,640.14	\$ -	\$ -	\$ -	\$ 61,513.44	\$ 38,934.89	\$ 39,503.68	\$ 40,321.60	\$ 41,173.58	\$ 42,061.18	\$ 12,068	\$ 38,064	55	2.72	\$ 81,481.48
WHEATON POLICE	\$ 521,119.86	\$ 12,718.49	\$ 4,642.26	\$ 5,274.71	\$ 102,895.21	\$ 65,127.46	\$ 66,078.88	\$ 67,447.04	\$ 68,872.17	\$ 70,356.89	\$ 19,643	\$ 38,064	92	4.54	\$ 136,296.30
WILLOWBROOK POLICE	\$ 184,281.48	\$ -	\$ -	\$ -	\$ 31,315.93	\$ 19,821.40	\$ 20,110.96	\$ 20,527.36	\$ 20,961.10	\$ 21,412.97	\$ 12,068	\$ 38,064	28	1.38	\$ 41,481.48
WINFIELD POLICE	\$ 145,836.64	\$ 2,626.64	\$ 958.73	\$ 1,089.34	\$ 21,250.10	\$ 13,450.24	\$ 13,646.73	\$ 13,929.28	\$ 14,223.60	\$ 14,530.23	\$ 12,068	\$ 38,064	19	0.94	\$ 28,148.15
WOOD DALE POLICE	\$ 304,524.61	\$ 6,773.98	\$ 2,472.51	\$ 2,809.35	\$ 54,802.88	\$ 34,687.45	\$ 35,194.19	\$ 35,922.88	\$ 36,681.92	\$ 37,472.69	\$ 19,643	\$ 38,064	49	2.42	\$ 72,592.59
WOODRIDGE POLICE	\$ 375,043.99	\$ 8,709.40	\$ 3,178.94	\$ 3,612.03	\$ 70,460.85	\$ 44,598.15	\$ 45,249.67	\$ 46,186.56	\$ 47,162.47	\$ 48,179.17	\$ 19,643	\$ 38,064	63	3.11	\$ 93,333.33
Total	\$ 12,135,083.16	\$ 218,288.00	\$ 79,675.28	\$ 90,530.00	\$ 2,264,813.00	\$ 1,433,512.00	\$ 1,454,453.64	\$ 1,484,567.98	\$ 1,515,936.42	\$ 1,548,616.32	\$ 901,977.52	\$ 1,142,713.00	2025	100.00	

DuPAGE JUSTICE INFORMATION SYSTEM ("DuJIS")

Attachment # 3

15-Jun-16

Estimated Fiscal Year Costs

Three years remaining of NetRMS maintenance costs, plus new support Staff

Overlap year (FY18) for capital cost outlay

Five year Intergraph PRMS contract costs

Interface Costs (one time implementation)

Equipment Replacement Fund (Additional; Optional)

GE Total	FY16	FY17	FY18	FY18 /new	FY19	FY20	FY21	FY22	FY23	Interface	4yr Fiber Optic	Equipment
	NetRMS	NetRMS	NetRMS	RMS Capital	PRMS 1	PRMS 2	PRMS 3	PRMS 4	PRMS 5	Costs	Network	Replacement fund
\$ 354,895.82	\$ 8,156.42	\$ 2,977.10	\$ 3,382.69	\$ 65,987.14	\$ 41,766.52	\$ 42,376.67	\$ 43,254.08	\$ 44,168.02	\$ 45,120.18	\$ 19,643.00	\$ 38,064.00	\$ 87,407.41

Glen Ellyn Per

User Amount	\$	138.24	\$	50.46	\$	57.33	\$	1,118.43
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Interface costs:

Arrest Fingerprint Submissions	Livescan	\$7,575
Evidence Processing/Storage:	Beast	\$7,777
EdgeFrontier Reporting Tool for Livescan		\$4,291
		\$19,643

Fiber Optic Network monthly:	\$793	annual
Four year contract cost	\$38,064	\$9,516

Attachment #4

RESOLUTION

AUTHORIZING THE EXECUTION OF A LETTER OF INTENT TO PARTICIPATE IN THE
DU PAGE JUSTICE INFORMATION SYSTEM (DUJIS)

WHEREAS, the County of DuPage, Illinois in collaboration with its Emergency Telephone System Board (ETSB), is prepared to implement an integrated justice system known as DuJIS which will allow participating police and fire departments to exchange information with and between County's court and correctional entities; and

WHEREAS, the County intends DuJIS will replace the ETSB's existing Computer Aided Dispatch (CAD) system; and

WHEREAS, the County intends DuJIS will replace the existing incident Report Management system (LE RMS) used throughout the County; and

WHEREAS, the Village of Glen Ellyn has reviewed materials prepared by the ETSB which detail DuJIS's estimated costs, organization, and functionality, and such documents are incorporated in this resolution as if fully set forth herein; and

WHEREAS, Village of Glen Ellyn desires to participate in the DuJIS System;

NOW THEREFORE BE IT RESOLVED THAT the Village President shall be and hereby is directed by the Glen Ellyn Village Board, in the exercise of its Home Rule Authority, to execute the attached Letter of Intent directed to the State's Attorney and the Chairman of the ETSB; and further

BE IT FURTHER RESOLVED that the Village Clerk shall transmit copies of this Resolution to the State's Attorney and the Chairman of the ETSB forthwith; and further

BE IT FURTHER RESOLVED, that the Village President is authorized to withdraw the Letter of Intent if the ETSB determines that the estimated cost to the Village of Glen Ellyn will increase by more than ten (10) percent beyond the projection supplied by the ETSB

Attachment #5

June 28, 2016

Hon. Robert B. Berlin
DuPage County State's Attorney
503 N. County Farm Rd.
Wheaton, Illinois 60187

Hon. Gary Grasso, Chairman
Emergency Telephone System Board (ETSB)
421 County Farm Rd.
Wheaton, Illinois 60187

Dear State's Attorney Berlin and Chairman Grasso:

This letter is to confirm the intention of the Board of Trustees of the Village of Glen Ellyn to participate in the DuPage County Justice Information System (DuJIS). I am advising you that the Village Board of Trustees has authorized me to execute this letter on its behalf in accordance with the resolution which I have attached. The Glen Ellyn Village Board of Trustees makes this representation after its review of the following documents provided by the ETSB on June 2, 2016 and which were incorporated in the resolution:

- Letter of Intent
- Organizational Structure
- Financial Overview (to date)
- Agency Estimated Costs (to date)
- Report Management System (LE RMS) Staffing Overview
- Additional Costs Summary
- GIS Work Flow and Addressing Ordinance

The Village of Glen Ellyn Board of Trustees understands and acknowledges that the ETSB will rely on this commitment in determining the final cost for the projections of the DuJIS Project and in determining whether to proceed with contract award. The Board of Trustees understands and expects that the ETSB will notify it prior to contract award if the estimated cost to the Village of Glen Ellyn increases by more than ten (10) percent.

Sincerely,

Alexander Demos
President, Village of Glen Ellyn

Enclosure



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 06/20/16 06:00 PM
Department: Planning & Development
Department Head: Staci Hulseberg
Category: Discussion Item
Prepared By: Staci Hulseberg

SCHEDULED

AGENDA ITEM (ID # 2294)

DOC ID: 2294

Planning and Development Director Staci Hulseberg will lead the discussion regarding the amendment of the Ordinance defining the process for the sale of municipal property.

In February of 2015, the Village Board adopted Ordinance No. 6302 (attached) which defined a process for the sale of municipal property for redevelopment purposes. The Village crafted this ordinance with the intent of streamlining the process for transfer of municipal property in order to promote a development-friendly atmosphere in Glen Ellyn. The ordinance requires a vote of $\frac{3}{4}$ of the Corporate Authorities, or the approval of 6 of the 7 members of the Village Board (including the Village President). The voting requirement is modeled after 65 ILCS 5/11-76-1, a statute relating to disposition of municipal realty which requires a $\frac{3}{4}$ vote for conveyance of property without a bid or auction. Another section of the statute allows disposition, following a request for proposals, with a $\frac{2}{3}$ vote. This ordinance worked well with the pending sale of 825 Main Street, which was approved earlier this year.

Since that time, Village staff have had ongoing discussions with developers interested in redevelopment projects incorporating publicly owned land. The restrictive vote requirements in the above-stated ordinance are giving pause to developers who might be interested in redevelopment projects in downtown Glen Ellyn. While the adoption of the Ordinance was intended to make the process simpler for developers and the Village, the extraordinary voting requirements may actually result in the Village being at a disadvantage compared to other communities.

Since the conveyance of Village property as part of a redevelopment project would not occur until the end of the entitlement process, developers must expend hundreds of thousands of dollars to prepare the engineering and architectural plans necessary to obtain commission recommendations before they are able to appear before the Village Board for the sale of the land. An extraordinary vote at the tail end of the process presents a great risk to developers. When only private property is included in a development proposal, the land is under contract to the developer, providing assurance that they may purchase the land if they obtain zoning approvals with a simple majority vote of the Village Board.

When the Village adopts new regulations, they are often revisited at a later date to determine success and/or effectiveness. At this time, it would be appropriate to consider if the Village should retain, modify, or repeal this ordinance given the recently expressed opinions of developers and the potential negative effect on reinvestment in the Village.

If the Village were to repeal or amend this ordinance, the Village would be able to lawfully convey property under the existing state statute governing the sale of public real estate (65 ILCS 5/11-76-4.1), if not located within a TIF District, or under the TIF Act (65 ILCS 5/11-74.4-1), for properties within a TIF District. Each of those options is subject to its own majority vote requirement.

The Village is able to sell “surplus public real estate” pursuant to the State’s Municipal Code provided the property is valued by a certified appraiser and either listed by a licensed real estate agency or is offered to the public by auction. The Village may select any proposal received that is determined to be in the best interests of the municipality. A two-thirds vote is required to approve that action (or 5 of 7 votes).

If the Village elects to exercise its authority under the TIF Act, it must first publish a request for redevelopment proposals before entering into a written agreement for one of those proposals, which must be approved by a simple majority (the affirmative vote of 4 members of the Village Board).

Staff would like to discuss this matter with the Village Board at the July 20th Village Board Workshop meeting. Please let us know if you have any questions advance of the meeting so we may be prepared to respond at the meeting.

Attachment: Ordinance 6302

C: Greg Mathews, Village Attorney

ATTACHMENTS:

- Ordinance No. 6302 (PDF)

Village Of Glen Ellyn

Ordinance No. 6302

An Ordinance of the Village of Glen Ellyn Regarding the Sale of
Municipal Property for Redevelopment.

Adopted by the
President and the Board of Trustees
of the Village of Glen Ellyn
DuPage County, Illinois
This 23rd Day of February, 2015.

Published in pamphlet form by the authority of the
President and Board of Trustees of the Village of
Glen Ellyn, DuPage County, Illinois, this 24th
day of February, 2015.

Ordinance No. 6302An Ordinance of the Village of Glen Ellyn Regarding the Sale of
Municipal Property for Redevelopment.

WHEREAS, from time-to-time, the Village of Glen Ellyn is the owner of real property or rights in real property such as easements; and

WHEREAS, such property, may sometimes be of little benefit to the public for public use but can, on its own, or in conjunction with other privately-owned property, provide the basis for significant economic improvement; and

WHEREAS, the provision of State law regarding the transfer of publicly-owned property are sometimes cumbersome and interfere with the efficient transfer of public property for economic development or redevelopment; and

WHEREAS, the Village of Glen Ellyn, as a home rule municipality, is interested in adopting an ordinance which, as an addition to any other statutory methods for the transfer of public property, will allow the Village, after a noticed public hearing, to transfer publicly-owned real estate, including certain lesser rights in real estate in whole or in part to private parties, or to another unit of government in accordance with an approved economic development plan;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in the exercise of its home rule powers, as follows:

Section One: Property Transfer:

In addition to any powers granted to the Village by State law, to transfer ownership or other interest in real estate, the Village may make such transfers in whole or in part, in accordance with an economic development plan, to a private party or to a unit of government. The economic development plan shall constitute a contract between the Village and the party or parties to whom the full or partial transfer is to be made. The Village may, at such times as it deems expedient, in conjunction with a development or redevelopment proposal or plan, enter into a contract with any public or private agency, entity, corporation, or person pertaining to the lease or sale of municipal property. The Village may, at such times as it deems expedient, also transfer and sell the fee simple title, or such lesser estate, as the Village may own or possess, all or any part of the municipal real property within the area of a development or redevelopment project to any public or private agency, entity, corporation, or person pursuant to such terms and provisions as the Village deems appropriate and in the best interests of its citizens, after a duly noticed public hearing, upon the vote of $\frac{3}{4}$ of the Corporate Authorities pursuant to 65 ILCS 5/11-76-1. Specifically, the Village will not be required to advertise the proposed sale of real estate and will not be required to solicit bids for the sale of real estate.

Section Two: Development Plan:

The transfer of ownership or other interest in real estate owned by the Village, pursuant to an economic development plan, shall be authorized by an ordinance. Either the ordinance or the development plan or both shall contain the compensation which the Village is to receive in return for the transfer. In determining whether to make a transfer pursuant to an economic development plan, the Village shall consider whether the compensation received for the real

estate whether money or other compensation, along with other economic benefits which the Village will receive relating to jobs, anticipated taxes, area improvements or other benefits, justify the transfer of the real estate. The ordinance or the development plan shall contain a finding or findings to support the transfer.

Section Three: Effect of Ordinance:

The provisions of this Ordinance are intended to supersede any provision of State law or other Village ordinances with which they are in conflict.

Section Four: Effective Date:

This Ordinance shall take effect upon its passage, approval and publication in pamphlet form if required by law.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this 23rd day of February, 2015.

Ayes: Trustees Siskat, Clark, Ell, H., Ladouce, McKinley and O'Shea.

Nays: ϕ

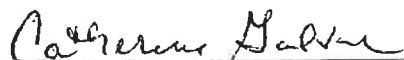
Absent: ϕ

Approved by the Village President of the Village of Glen Ellyn, Illinois, this 23rd day of February, 2015.



Village President of the
Village of Glen Ellyn, Illinois

Attest:



Village Clerk of the
Village of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the 21st day of February 2015.)



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 06/20/16 06:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Personnel
Prepared By: Brendon Mendoza

SCHEDULED

AGENDA ITEM (ID # 2290)

DOC ID: 2290

Assistant Village Manager Al Stonitsch will present information regarding the proposed Village Personnel Manual update.

Background

From time to time, the Village will review its Personnel Manual (“the Manual”) to: (i) ensure its employment policies comply with any new State and Federal laws, (ii) memorialize any new or revised Village policies that have gone into effect since the last update, (iii) analyze potential changes to existing employee benefits and policies, (iv) clarify and/or simplify existing language, where appropriate, and (v) identify any policies contained the Village’s Safety Manual that should otherwise be more appropriately incorporated into the Personnel Manual.

To assist with this project, the Village hired interim HR Consultant Rod Molek, who is a retired Assistant Superintendent with School District 87. Rod, Assistant Village Manager Al Stonitsch, and Village Attorney Greg Mathews (“the Committee”) worked collaboratively on the overall update to the Manual. Once the Committee identified a comprehensive list of proposed updates/changes, they reviewed the recommendations with the Department Head team for initial discussion and feedback. Following that review, the Committee convened an interdepartmental employee focus group, in order to ensure that employees were made aware of the proposed changes, and to solicit comments and concerns that could be considered by the Department Head team prior to finalizing the recommendations to the Village Board.

Subject

The following seeks to summarize the (substantive) recommended changes to the Personnel Manual by Chapter. *Note:* Following the Board’s future adoption of a revised Personnel Manual, staff intends to overhaul the current design of the manual with improved cosmetic changes in order to reflect a more contemporary and professional image for the Village.

1. Introduction (Chapter 1)

- ☐ **Recommendation:** Incorporated the at-will employment language previously contained in the “Disclaimer” section, into the Manual’s “Introduction” section for formatting purposes. This Chapter has also been reformatted and subdivided into the following new sections:
 - ☐ **Vision Statement (Section 1.2):** Incorporates the Village’s Vision Statement that the Board adopted as part of the Village’s latest Strategic Plan.
 - ☐ **Commitment to Employees (Section 1.3):** Adds new language that emphasizes the Village’s ongoing commitment to an equal opportunity work place that is fostered through mutual respect, dignity, and professionalism at all levels. Also adds new language that memorializes the Village’s desire to solicit employee suggestions as an organizational imperative for continuous improvement.

- **Compliance with Local Law (Section 1.4):** Incorporates disclaimer language that (i) reiterates that Village Departments may establish, from time to time, additional working regulations or operating policies that are supplemental to the Personnel Manual, (ii) emphasizes that to the extent that the Village's Personnel Manual conflicts with any Federal, State, or local laws, the Village will fully comply with the law.
- **Manual Applies to All Employees (Section 1.5):** Previous language indicated that the Manual did not apply to "seasonal or short-term" employees. Amended version emphasizes that the Manual applies to *all* full-time, part-time, and seasonal employees. Also clarifies that the Manual applies to all Glenbard Wastewater Authority employees.
- **Note Regarding Union-Represented Employees (Section 1.6):** This new section clarifies that many of the policies and benefits contained in the Personnel Manual apply to *both* union and non-union employees; however, in those instances where specific provisions of the union contract and the Manual are in conflict, the union contract shall control.

2. Definitions (Chapter 2)

- **Recommendation:** With respect to "Anniversary Date", removes the outdated language concerning salary adjustments/personnel updates occurring on the employee's anniversary date in order to reflect the Village's 2014 transition from anniversary date reviews/raises to annual focal point reviews. Staff also clarified full-time, part-time, and Seasonal employees, and retitled "Short Term" employee to "Temporary Employee". In addition, a new employee classification of "Acting Appointment" has been added to the definition list.

3. Safety (Chapter 3)

- **Recommendation:** Staff is recommending substantial updates to the Manual's Chapter on Safety, much of which simply integrates existing policies contained in the Safety Manual, such as supervisor and employee roles and responsibilities and accident/injury reporting (Section 3.1-3.3). Staff is also recommending a general policy statement on Workers Compensation, and the creation of a Temporary Light Duty Policy.
 - **Workers Compensation (Section 3.4):** Reiterates that the Village follows State law as it relates to workers compensation, and that eligible employees FMLA leave will run concurrently with workers comp leave. Also clarifies that sworn police personnel fall under the Public Employee Disability Act (PEDA) as it relates to workers compensation benefits.
 - **Temporary Light Duty Policy (Section 3.9):** Institutes a temporary light duty policy to accommodate a temporarily injured/ill employee through the recovery period. Does not guarantee a light duty assignment, and does not require the Village to create light duty work where none exists.
 - **Driver Operations Policy (Section. 3.11 - 3.13):** Staff is recommending a comprehensive driver operations policy that not only incorporates some of

the existing guidelines from the Safety Manual, but also establishes new policies that (i) memorialize appropriate safe practices and conduct while driving a Village-owned vehicle (ii) clarifies Take Home Vehicle restrictions, including limitations on personal use of Village-owned vehicles, and (iii) formalizes guidelines for personal vehicles in use for Village-related business. In particular, that employees' auto liability policy is primary and Village's policy provides excess auto liability insurance; and that the Village will follow IRS guidelines for mileage reimbursement for those employees using their own personal vehicle for official Village business purposes.

- ☐ **Vehicle Anti-Idling Policy (Section 3.16):** Incorporates the Village's existing policies into the Manual.

4. **Employment (Chapter 4)**

- ☐ **Recommendation:** The substantive changes proposed for this Chapter include incorporating the Village's recently amended anti-nepotism policy (i.e. Section 4.2). The new policy expands hiring prohibitions to include candidates related not just to elected officials, but also prohibits employment of candidates related to the Village's appointed officials and employees.
- ☐ **New Hire Probationary Period and Pay Increases (Section 4.4.2):** In March 2015, the Village eliminated a new hire's eligibility to receive up to a three (3) percent pay increase at the six month point in the probationary period. In addition to memorializing this change in the Manual, staff is also proposing to amend the twelve (12) month probationary increase language to reflect the current *de facto* policy of new hire pay increases being capped at the Board-approved payroll increase (e.g. 2.50% in 2016) for the budget, as opposed to the current policy in the Manual that indicates new employees are eligible for a "pay adjustment not-to-exceed 6%, plus any pay scale base adjustments".
- ☐ **Promoted Employees and Pay Increases (Section 4.4.3):** Staff is also proposing to strike the existing "pay adjustment not-to-exceed 3%" following successful completion of the six (6) month probationary period from the current policy, and replace it with more general language that the "employee will be eligible for a base pay adjustment" upon approval of the Department Head and Village Manager. Through this proposed amendment, staff is seeking flexibility to award a reasonable base pay adjustment immediately upon promotion. Current Village policy and practice limits promotional increases to 5% upon promotion, and up to an additional 3% following successful completion of the probationary period, for a maximum potential of eight (8) percent. Staff would like to have the flexibility to front load the pay increase at the outset of the promotion, and award a pay increase at a level that is commensurate with the additional job responsibilities and equitable with similarly situated employees, yet still remaining fiscally responsible.

5. **Pay Practices (Chapter 5)**

☐ Recommendation:

- ☐ **Pay Plan (Section 5.1, C.):** Added language that stipulates the Village's pay plan will be developed based upon, among other things, market competitiveness and fiscally responsible principles.
- ☐ **Payment of Wages (Section 5.4 - 5.6):** This is a new section to clarify for employees the timing of paychecks and the mechanics by which paychecks are issued. Also adds a basic instructional policy for employees who lose their pay check, and memorializes the Village's prohibition on payment of advanced wages.
- ☐ **Pay Increases (Section 5.7):** The amended language memorializes the Village's merit pool annual pay increase policy that went into effect in 2014, and also affords the Village Manager the discretion to award base pay increases exceeding eight (8), when prudent to do so. The current policy limits the Village Manager's authority to award a base pay increase in excess of eight (8) percent, which is particularly limiting for promotional pay increases when attempting to award a fair and equitable salary increase that is commensurate with the expanded job scope. In addition, this policy limits the Village Manager's discretion to make mid-year equity adjustments in those occasional situations where a position is identified as significantly below market or paid substantially less than similarly situated employees.
- ☐ **Effects of Promotion (Section 5.8):** As discussed earlier, staff has proposed more flexible language that allows the Village Manager to award a discretionary pay increase at the outset of the promotion, as opposed to the current policy of splitting the pay increase at the beginning and end of the (six month) probationary period.

6. **Hours of Work and Overtime (Chapter 6)**

☐ Recommendation:

- ☐ **Employee Workday & Time Reporting (Sections 6.1 - 6.2):** Staff is proposing clarifying language that provides general guidelines on the employee work day, lunch breaks, etc., and reiterates employee responsibilities to record hours worked in a timely and accurate manner in order to get paid.
- ☐ **Authority of Village (Section 6.3.1):** New language clarifies that the Village has the exclusive right to schedule, assign, or cancel overtime work as circumstances dictate. Moreover, reiterates that employees must receive prior approval from their supervisor to work overtime, and that an employee who works unapproved overtime may be subject to discipline. Also, in light of the proliferation of mobile computing devices, verbiage has been added to reiterate that non-exempt employees should not access job-related e-mails or conduct Village business outside of normal work hours without prior

approval.

- ☐ **Payment of Overtime (Section 6.3.2):** Added language to reiterate that in order for employees to be paid for overtime work, they must promptly and accurately record overtime hours in accordance with Departmental payroll procedures. Also, clarifies that floating holidays are *not* considered “hours worked” for the purposes of calculating overtime.
- ☐ **Compensatory Time (Section 6.4):** Further clarifies how compensatory time is calculated and when it is cashed out, and adds language that reserves the Village’s right to require employees to either cash out the balance of hours or to use the remaining balance. The amended policy also eliminates comp time eligibility for exempt employees in order to be consistent with the Fair Labor Standards Act.
- ☐ **Employee Travel and Reimbursement (Section 6.7):** Provides general policy language regarding authorized employee travel, expense reimbursement, and wage payments for traveling on official Village business.

7. Employee Benefits (Chapter 7)

- ☐ Recommendation:
 - ☐ **Floating Holidays (Section 7.1.2):** Staff is suggesting language that allows individuals to use a floating holiday in full *or* a half day increments to allow employees greater flexibility. Moreover, language has been added to clarify that Floating Holidays are not paid out if not used, nor are they paid out when an employee separates from employment.
 - ☐ **Tuition Assistance Program (Section 7.6):** Memorializes the Village’s long-standing educational assistance benefit.
 - ☐ **Hepatitis Vaccine (Section 7.9):** Incorporates existing language from the Village’s Safety Manual.
 - ☐ **Change of Dependents or Marital Status (Section 7.10):** Reiterates existing policy under the Village’s medical plan documents that employees must provide timely notice to the Village of a qualifying event in order to make a change to their insurance benefits outside of the open enrollment period.

8. Leaves of Absence (Chapter 8)

- ☐ Recommendation:
 - ☐ **Bereavement Leave (Section 8.2):** Currently, the Village only provides paid bereavement leave (up to 5 days) for full-time employees for immediate family members. Staff is recommending to expand that paid leave benefit to regular part-time employees as well. In addition, staff is also proposing to expand the definition

of relatives to include certain extended family members in order to qualify for paid bereavement leave. For extended family bereavement, staff is proposing that employees would qualify for up to three (3) paid days.

- ☐ **Jury Duty (Section 8.3.1):** Current policy only provides paid leave to full-time employees, and also requires the employee to relinquish the jury duty stipend that is received from the court. Staff is proposing to expand this paid time benefit to regular part-time employees as well, and to eliminate the requirement to relinquish the stipend check to the Village.
- ☐ **Other Leaves of Absence (8.3.4 - 8.3.7):** In order to comply with State law, the following protected leaves have been included in the Manual: (i) Illinois School Visitation Act (ii) Nursing Mothers in the Workplace Act (iii) Victim's Economic Security and Safety Act, and (iv.) Employee Blood Donation Leave Act.
- ☐ **Military Leave (Section 8.5):** Staff added detailed language concerning rights and benefits afforded to employees serving in the military, in accordance with Federal and State statutes.

9. Employee Conduct (Chapter 9)

- ☐ **Recommendation:**
- ☐ **Sexual Harassment and Anti-Discrimination Policy (Section 9.4):** This policy was updated to ensure compliance with Federal and State laws. In addition, staff is recommending adding subsections in reference to prohibitions against "workplace bullying" and "violence in the workplace".
- ☐ **Non-Fraternization Policy (Section 9.4.10):** Additionally, staff is proposing to include a new policy that prohibits employees who are involved in a romantic or consensual sexual relationship from serving in a supervisory capacity with respect to each other. The proposed policy sets forth mandatory disclosure requirements, and sets forth general guidelines the Village will follow in order to respond to the situation in manner that best serves the Village.
- ☐ **Attire and Grooming (Section 9.5):** Given the wide spectrum of operations within the organization, it is difficult to create a narrowly tailored attire and grooming policy that fits the unique operations of each Department. That being said, staff believes it is important to have a general policy on the expectations of employees maintaining a professional appearance that is appropriate to the job duties, but still reflects a positive image of the Village.
- ☐ **Media Relations (Section 9.7):** This policy has been updated to reflect the recent hiring of a Communications Coordinator within the organization, and provides general guidance to employees on how to appropriately respond to media inquiries.
- ☐ **Drug and Alcohol Abuse Policy (Section 9.10):** Reiterates the Village's existing anti-drug/alcohol policy. Also clarifies those positions in the Village that are subject to mandatory random drug and alcohol testing, and outlines the reasonable suspicion policy that is in place for all employees.
- ☐ **Consumer Reports (Section 9.11.2):** Policy memorializes the Village's practice of conducting pre-employment background checks, credit checks for certain positions,

as well as annual driver's license checks for all positions requiring a valid driver's license as a minimum requirement of the position.

- ☐ **Loss of Personal Property (9.13):** Provides a disclaimer that the Village is not responsible for loss, damage, or theft of an employee's personal belongings on Village premises. In addition, this section seeks to establish a general policy regarding personal property that is damaged because of an on-the-job accident.

10. Personnel Items (Chapter 11)

- ☐ **Recommendation:**
- ☐ **Network/Computer Usage Policy (Section 11.3):** Incorporates the Village's existing policy governing appropriate use of the Village's electronic equipment.
- ☐ **Social Media (Section 11.5):** This new section incorporates the Village's existing administrative policy on the appropriate use of the Village's social media pages. It also establishes an off-duty conduct policy relative to appropriate employee behavior when using their own personal social media pages.
- ☐ **Identity Protection Policy (11.6.1):** Formalizes existing Village policies and procedures as it relates to confidentiality, and protection of employee or public personal identification information (e.g. social security numbers). This policy ensures the Village's is in compliance with federal and state statutes, which requires the establishment of a written policy on protecting against the unauthorized disclosure of personal information (e.g. social security numbers).

11. Ethics Policy (Chapter 12)

- ☐ **Recommendation:** This Chapter has been taken verbatim from the Village Board so that the Ethics Policy is included as part of the Manual going forward.

12. Employee Benefits (Appendix A - C)

- ☐ **Recommendation:** Staff is recommending to add three appendices to the Manual in order to provide a more transparent and descriptive reference guide for employees on the various fringe benefits that the Village offers as part of its employee compensation program.

Strategic Plan Initiative:

Strategic Issue VI: FINANCIAL SUSTAINABILITY.

- ☐ Grow revenue and focus spending in line with anticipated resources to meet the highest priority needs and maintain the Village's AAA bond rating.
 - ☐ Goal #VI: Complete a comprehensive review of the Village's Personnel Manual by June 2016.

Action Requested:

Staff is seeking initial Board feedback and direction on the proposed updates to the Village's Personnel Manual. Following Board input, staff has tentatively scheduled to submit a final draft to the Village Board for formal consideration and adoption at the June 27, 2016 meeting.

Attachments:

Agenda Item (ID # 2290)

Meeting of June 20, 2016

- 1. Revised Draft-Personnel Manual
- 2. Red-lined Draft-Personnel Manual

ATTACHMENTS:

- Revised Draft-Personnel Manual (DOC)
- Red-lined Draft-Personnel Manual (DOC)

EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge having received a copy of the revisions to the Village of Glen Ellyn's Personnel Manual approved by the Village Board on_____, 2016, and I agree to read and become familiar with its contents. I understand that this Manual, as revised, is an overview of personnel policies related to my "At-Will" employment with the Village, and is not an express or implied contract of employment, nor does it create any rights in the nature of an employment contract.

I understand that all policies, rules and regulations in the Personnel Manual may be changed from time to time. I further understand that I may ask my supervisor for an explanation or for further information on any subject contained in this Manual.

PRINT NAME

EMPLOYEE SIGNATURE

DATE

Village of Glen Ellyn Personnel Manual

Adopted: Jan 23, 1989
Revised: May 14, 1990
Revised: Aug 24, 1992
Revised: Dec 18, 1995
Revised: Jan. 15, 1997
Revised: Nov. 13, 2007
Revised: Jan 14, 2013
Revised: _____, 2016

VILLAGE OF GLEN ELLYN, ILLINOIS

PERSONNEL MANUAL

Draft



Revised by the Village Board of Trustees
June ____ 2016

PREFACE

THE GLEN ELLYN COMMUNITY

Glen Ellyn is a community rich in spirit and participation. Located in the heart of DuPage County, Glen Ellyn is home for approximately 28,000 residents. A wide range of architecture and an abundance of mature trees give Glen Ellyn a unique historic quality. The preserved natural beauty of Glen Ellyn's landscape is indicative of the deep commitment residents have made on behalf of the community. In fact, our community can best be characterized as a cohesive group of families who enjoy and take pride in their home - the Village of Glen Ellyn. The high quality of life in Glen Ellyn is directly attributable to high resident participation and volunteerism. The Glen Ellyn Volunteer Fire Company is an example of the caliber of citizen service we enjoy.

Glen Ellyn has progressively moved into the future while still maintaining the community's unique character. The Central Business District has been developed into a focal point for Village activity. In addition, the Village has undertaken comprehensive capital improvements which will improve basic infrastructure services throughout the community.

Glen Ellyn is a true source of pride for both its residents and those who act in its service. We are committed to providing quality service through courteous and responsive action. The Village believes that the keys to earning trust and respect of those it serves are a willingness to listen, a high level of responsiveness, and accessibility to our citizens.

GLEN ELLYN VILLAGE GOVERNMENT

Glen Ellyn has a Village Board of Trustees form of government. The Village President supervises Village Officers and presides at all Board Meetings. The legislative body of the Village consists of six Village Trustees. The Village Manager is the chief administrative officer of the Village and is subject to the direction of the Village President and Trustees. In addition, the Attorney for the Village serves under direct of the Village President and Board. Village Board Meetings are held on every 2nd and 4th Monday of the month in the Civic Center; Board Workshops are held every 3rd Monday of the month. The Village fiscal year begins on January 1 of each year. Monies to support services provided by the Village come from a variety of sources, with the most important revenue sources being income tax, sales tax and direct user fees for services.

Village services are divided into various operating departments: Administration, Finance, Planning & Development, Village Links/Reserve 22, Police, Public Works, and the Glenbard Wastewater Authority. The Administrator's Office oversees daily Village operations and initiates changes to improve daily services, and also houses the public communications, human resources, facilities maintenance, senior services, and information technology functions. Finance provides internal accounting, financial, and budgeting services for the Village. Planning & Development regulates zoning, issues building permits and works with developers concerning new development in the Village. Village Links/ Reserve 22 is primarily responsible for the operation of the Village Links golf course and Reserve 22 restaurant/banquet facilities, in addition to the maintaining the Lambert Lake, and Panfish Park, which are Village-owned passive parks that also serve as important storm water management assets within the community.

The Glen Ellyn Police Department serves and protects the homes, families and businesses in Glen Ellyn. Both the Police Department and the Volunteer Fire Company are accessible in emergencies through the 9-1-1 emergency telephone system. The Public Works Department are responsible for street maintenance, water distribution, system and sanitary/storm sewer maintenance, trees and parkway care, and many other duties which keep the Village clean and orderly. The Glenbard Wastewater Authority is responsible for the treatment of sanitary and storm water effluent. The

Village of Glen Ellyn jointly established the Glenbard Wastewater Authority (GWA) with the Village of Lombard through an intergovernmental agreement in 1977.

TABLE OF CONTENTS

Chapter 1 - Introduction 6

Chapter 2 - Definitions 9

Chapter 3 - Safety10

Chapter 4 - Employment19

Chapter 5 - Pay Practices24

Chapter 6 - Hours of Work and Overtime26

Chapter 7 - Employee Benefits29

Chapter 8 - Leaves of Absence34

Chapter 9 - Employee Conduct.....41

Chapter 10 - Discipline, Penalties and Separations..... 52

Chapter 11 - Personnel Items55

Chapter 12 - Ethics Policy.....63

Appendix - Appendix..... 69

CHAPTER 1

1.1 INTRODUCTION

The Village of Glen Ellyn, in extending service to its citizens, recognizes that the well-being and the professional development of its employees is essential to the maintenance of a high standard of operation. Collaboration between the Village leadership and its employees is important for a continued successful operation. It is the purpose of this Manual to establish procedures which will serve as a guide to administrative action concerning various personnel questions. This Manual is intended to indicate how to achieve the aims of the Village's personnel program. All supervisors must be aware of their responsibility in personnel matters. Likewise, each employee will have a central source of information which states expectations, rights, duties, and responsibilities. Accordingly, this Manual will aid both the supervisor and the employee. Every Village employee will receive a copy of this Manual, which should be kept for future reference. It is the employee's responsibility to become familiar with and comply at all times with the contents herein.

Employees should know that this Manual is not intended to create any sort of contract of employment; instead, it continues the current policy of at-will employment. It is simply intended to describe the Village and its present policies and procedures. Needless to say, its policies and procedures and benefits may, and likely will be, changed from time to time as the Village deems appropriate, with or without notice. No representative of the Village, other than the Village Board, has the authority to enter into any agreement for a specific period of time or to make any agreement contrary to the foregoing. Violation of any of the rules or policies of this Manual will result in discipline, up to and including termination, depending on the circumstances.

This Personnel Manual supersedes all previous Manuals, management memos, or Administrative Orders that may have been issued in the past on the subjects covered herein major amendments and new policies or benefits normally will be adopted by the Village Board. The Village Manager reserves the right to implement updates and corrections with input by the Village Board. The Village Manager from time to time may delegate these responsibilities.

1.2 VISION STATEMENT

The Village of Glen Ellyn is a desirable community in which to live, work and play, with unique character and charm, a small-town feel, urban amenities and a high quality of life.

- Glen Ellyn has a mix of businesses in its thriving downtown and commercial corridors. It is a destination with a vibrant mix of shopping, dining and special events.
- Glen Ellyn offers diverse housing, historic and new, on tree-lined streets, close to excellent schools, parks and recreation.
- Glen Ellyn is a safe community, easily reached by road, train and trail, with easy access to Chicago.
- Glen Ellyn's success is built on a 21st Century infrastructure, a growing footprint, resident involvement and a Village government committed to continued financial sustainability.

1.3 COMMITMENT TO EMPLOYEES

The Village of Glen Ellyn has always been an equal employment opportunity employer. The Village of Glen Ellyn is committed to providing a sense of belonging to all employees, to fostering a work environment of mutual trust, respect, dignity, and to encouraging a collective commitment to excellence. It is the Village's belief that it will achieve that goal through the employment of individuals who care about their jobs, take pride in themselves and their contributions, and understand the importance of teamwork. The Village has always taken pride in the abilities and accomplishments of its employees, and recognizes the value of our employees. It is the Village's policy if able, to pay wages and benefits that are competitive with the local comparable market and within the prevailing economic climate. It is also Village policy to communicate directly with employees and to try to work together to resolve employee concerns as they arise. The Village desires mutual cooperation and direct communication. The Village tries to follow a policy of concerned individual treatment for all of their employees.

1.3.1 Employee Suggestions

Employees are encouraged to bring any suggestions regarding methods of work, work routines, or any other aspect of the work situation to their respective Supervisors, Department Heads, or to the Village Manager. Employee suggestions regarding the improvement of Village service will be given thoughtful consideration and response.

1.4 COMPLIANCE WITH LOCAL LAW

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 Fire and Police Commissioners, as well as provisions of Illinois statutes governing sworn police department employees. While the Village believes that this Handbook 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.

Additional information for Police Officers is available from the following sources: "Manual of the Glen Ellyn Police Department," and the "Rules of the Glen Ellyn Board of Fire and Police Commissioners." These documents are a supplement to, rather than a substitute for, this Personnel Manual. In the event of conflicts between provisions of this Manual and the Fire and Police Commission Rules and Regulations, the policies of the latter shall apply.

1.5 THE MANUAL APPLIES TO ALL EMPLOYEES

This Personnel Manual applies to all full-time, part-time and seasonal employees of the Village of Glen Ellyn and the Glenbard Wastewater Authority. Additionally, it applies to probationary employees who, if they successfully complete their probationary service, would become a regular employee.

There are several sections in the Manual that also applies to part time, temporary or seasonal employees. All Village employees are expected to review and understand this document.

1.6 NOTE REGARDING UNION-REPRESENTED EMPLOYEES

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 discrepancy between the information contained in this Manual and matters contained in a collective bargaining agreement, the provisions of the collective bargaining agreement will control. 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.

CHAPTER 2

DEFINITIONS

- 2.1 ANNIVERSARY DATE** – The employee's first day of work for the Village will be considered their anniversary date.
- 2.1.1 Promotional Date - The date the employee was promoted to a new position with the Village is the promotional date.
- 2.2 EMPLOYEE** – An employee is a person who has been hired to a position in the Village service in accordance with the hiring practices of the Village. All Village employees are considered “At Will” employees, unless they are under contract with the Board. “At Will” employees may be dismissed by the Village without the employer having to establish “just cause”.
- The various types of employees are:
- 2.2.1 Full-time - Employees who work a full work week (40 hours) in accordance with the schedule assigned by the Village are considered full time.
- 2.2.2 Part-time - Employees who fill a position in the Village service, but work less than 40 (less than 2080 per year) hours per week are considered part time.
- 2.2.3 Seasonal – Seasonal employees fill positions which are available at regular intervals, but their employment will not last over an extended period of time. Seasonal employees typically work less than 120 days (1,000 hours) in a year, and generally do not qualify for benefits, nor is annual employment guaranteed.
- 2.2.4 Temporary Employees - Employees hired to meet immediate operating demands caused by events including, but not limited to, vacations and extended sickness of current employees, special projects, or natural disasters are temporary employees. Temporary employees do not qualify for benefits.
- 2.2.5 Regular - Employees who have successfully completed a probationary period and are not classified as Seasonal or Temporary are regular employees. Regular employees may be either part-time or full-time during their employment.
- 2.2.6 Acting Appointment - Refers to an appointment of a Village employee to temporarily fill either a position for which a permanent appointee is being sought or a position where the permanent appointee is on leave.
- 2.3 RELATIVE** – Relatives are related by blood or marriage.
- 2.4 RESIDENT** - A person whose legal residence lies within the corporate limits of the Village of Glen Ellyn is a resident.
- 2.5 SUPERVISOR** - Any individual with authority to schedule and assign work and review the work performance of subordinates is considered a supervisor.

CHAPTER 3

SAFETY

The Village of Glen Ellyn is committed to work place safety. Safe working conditions and procedures are considered as high priorities for all Village employees.

3.1 Supervisor Responsibilities: Each supervisor has full responsibility for the safe actions of their employees and the safe performance of machines and equipment which are in all operating areas, and have the full authority to enforce the provisions of this manual to keep losses at an absolute minimum. Each supervisor shall assume full responsibility for safe and healthful working conditions of employees while they are under his/ her jurisdiction, and:

- 3.1.2 Ensure that all management policies herein are fully implemented for maximum efficiency on the job.
- 3.1.3 Take the initiative in recommending correction of deficiencies noted in facilities where procedures, employee job knowledge, or attitude adversely affects the Village Risk Management efforts.
- 3.1.4 Determine enforcement of work policies by being impartial in taking disciplinary action against those who fail to perform in a safe manner and are prompt to give recognition to those who regularly follow safe work practices.
- 3.1.5 Be sure that each employee is fully trained for the job he or she is assigned to do, that he or she is familiar with Division work rules and he or she certifies in writing that he or she understands that compliance with safety rules is mandatory.
- 3.1.6 Fully cooperate in shutting down operations considered to be an imminent danger to employees or in removing personnel from hazardous jobs when not wearing or using prescribed protective clothing and the prescribed equipment.

3.2 Employee Responsibilities: All employees are required as a condition of employment to exercise due care in the course of their work to prevent injuries to themselves and to their fellow employees and to protect Village equipment. Failure to comply with the Village's safety policies and procedures, and applicable Departmental operating rules, may result in employee discipline. Each employee shall:

- 3.2.1 Report all unsafe conditions to his or her supervisor.
- 3.2.2 Keep all areas clean and orderly at all times.
- 3.2.3 Report all accidents immediately to his or her supervisor.
- 3.2.4 Avoid engaging in any horse-play and avoid distracting others.
- 3.2.5. Learn to lift and handle materials properly.
- 3.2.6. Comply with all Village safety policies and/or Department-specific standard operating procedures. Each employee working at hazardous jobs shall in addition:
 - a. Obey all safety rules and follow work directions. If there is any doubt about the safety of doing the job, he or she shall stop and get instructions from his or her supervisor before continuing the work.

- b. Operate only the machinery or equipment that he or she has been authorized to operate by his or her supervisor.
- c. Use only the prescribed equipment for the job and use the equipment properly.
- d. Wear the required protective equipment and clothing when working in hazardous operational areas.
- e. Take an active part in fostering an organizational culture of safety-first.

3.3 Reporting an Injury or Fatality - Employees must report all injuries immediately to their supervisor. Supervisors must, then, immediately contact the Village's 3rd party injury reporting service, **MEDCOR** (1-800-775-5866) to treat the injury. MEDCOR will complete **Illinois Form 45: Employer's First Report of Injury** on the Village's behalf. If you believe the injury is serious or life threatening, immediately call 911. All Supervisors must also contact the Finance Department to open up a claim and follow up with a Supervisor's Investigation Report. (All of these forms and MEDCOR contact information are included in the Appendix of this document). The Occupational Safety and Health Administration and the Illinois Department of Labor also require that any work related fatalities must be reported within 8 hours of finding out about the employee's death. Work related in-patient hospitalizations of one or more employees, amputations or eye loss incidents must also be reported within 24 hours. In these situations, Supervisors should notify Human Resources immediately, who will contact OSHA/IDOL through their 24 hour phone hotline at 1-800-321-OSHA (6742) or electronically at www.osha.gov.

3.4 Workers Compensation

3.4.1 Any Village employee who is injured in the performance of his or her duties is entitled to seek benefits under the Illinois Worker's Compensation Act. Employees are expected to report any injury, no matter how minor. As indicated above, an injured employee is required to timely report any on-the-job injury to his or her immediate Supervisor in order to file an application through the Finance Department for Worker's Compensation benefits. In addition, the employee may be eligible for his or her pension disability benefit.

3.4.2 The Village will provide workers compensation benefits to the employee during a Worker's Compensation leave in accordance with State statute. This applies to all non-sworn employees. If the injury or illness is defined as a serious health condition under FMLA, and the employee is eligible, the worker's comp leave and FMLA will run concurrently.

3.4.3 Public Employee Disability Act (PEDA) affords sworn police personnel their full salary for up to one year as opposed to receiving two-thirds of their salary under the Workers' Compensation Act (66 2/3%) or the Illinois Pension Code (65%). PEDA benefits are paid from the regular payroll in the same manner as if the employee was in active service. PEDA and workers' compensation benefits are similar in two respects: (1) beneficiaries are not required to expend any accrued vacation time, sick time, or overtime prior to receiving compensation for their injuries; and (2) benefits are not subject to state or federal income taxes.

3.5 MEDICAL TREATMENT FOR WORK RELATED INJURES

3.5.1 A work related injury (on the job) is defined as a personal injury by accident arising out of or in the course of employment. Treatment for these injuries is outlined below and supervisory personnel shall ensure compliance. It is not necessary to have a physician treat an injury to validate an on-the-job claim. A minor injury such as a small cut, scratch,

or bruise should be treated in the field by someone qualified to administer First Aid from a kit and the injury reported to the supervisor and recorded. The employee will be fully covered for medical treatment later should the need arise. In some cases, injuries occurring at the work site are not found to be arising "out of and in the course of employment." The Village does not determine the validity of a Worker's Compensation claim. All information is transmitted to the Village's insurance provider for review and investigation. No bills will be paid until the incident has been investigated and found to be valid.

3.5.2 Emergency Medical Treatment is for serious injuries requiring immediate medical treatment. Injuries such as profuse bleeding, broken bones, unconsciousness, shock, etc. shall warrant emergency treatment. The injured person shall be transported to the hospital facility that is equipped to handle the injury nearest the accident scene. For all serious emergencies, call 911 for an ambulance and administer First Aid, if qualified, as necessary until help arrives.

3.5.3 Injuries Not Constituting Emergency, but Requiring Physician's care shall initially be treated by MEDCOR Occupational Health medical staff, (1-800 -775-5866) or another doctor as specified by the Village or as requested by employee. On notification that an employee has been injured on the job, the supervisor shall insure that First Aid is administered if qualified to do so. The injured employee should then be taken to one of the Village's occupational health facilities.

3.5.4 Injuries appearing to be superficial, but extremely painful or showing unusual symptoms, should be taken to the nearest Cadence Health clinic or sent to Central DuPage Hospital or other doctor as specified by the Village or as requested by the employee. If subsequent treatment is required and the employee prefers to be treated by his or her own family doctor or a preferred specialist, the employee must notify the treating physician, and the Village's insurance adjuster.

3.6 First Aid Treatment in the Field or Office

Superficial injuries such as minor cuts, bruises, small punctures, scratches, etc., shall be treated in the field or office when an employee or supervisor is qualified to administer First Aid and is present and a First Aid Kit is available. Such injuries shall be a matter of record and promptly reported to the Village as specified above. Superficial injuries shall only be treated by Cadence during normal hours, duty or if another doctor is specified by the Village or as requested by employee. The hospital emergency room shall not be used for superficial injuries.

3.7 Doctor and Prescription Bills

After a treatment of an on-the-job injury, bills for medical treatment and medicine are normally sent directly to the Village of Glen Ellyn's Finance Department for payment coordination with the Village's insurance carrier. Employees have the responsibility to forward such bills to the Finance Department for processing immediately upon receipt, in order to avoid unnecessary hassle that could have otherwise been avoided. The employee is responsible for providing the Village and its insurance carrier his/her treating physician's contact information for billing purposes.

3.8 False On-the-Job Claims

An individual injured while off duty, who falsely claims an on-the-job injury, or an individual who files or assists in filing a false claim, is committing a misdemeanor and shall be subject to the full penalties as provided by law as well as disciplinary action up to and including termination of employment.

3:9 TEMPORARY LIGHT DUTY ASSIGNMENTS - In order to aid a temporarily injured/ ill employee through the transitional period to full recovery from and injury/illness, the Village may offer temporary light duty assignments, in some circumstances where light duty is available. Light duty is not available for permanent disability situations. Employees must have completed a full year of service to be eligible for light duty. All requests for light duty must go to the Assistant Village Manager. Light duty cannot be offered if the treating physician does not state the restrictions and length of time needed for full recovery. If the employee refuses a light duty assignment, a certified letter will be sent to the employee advising when return to work will begin in accordance with the doctor's medical evaluation. In all cases light duty will initially be offered for up to 6 weeks, unless the Village in accordance with the medical work restrictions determines a different timeline.

3.9.1 Scheduled performance reviews, wage adjustments, and job advancements will generally be delayed during the light duty period. Employees on light duty are generally not eligible for overtime. Employees are not permitted, under any circumstances, to perform work that violates their work restrictions. In accordance with a doctor's certificate, light duty may be modified.

3.9.2 - When employees exhaust their light duty period, they will be placed on FMLA if eligible and/or on short term disability. An employee on light duty may not engage in other employment during this period. Violating the terms of light duty will result in discipline, including potential termination.

3.10 UNIFORMS & EQUIPMENT - The Village will provide uniforms, clothing, and Personal Protective Equipment (PPE) as appropriate to certain full time and part-time Facilities Maintenance, Planning and Development, Police, Public Works, Village Links/ Reserve 22, and Glenbard Wastewater Authority employees. Some employees are eligible for work boot allowances. Uniforms may only be worn on duty. Safety equipment shall be worn and/or used as directed and in accordance with individual departmental operating procedures.

3.11 DRIVER OPERATIONS AND USE OF VILLAGE VEHICLES – The purpose of this policy is to ensure the safety of those individuals who drive Village vehicles and to provide guidance on the proper use of Village vehicles. Vehicle accidents are costly to the Village, but more importantly, they may result in injury to employees and the public. Additionally, the way in which employees operate our vehicles and equipment can importantly influence (good or bad) public relations. By using courteous and considerate driving habits we can build and sustain positive relations within the community.

3.11.1 - It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the Village of Glen Ellyn endorses all applicable state motor vehicle regulations relating to driver responsibility. The Village of Glen Ellyn expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. Violations of this policy may result in disciplinary action up to and including termination of employment.

3.11.2 - Employees who operate a Village vehicle shall restrict use of the vehicle to official Village business. Without exception, unauthorized or private use of Village-owned vehicles is prohibited, unless previously authorized by the Department Head and Village Manager. No employee shall be permitted to use a Village-vehicle in connection with his/her secondary employment.

3.11.3 - The use of Village vehicles for business purposes by any Village employee is restricted to the State of Illinois or 100 miles outside its borders. Any employee or Department Head requesting to use a Village vehicle for business purposes outside the State's boundaries must obtain prior permission from the Village Manager.

3.11.4 - Obey all Village, County, State and Federal laws while operating Village vehicles and any time personal vehicles are used on official Village business.

3.11.5 - Ensure that that all proper documentation (e.g. proof of insurance and vehicle registration) is available in the event he/she is requested to produce said documents to a law enforcement officer. This applies to rented or leased vehicles as well.

3.11.6 - Inspect the vehicle which he/she is about to drive, in accordance with established Department work rules.

3.11.7 - If there is evidence of any accident damage, the employee shall report it to his/her supervisor or the Equipment Services Superintendent before driving the vehicle. Employees may potentially be disciplined for unreported damage if a supervisor is not notified prior to using the vehicle.

3.11.8 - Any defects which will affect safe operation of the vehicle shall be promptly reported to the driver's supervisor or the Equipment Services Division. No employee shall operate a Village-owned vehicle in an unsafe condition. Any vehicle damage which is beyond normal wear and tear must be documented and promptly reported to the employee's supervisor and Equipment Services Division.

3.11.9 - Several positions require employees to have and maintain a valid driver's license as a condition of their employment with the Village. In the case of commercially rated vehicles, the proper commercial driver's license for the vehicle's weight and class must be valid, and in possession of the driver. In the event such an employee's driver's license is suspended, revoked or lost, he or she is required to notify the Village immediately.

3.11.10 - Wear seat belts at all times while driving or as a passenger

3.11.11 - Tobacco use is strictly prohibited in all Village vehicles and equipment

3.11.12 - Report to the supervisor any moving or parking violations received while driving on Village business and/or in Village vehicles. Each employee is personally responsible for all traffic citations and parking tickets received.

3.11.13 - Accident Reporting Procedures:

- a. Report to the supervisor in writing all defects noted during the trip.
- b. Call the Glen Ellyn Police Department or the local police jurisdiction responsible for completing a motor vehicle accident report. Employees are expected to fully cooperate with local authorities.
- c. Investigate all collisions involving Village vehicles and report details to immediate supervisor as soon as possible.
- d. For leased or rental vehicles, notify the rental agency immediately.

3.11.14 - Removal or modification of any equipment from a vehicle without written permission of both the Department Head and the Equipment Services Superintendent is prohibited.

3.11.15 - When cargo, materials, or tools are being transported, the driver is responsible for assuring that all items are properly secured to prevent them from shifting or falling from the vehicle or trailer.

3.11.16 - No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds, or other locations on a vehicle not designed or approved by the vehicle manufacture for passenger seating.

3.11.17 - Distracted driving has become a serious threat to motorist and pedestrian safety as new personal electronic devices, such as smartphones, have become commonly used. Illinois law prohibits the use of hand-held cell phones, texting, or using other electronic communications, while driving. Hands-free devices or Blue Tooth technology is permissible under the law. Even using hands-free technology can be a distraction while driving, and roadway safety should always take precedence over conducting Village business via any electronic device.

3.12 Take-Home Vehicle Policy

3.12.1 - 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. Personal use, other than authorized commuting, as defined by the Internal Revenue Service is prohibited unless approved by the Village Manager.

3.12.2. - The following managerial positions are regularly assigned take-home vehicles for Village business, including transportation to and from work:

Position	Department
Director of Public Works	Public Works
Chief of Police	Police
Assistant Police Chief	Police
Deputy Police Chief	Police
Executive Director	Glenbard Wastewater Authority
Superintendent of Golf Course Grounds	Village Links/Reserve 22

3.12.3 - Managerial employees whose personal use of a Village owned vehicle is consistent with the requirements (e.g. emergency response) of the position may take home a Village-owned vehicle for the purposes of conducting Village business; including transportation to and from work and meetings, professional association functions, and for *de minimus* personal use while the vehicle is being driven to-and-from work or while the managerial employee is on call. Take home vehicles for employees are subject to any taxation as may be required under the Internal Revenue Code.

3.12.4 - 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.

3.12.5 - 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.

3.13 Personally Owned Vehicles Used in Service to the Village

3.13.1 - Employees must ensure that their personally-owned vehicle is safe to operate (e.g. inspect the tires, headlights, taillights, brakes, etc.).

3.13.2 - Accidents in personal vehicles, while on Village business, shall be reported in the same manner outlined above in accordance with Village's Claims Procedures 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 Human Resources to have occurred during the course and scope of the employee's work duties.

3.13.3 - Those employees who occasionally use their personal vehicle for official Village business may be reimbursed for mileage pursuant to the Village's policy as outlined in the Travel Reimbursement Policy, and in accordance with IRS guidelines. Employees are responsible for submitting the appropriate forms and mileage documentation to their Department Head (or designee) for prior approval.

3.13.4 - Accidents involving the employee's personal injury must be reported to Human Resources for Worker's Compensation investigation purposes.

3.16 Village Owned Vehicle Idling Policy - This policy shall apply to all Village employees who operate Village owned vehicles while performing official duties. This policy is intended to provide guidance to Village employees regarding idling in Village owned vehicles. Controlling unnecessary idling will meet multiple goals.

- Reduce engine wear.
- Save fuel.
- Turning off and starting an engine uses less fuel than letting the engine run for thirty (30) seconds.
- Modern vehicles do not need to be warmed up before driving.
- Driving the vehicle is the most effective way to quickly warm the engine.
- Improve air quality by reducing pollutants emitted from idling vehicles.

3.16.1 - When using a Village owned vehicle, the engine shall not be left to idle for more than ten (10) minutes in any sixty (60) minute period when parked in a parking space, at a job site off the road, or on a side street where parking is permitted, except under the following conditions:

3.16.2 - Idling is necessary while stopped for (i) an official traffic control device, (ii) traffic conditions over which a driver has no control, including, but not limited to: stopped in line of traffic, stopped at a railroad crossing or stopped at a construction zone; or (iii) at the direction of the police or other official traffic controller.

3.16.3 - Idling is necessary for testing, maintenance, repair or diagnostic purposes.

3.16.4 - Idling is necessary for emergency service vehicles, such as fire apparatus, police vehicles, or ambulances that are being used in an official or emergency capacity.

3.16.5 - Idling is necessary to operate auxiliary equipment that is required to accomplish the intended use of the vehicle.

3.16.6 - Idling is necessary to determine that the vehicle and/or off-road piece of equipment is in safe operating condition and is equipped as required by all provisions of law and established safety policies.

3.16.7 - Idling is necessary when the vehicle is not expected to restart due to mechanical or electrical problems.

3.16.8 - Idling is necessary to operate or prepare for operation defrosters, heaters, air conditioners or other equipment in the event of a safety or health emergency.

3.16.9 - Idling is necessary to cool down a turbo-charged heavy duty vehicle in accordance with the manufacturer's recommendation.

3.16.10 - Idling is necessary to provide heat within the cab of the vehicle if the outside temperature is less than 40° F and there is no accessible temperature-controlled area within a reasonable distance.

3.16.11 - Idling is necessary to provide cooling within the cab of the vehicle if the outside temperature is more than 80° F and there is no accessible temperature-controlled area within a reasonable distance, and the vehicle is equipped with air conditioning.

3.17 OTHER ACCIDENTS - If an employee has an accident or is witness to an accident during work hours where property damage or personal injury occurs, he/she should:

3.17.1 Secure names and addresses of all parties involved and of any witnesses to the accident.

3.17.2 Immediately report the accident to his/her supervisor, no matter how small the accident.

3.17.3 Refrain from arguing with anyone over who was at fault for the accident. Never make admissions, state assumptions, or make statements regarding who or what may have been responsible for the accident.

3.18 EMERGENCY CONTACT INFORMATION - At the time you are hired, you will be required to provide the Village with emergency contact information. This information will become part of your permanent personnel file. The Village maintains this information in order to help it notify the appropriate person(s) in the event of any type of emergency. Please make sure you keep this information current at all times by contacting your Department Head and also the Finance Department so that the Village's records can be updated.

CHAPTER 4

EMPLOYMENT

4.1 DISCRIMINATION POLICY, EQUAL EMPLOYMENT OPPORTUNITY AND

HIRING PROCEDURES - The Village will select the candidate it determines is the most qualified candidate for any position. The Village generally posts vacant positions, and will consider all applicants, including current employees, who have applied for the vacant position. The Village is strongly committed to creating and preserving equal opportunity for all employees and applicants. The Village will hire individuals upon the basis of their qualifications for the job for which they have applied, which will usually include a consideration of, but shall not be limited to, an employee's experience, performance, knowledge, skills, and ability to perform the essential functions of the position efficiently and effectively, with or without any reasonable accommodation required by law. The Village will not discriminate against any employee or candidate for employment in any manner which would violate Federal or State law because of race, color, creed, religion, sex, marital status, pregnancy status, unfavorable discharge from the military (except dishonorable discharge), national origin, age, sexual orientation, transgender status, disability, or any other legally protected status unrelated to job requirements. As part of the application process, applicants shall not be required to divulge, nor shall the Village consider any information regarding an applicant's arrest; or criminal history record which has been ordered expunged, sealed or impounded under Section 5.2 of the Illinois Criminal Identification Act. Every effort will be made to hire new employees for positions which best utilize their abilities and in which they will be able to achieve both personal satisfaction and opportunity for growth. The Village will work to provide job-related training and educational opportunities for employees.

4.2 EMPLOYMENT AND PROMOTION OF RELATIVES - This policy applies to all current employees, as well as prospective job candidates that are related to elected or appointed officials and/or Village employees.

4.2.1 –The Village is strongly committed to creating and preserving equal opportunity for all employees and applicants, and desires to be an employer of choice that is committed to hiring and promoting individuals on the basis of merit; that is, the qualifications that the individual possesses for the job for which they have applied, which includes, but is not limited to, the individual's knowledge, skills and ability to perform the essential functions of the job with or without reasonable accommodation

4.2.2 –Relatives of elected or appointed Village officials or Village employees are disqualified from seeking employment with the Village. If legitimate operational needs exist, subject to the approval of the Village Manager, temporary/seasonal part-time employees (typically hired in the Public Works Department and at Village Links/Reserve 22) may be exempt from this hiring restriction and, therefore, can be related to other temporary/seasonal part-time positions---but not elected or appointed Village officials or Village employees.

4.2.3 - The Village will not consider or accept such applications where a promotion of an employee's relative would result in the types of prohibited employment relationships identified below:

- a) A supervisor/subordinate relationship would, or could reasonably exist between a relative and an employee. If a direct supervisory or managerial relationship would or could reasonably be established, relatives of the current employee cannot be considered as applicants for an open position. *Note:* This provision may be waived by the Village Manager, following the recommendations of both the Department Head and the Assistant Village Manager, if it is determined that the best interests of the Village would be served.
- b) The employment of a relative would create an actual conflict of interest or the appearance of a conflict of interest based on the nature and responsibilities of the open position.

4.2.4 - The terms “elected officials” and “appointed officials” and “relatives” and “employee” are defined as follows:

- a) Elected Officials: Village President and Village Trustees.
- b) Appointed Officials: All those currently holding appointive office in the Village of Glen Ellyn on any Boards, Commissions that are created by Village ordinance or resolution. Additionally, Administrative Hearing Officer and Village Ethics Officer are appointed officials.
- c) Relatives: Persons including: husband, wife, domestic partner, civil union, father, mother, daughter, son, sister, brother, grandmother, grandfather, grandson, granddaughter, first cousin, niece, nephew, aunt, uncle, and step relative (e.g. step mother, step brother, etc.). In addition, any of the above listed related to your spouse or child, i.e., your spouse’s uncle (See Chapter 2 Employee Definitions).

4.3 POST OFFER PHYSICAL EXAM - Candidates for regular employment who have received a conditional offer of employment shall be required, as a condition of employment, to undergo a physical exam, at Village expense, administered by a physician be required for some positions.

4.4 PROBATIONARY PERIOD - The probationary period is a period during which all new employees are given an opportunity to demonstrate their ability to perform the requirements of the position for which they have been hired. This period is 12 months for new employees (except Police Officers). The employee's Department Director shall determine if the employee has successfully completed the probationary period through written recommendation to the Village Manager.

4.4.1 Every new employee shall be required to successfully complete a probationary period before becoming a regular employee. This period shall last for twelve (12) months. The probationary period shall begin on the employee's first day of work.

4.4.2 At such times during the probationary period and in such manner as the Department Director may require, the employee's supervisor will make a report regarding the quality of the employee's work. The probationary period may be extended, at the Village's discretion.

After satisfactory completion of the twelve (12) month probationary period, an employee may be eligible for a base pay adjustment based on the supervisor's recommendation and the approval of the Department Head and the Village

Manager or designee. The Village Board will determine available funding each year for pay adjustments. If an employee's probationary period is extended beyond twelve (12) months, he/she will be eligible for the above-described twelve (12) month salary adjustment, only if and when the individual satisfactorily completes the probationary period. If the employee satisfactorily completes the probationary period, a base pay adjustment may, at the sole discretion of the Village, be retroactive to the end of the original probationary period.

4.4.3 Promoted Employees - Upon promotion, a regular employee will become a probationary promotional employee. They will need to successfully complete a six (6) month probationary period. The probationary period for promoted employees shall begin on the employee's first day of work in the position to which the employee has been promoted. Vacation time may be taken during this time. Promotional probationary employees will continue to accrue vacation and sick leave during their probationary period.

4.5 RECLASSIFICATION - Positions may be reclassified to a higher or lower position when the knowledge, skills, abilities and job responsibilities necessary to perform the job have changed enough to warrant such a reclassification. Positions may be reclassified contingent upon the recommendation of the supervisor for the position and approval by the Department Director, Assistant Village Manager, and Village Manager.

4.6 PERFORMANCE DEVELOPMENT SYSTEM (PDS) - Job performance appraisal includes a written evaluation of the employee's job performance. It may include, but is not limited to, the supervisor's comments and recommendations, action plans for both the employee and supervisor and performance goals for the next evaluation period. Information derived from the performance evaluation may be considered when making decisions affecting an employee including, but not limited to, decisions concerning training needs and opportunities, salary adjustment, merit pay increases, reclassification, demotion, transfer, or continued employment. The appendix of this Manual contains the Village of Glen Ellyn PDS documents.

Each Village employee will be given an annual interview with one or more of their immediate supervisor(s). At this interview the performance over the previous year will be discussed in detail. This performance evaluation will be in written form, and be made a part of the personnel record of the employee.

Performance appraisals should be completed upon the following occasions:

- A. After the first six (6) months of the probationary period for new employees.
- B. Upon successful completion of the probationary period for new and promoted employees.
- C. Upon the completion of the normal annual PDS review cycle, that runs from October 1 through September 30 each year. All reviews encompassing this review cycle must be given to the employee prior to November 15.
- D. At such other times as deemed appropriate by the employee's Department Manager.

An employee may request a higher level review from their Department Head. The Village Manager or designee will conduct the higher level review. If not satisfied, the employee may write a rebuttal to be attached to the evaluation.

In the event that an employee is on disability leave and has not been on the job for more than six (6) months of the evaluation period prior to the annual performance evaluation, the evaluation may be rescheduled for six (6) months, to allow the supervisor adequate time to observe and evaluate the performance of the employee.

- 4.7 OUTSIDE EMPLOYMENT** - Regular, full-time Village employees may not engage in outside work or employment without first providing written notification and receiving written approval from their Department Manager and the Village Manager. The Village will generally permit employees to engage in outside employment or work so long as, in the opinion of the Village Manager and the Department Director, the outside work or employment would not affect the quality or quantity of the employee's work for the Village, prevent the employee from devoting their primary interest to the accomplishment of their work for the Village or tend to create a conflict, or the appearance of a conflict, between the private interest of the employee and the employee's official responsibility to the Village. Employees are prohibited from entering into any arrangement, which involves the performance of services while on Village time or while using Village-owned equipment or property. An employee of the Village may not own or be employed by any other entity that would sell or do business with the Village. No employee shall receive compensation, other than from the Village, for their services while on Village time.
- 4.8 TERMINATION AND RESIGNATION** - Termination is the Village's separation of an employee involuntarily from his/her current position. Resignation is an employee's voluntary separation from his/her current position. An employee is free to resign at any time, but the Village requests that the employee submit a written two-week notice at a minimum in advance of resignation.
- 4.9 RETIREMENT**- In accordance with the Age Discrimination in Employment Act, the Village imposes no mandatory retirement age on employees.
- 4.10.1 Pension Funds** - Regular full-time employees and part-time employees who work in excess of 1,000 hours per year are included in the Illinois Municipal Retirement Fund. The Police Pension Fund covers sworn Police personnel. To receive money paid into IMRF, forms must be submitted upon resignation or termination of employment. Detailed information concerning Pension Funds may be obtained from the Finance Department.
- 4.10.2 Social Security and Medicare** - For positions that require mandatory contributions to the federally-funded Social Security and Medicare programs, the Village matches your mandatory contributions. These programs provide income and medical benefits in the event of disability or retirement. Additional information regarding these benefits can be obtained from your local Social Security Office.
Note: Sworn Police Personnel are exempted from Social Security.
- 4.10.3 Health and Medical Program** – In accordance with the Municipal Employee's Continuance Privilege Law (215 ILCS 5/367j) and COBRA legislation, eligible, retired, resigned or terminated employees may continue to participate in the Village Health and Medical Program at their own expense. For detailed information, please contact the Assistant Village Manager or Finance Department.

- 4.11 EMPLOYEE INFORMATION CHANGE** - An employee must promptly notify both his/her Department Head and the Finance Department, in writing, of any change of home/mailling address, personal telephone number(s) and e-mail address by completing and signing the designated form(s).

CHAPTER 5

PAY PRACTICES

5.1 PAY PLAN - The Village Board has established a Position Classification and Pay Plan which is intended to provide the following:

- A. A framework for equitable compensation for work of a similar nature and level.
- B. The means for fairly compensating employees for continued good or outstanding service.
- C. Rates of compensation, which are fiscally responsible, market competitive and compare reasonably with those of other employers, and which will aid in the recruitment and retention of qualified personnel.

The Village Manager is responsible for administering this pay plan. The Village Manager may from time to time recommend to the Village Board amendments to the pay plan when, in his/her judgment, the plan requires alteration. The Village Board retains the right to amend, modify, discontinue or replace the Position Classification and Pay Plan.

5.2 STARTING MINIMUM RATE – The starting minimum rate of pay for a position in the Pay Plan shall be paid upon appointment. Starting rates above the minimum rate may be paid at the discretion of the Department Director with approval of the Village Manager.

5.3 DEDUCTIONS - When an employee is hired, they must submit to the Village the following information: Social Security number, documentation proving U.S. citizenship or legal alien status, and information for pension deduction. An employee must fill out forms for State and Federal Tax Deductions. Other compulsory deductions currently include Social Security, Medicare, and the Illinois Municipal Retirement Fund (for all employees working 1000 hours or more per year) or, in the case of Police Officers, the Police Pension Fund and FOP union dues. Optional deductions include, but may not be limited to: major medical and hospitalization coverage, life insurance, ICMA Deferred Compensation, Credit Union Savings, and others as approved by the Village Manager. Because of record-keeping requirements on the above deductions, all changes in any employee's status or address must be reported to the Assistant Village Manager or designee.

Further information regarding deductions and programs, such as IMRF, may be obtained from the Assistant Village Manager or Finance Department.

5.4 PAYMENT OF WAGES:

- a) Employees may be paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice.
- b) Salary payment is made biweekly for base salary; Friday through Thursday for hours worked during each 2 week pay period.
- c) Paydays are usually every other Friday [i.e. biweekly]
- d) Overtime payment, which is included with the nonexempt employee's base salary payment, is also paid biweekly with such payment covering hours worked in the prior pay bi-weekly period.
- e) It is the Village's policy that employee paychecks will be distributed by supervisors to employees, mailed to his/her home address or sent via direct deposit to the employee's bank.

- 5.5 LOST PAY CHECKS** - In the event of a lost paycheck, the Finance Department must be notified in writing as soon as possible and before a replacement check can be issued. In the event the lost paycheck is recovered and the Village identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the Village within 24 hours of the time it is demanded.
- 5.6 WAGES IN ADVANCE** - No advances on future wages will be made under any circumstances. All employees are paid only after work has been completed.
- 5.7 PAY INCREASES** - Salary adjustments within an established range are not automatic, but are dependent upon job performance and the recommendation of the Department Director and final approval of the Village Manager. An employee's salary adjustment will usually be effective January 1 of each year.
- 5.7.1 The pay plan allows for the granting of merit-based increases in pay. In some cases, based upon the exceptional performance of the individual, with the recommendation of the Department Director and final approval of the Village Manager, an employee may receive additional compensation.
- 5.7.2 Merit Pool Pay - As part of Village's annual budget process, the Village Board, in its sole discretion, authorizes the available funding for employee raises. As part of the Village's annual performance review process, departments are allotted an annual funded pool of compensation dollars that Department Heads are able to distribute (in addition to base salary increases) to eligible employees based on exceptional performance and merit. Department Directors develop pay recommendations, which are reviewed and approved by the Village Manager. Employees are eligible for base pay increases between 0-5%. Employees, who are topped out in their pay range, are still eligible to receive a one-time, lump sum merit bonus based upon job performance. Annual review periods run from October 1 through September 30 of each year.
- 5.8 EFFECT OF PROMOTION** - Employees who are promoted to a new position shall receive a discretionary increase in pay over their previous rate upon starting the new position.
- 5.9 EFFECT OF DEMOTION** - Employees who are demoted may receive a reduction in salary upon starting the new position based upon the recommendation of the Department Director and with the final approval of the Village Manager.

CHAPTER 6

HOURS OF WORK AND OVERTIME

- 6.1 EMPLOYEE WORKDAY-** Due to the nature of Village service, the normal workday from department to department varies considerably. The Village retains the right to restructure an employee's workday or work period for the purpose of promoting efficient operations.

6.1.1 - The normal work week for regular full time employees shall consist of five (5) days, Monday through Friday. The full time work day shall consist of eight (8) consecutive hours, exclusive of a thirty (30) minute unpaid lunch period for a total of 8.5 hours a day. On occasion, breaks may be interrupted or precluded at the discretion of the employee's supervisor. A lunch or work break which is interrupted or precluded shall be resumed or provided later in the same workday. Some departments have union contracts or internal operating policies that further guide employee work day schedules.

- 6.2 TIME REPORTING –** A work hour is any hour of the day that is worked and should be recorded according to the time reporting practice in each department. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. For payroll purposes, the workweek covers seven consecutive days, beginning on Friday and ending on Thursday. The usual workweek period is 40 hours. Employees will submit their time record weekly as directed by their supervisor. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules must be appropriately recorded.

6.3 OVERTIME PROVISIONS

- 6.3.1 Authority of the Village - The Village has the right and responsibility to schedule, assign, or cancel overtime work as required. Employees may not work overtime without prior approval from their supervisor; non-exempt employees should also not access job-related e-mails or conduct other business outside of work hours with prior supervisor approval. Employees who work unapproved overtime may be subject to discipline.

It is the nature of municipal service that emergencies and other conditions will exist and require overtime by employees. Therefore, an employee may not consistently refuse overtime assignments.

The Village recognizes that employees may have personal obligations from time to time which prevent the ability to accept overtime assignments. However, personal obligations must be balanced with the obligation for service to the Village. Consistent or improper refusal of overtime assignments will be grounds for disciplinary action. Some departments have union contracts or internal operating policies that further guide when and under what circumstances overtime is paid for approved work.

- 6.3.2 Payment of Overtime - Payment of overtime will be made under two different classifications depending upon circumstances of the workload. In all cases, employees who wish to be compensated for overtime work completed, must promptly and accurately record said time on his/her time sheet and submit the time sheet for approval according to his/her Department's protocols and payroll deadlines.

- A. **Scheduled Overtime** - All scheduled overtime (where an employee has at least 24 hours notice of the overtime assignment) will be paid at a rate of 1½ times an employee's regular hourly rate of pay for all hours worked in excess of forty (40) hours in a work week. Only actual hours worked plus compensatory leave will be counted for the purpose of calculating scheduled overtime payment. Sick leave, floating holidays, vacation leave, disability leave, absence due to disciplinary reasons and any other compensated hours not worked will not be considered as hours worked for the purpose of calculating scheduled overtime payment.
- B. **Unscheduled Overtime** - All unscheduled overtime will be compensated directly at the rate of 1½ times the employee's regular hourly rate of pay except for employees who regularly work less than a 40 hour week. Employees who regularly work less than 40 hours per week shall be paid at straight time for hours worked outside the scheduled work week, but less than 40 hours. Due to the overtime expectations and Village need for service at a moment's notice; for purposes of payroll, all overtime worked within the Public Works Department will be considered "unscheduled".
- C. **Call Back Overtime** - All call-back overtime will be compensated at the rate of 1½ times the employee's regular hourly rate of pay regardless of hours worked in a week. Call-back overtime is defined as extra duty where an employee is called back to work in order to perform necessary Village operations. All call-back overtime will be compensated at a minimum of two (2) hours for each occurrence.

6.4 COMPENSATORY TIME- One hour of overtime is equal to one and a half (1½) hours of comp time. Overtime compensation may be made through the use of compensatory time upon the approval of a supervisor. No employee shall be allowed to accumulate more than forty (40) hours of compensatory time in a given year. Any hours in excess of forty (40) are automatically paid.

6.4.1 Employees shall be paid for their time by January 1. An employee who resigns or is terminated should use their compensatory time before their release. If not, the Village is required to pay them for the accumulated compensatory time.

6.4.2 Employees seeking to use compensatory time must seek the approval of their respective supervisor, and complete the appropriate Leave Request.

6.4.3 The Village reserves the right to require employees to cash out the balance of hours or to use the balance of compensatory time off.

6.5 EXEMPT EMPLOYEES- Employees in exempt positions are not eligible for overtime or comp time.

6.6 PYRAMIDING - Compensation shall not be paid nor compensatory time taken more than once for the same hours under any provision of this section.

- 6.7 EMPLOYEE TRAVEL AND REIMBURSEMENT** - Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the Village in accordance with the Village's Travel Reimbursement Policy (see Administrative Over # 7). The Department Director and Village Manager must authorize travel for staff in advance. Employees should verify that planned travel for Village business is eligible for reimbursement before making travel arrangements. Exempt employees will be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

CHAPTER 7

EMPLOYEE BENEFITS

7.1 VILLAGE HOLIDAYS- The list of the nine (9) official Village holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve Day
Labor Day	Christmas Day
Veterans Day	

- 7.1.1 **Holiday Pay** - All regular full-time employees are eligible for holiday pay at the regular rate of pay. Employees who work on holidays will be compensated at the rate of 1½ times their regular rate of pay, subject to the approval of the Department Director. Compensatory time off may be taken in lieu of holiday pay for work done on these holidays, subject to the prior approval of the Department Director.
- 7.1.2 **Floating Holidays** - In addition to the official Village holidays listed above, all full-time, regular employees of the Village will receive two (2) additional floating holiday in a calendar year. One floating holiday will be credited to all regular, full-time employees on January 1 of the year, and the other will be awarded on July 1 of the year. Both floating holidays must be used by the employee in the calendar year in which they were earned. A floating holiday may be used for any authorized purpose. The employee's supervisor shall approve or disapprove of all floating holiday use requests. A Floating Holiday can be taken in full or a half day increments. A floating holiday is not paid out if not used. It is also not paid out if an employee is terminated or resigns.
- 7.1.3 **Holidays falling on Saturday and Sunday** - When a holiday falls on Sunday, the following Monday will be considered the official Village holiday. When a holiday falls on a Saturday, the previous Friday shall be considered the official Village holiday.
- 7.1.4 **Special Holiday Provisions** -Because of the nature of the service, holiday provisions in the Police Department and the Village Links/ Reserve 22 are somewhat different from those outlined in this section. For further explanation, consult your supervisor or Department Director.
- 7.1.5 **Holiday Overtime Computation** - Regular Holidays count toward the 40 hour work week for overtime computation. Floating Holidays will not count toward the 40-hour workweek for purposes of overtime.

7.2 **ANNUAL LEAVE: Annual leave (vacation time) is paid time off of work.**

- 7.2.1 **First Year of Service** - During the first year of employment, regular, full-time employees shall accumulate annual leave at the rate of 17 days per year.
- 7.2.2 **Second Year through Fifth Year of Service** - Starting at the commencement of the second year through the completion of the fifth year of employment, regular, full-time employees shall accrue annual leave at the rate of 17 days per year.

- 7.2.3 Sixth Year of Service through Fourteenth Year of Service -Starting at the commencement of the sixth year of employment through the completion of the fourteenth year of employment, regular, full-time employees shall accumulate annual leave at the rate of 22 days per year.
- 7.2.4 Fifteenth Year of Service through Twentieth Year of Service - Starting at the commencement of the fifteenth year of employment and through the twentieth year of employment, regular, full-time employees shall accumulate annual leave at the rate of 26 days per year.
- 7.2.5 Twenty-First through Twenty-Fourth Year of Service - For each additional year after the completion of twenty years of service through the twenty-fourth year, one additional day of annual leave per year is allowed.
- 7.2.6 During the first year of service, the Village Manager, Assistant Village Manager, Department Directors, Assistant Department Directors, and Division Heads shall accrue annual leave at the rate of 17 days per year. At the completion of one (1) year of employment through the completion of five (5) years of employment, these employees shall accumulate annual leave at the rate of 21 days per year. At the completion of five years of employment, these employees shall be entitled to 26 days per year.
- 7.2.7 Probationary employees begin accruing annual leave upon their first day of employment, although no more than three days may be taken during the first six (6) months of employment.
- 7.2.8 The time at which an employee shall take his/her annual leave shall be determined by the Department Director with due regard for the operational needs of the Village.
- 7.2.9 Holidays which occur during an employee's use of annual leave shall be charged as holidays and not as an annual leave.
- 7.2.10 An employee who resigns, with or without notice, or is terminated for any reason, will receive all earned, but unpaid annual leave.
- 7.3 USE OF ANNUAL LEAVE** – Annual leave may be used for any authorized purpose. The employee's Department Director or designee shall approve or disapprove of all annual leave requests. Annual leave may be requested on a first-come, first-serve basis. Except in those cases where it is used for illness, injury, or a stated emergency, an employee shall schedule the use of annual leave at least 2 days in advance. Vacation time shall be used in one hour increments.
- 7.3.1 - An employee may accumulate up to 40 total days of vacation leave. After 40 days no additional vacation leave may be accrued.
- 7.4 REFUSAL OR CANCELLATION OF ANNUAL LEAVE** - The Department Director or his/her designee may refuse to approve a vacation leave request if he/she finds the time period requested to be inappropriate, or is unreasonably detrimental to maintaining effective Village operations.
- 7.5 BENEFIT PACKAGE** - The Village Benefit Package is available for all regular, full-time employees. This package includes not only the aforementioned paid holidays and vacation leave, but also consists of a major portion of the payment for medical insurance,

dental insurance, life insurance, an employee assistance program and optional coverage for the employee's dependents. More information may be obtained from the Assistant Village Manager. (**See Appendix**)

7.6 TUITION ASSISTANCE PROGRAM- The purpose of the Tuition Assistance Plan (TAP) is to encourage employees to pursue continued education which will benefit both the employee and the Village. This program is intended to be used for long-term, degree-seeking course work. Seminars or short courses, or credit courses expressly required by the Village, are not to be considered as part of this program, and fees will be prepaid in total by the Village. The cost of short courses and seminars is not to be added into the total allowable benefit under the TAP.

7.6.1. POLICY: The Village of Glen Ellyn wishes to be, whenever possible, a participant in the cost of relevant educational programs for employees interested in attaining a higher level of technical or general competence through continued education. Such course work should provide employees with knowledge and skills necessary to increase proficiency on their present jobs, and/or to prepare them for appropriate promotional opportunities.

7.6.2. RESPONSIBILITY: It is the responsibility of each Department Director to see that eligible employees are aware of the provisions of this program, and to assure that its rules of eligibility are met.

7.6.3. ELIGIBILITY RULES:

- A. An applicant must have satisfactorily completed his or her probationary period before that person is eligible to participate in the program.
- B. An employee is not eligible for participation in the TAP unless evaluated to be in good standing in his or her present position.
- C. An employee is eligible under the TAP only after all other sources of assistance are exhausted (Veteran's benefits, grants or other tuition assistance sources). In no case can any combination of assistance exceed the total cost of the course.

7.6.4. SCHOOLS: Applications may be made only for attendance at a school of recognized educational standing, such as an approved high school, or accredited college or university, correspondence school or vocational school. Applicants may be required to furnish information as to the accreditation of particular institutions or programs.

7.6.5. COURSES:

- A. Courses must be related to the duties of the positions held by the employee or be in preparation for greater responsibility in his or her general field of work.
- B. Courses may not be included which can be more effectively or economically completed as in-service training.
- C. Employees are expected to take courses on their own time, except under circumstances approved by the Department Director. In no case will the Village pay an employee overtime to take a course under this plan.
- D. Courses repeated or audited will not be eligible for assistance.

7.6.6. APPLICATION PROCEDURES:

- A. To be eligible for the TAP, Department Director permission must be received.
- B. The TAP-1 form should be completed and forwarded to the Department Director for approval.
- C. Upon approval, the TAP-1 form will be returned to the point of origin, and the employee notified. A copy should be forwarded to the Assistant Village Manager for review and approval. A TAP-1 form must be completed and approved prior to enrollment in each course.

7.6.7. APPLICATION FOR REIMBURSEMENT:

- A. Eligible employees may be reimbursed for up to \$2,400 per Village fiscal year for tuition and books for approved courses. The Village fiscal year is January 1 through December 31. Reimbursement per credit hour shall not exceed \$200. The reimbursement per credit hour is a maximum allowable and is inclusive of all educational costs such as books, course fees and supplies.
- B. Reimbursement will be made upon successful completion of the course, with a grade of C or better. Failure to attain a grade of C or better will subject the employee affected to return to the Village in-full, all amounts advanced to him/her for that course.
- C. Upon completion of an approved course, the employee shall receive the appropriate reimbursement provided that:
 - a. a copy of the pre-approved TAP-1 form is submitted to the Assistant Village Manager;
 - b. a transcript of the final grade is submitted as evidence of completion of the course with the final grade of C or better;
 - c. receipts are provided showing the amount paid by the employee per credit hour and all other educational costs incurred;
 - d. that the above information is submitted to the Department Director for review and approval.
- D. After approval by the Department Director, the above items should be forwarded to the Assistant Village Manager for processing.

7.6.8. GENERAL PROVISIONS:

- A. Approval of tuition reimbursement is contingent upon the availability of funds in the current year budget and the adherence to the policies and procedures outlined in this document. Annual funding of this program is not guaranteed.
- B. An employee leaving Village employment or dropping a course prior to completion shall not be entitled to assistance.
- C. An employee leaving Village employment before one (1) year following receipt of assistance will be required to reimburse the Village for one-half ($\frac{1}{2}$) the amount paid on his or her behalf. The employee agrees to consent to the deduction of any amounts owed at the time the employee terminates employment, even if such deduction is greater than 15 percent of the employee's final pay. If the repayment amount is greater than the employee's final compensation, the employee will agree to repay within 30 days of termination.
- D. In cases of unusual financial need, the Village manager may authorize an

advance for tuition benefits. This advance shall be considered a loan by the Village until such time as the applicant successfully completes the course for which the advance was provided. In such cases, the Tuition Advance Agreement must be executed and signed by the employee and the Department Director. The request must then be approved by the Village Manager.

- E. In cases where an employee may wish to pursue an accelerated degree program, Village assistance may be accelerated based upon the recommendation of the Department Director with approval of the Village Manager. An accelerated degree program for purposes of the \$2,400 annual maximum is defined as completion of course work which exceeds 12 credit hours in a one-year period.

7.7 CONTINUATION OF INSURANCE COVERAGE - Employees who are injured or ill for long periods of time (and who have exhausted all accrued leaves available to them) may be eligible for a disability pension, in accordance with the rules of IMRF or the Police Pension Fund. During the first 90 days that the employee is receiving a disability pension, the Village will continue to pay the Village's share of insurance premiums. Employees on a disability pension or on a retirement pension may be covered under the Village's insurance, but the individual must pay the full cost of the insurance premiums as long as they receive pension benefits.

7.7.1 Employees Leaving Employment - Employees who leave the employment of the Village for reasons other than retirement, disability or gross misconduct may continue to receive COBRA coverage under the Village's health insurance plan for 18 months, or Medicare eligibility, whichever occurs first, provided they pay the full premium costs.

7.8 EMPLOYEE TRAINING – The Village will pay for Supervisor approved employee training. The training should facilitate the employee's performance, productivity, job satisfaction, and advancement. All training must be consistent with the needs, obligations and responsibilities of the Village and its constituents.

7.9 HEPATITIS VACCINE - When hired, certain employees in designated safety-sensitive positions are offered the option of receiving the Hepatitis B vaccine. The vaccine is administered at the cost of the Village. Employees in the Public Works, Glenbard Wastewater Authority, and Police Departments have additional vaccine options.

7.10 CHANGE OF DEPENDENTS OR MARITAL STATUS - Any change of dependents (i.e. births, adoptions, and changes in custody) or change of marital status must be reported to Human Resources in writing within 31 calendar days of the occurrence. An insurance change form must be completed and submitted to Human Resources. Failure to report changes within 31 calendar days will result in the loss of health care benefits of the dependent. The employee will then have to wait for the next open enrollment period or submit evidence of insurability to the provider in order to obtain dependent coverage.

CHAPTER 8

LEAVES OF ABSENCE

8.1 SICK LEAVE - Sick leave shall be used for the purpose for which it was intended, that being to provide an employee protection against loss of pay due to illness or injury. Sick leave may not be converted into any other form of compensation. Sick leave shall not be considered as a privilege which an employee may use at his/ her discretion, but shall be allowed only in case of necessity and actual sickness or disability of the employee. Sick leave will not be paid out when an employee terminates employment with the Village.

8.1.1 Sick Leave Use- Employees must use annual leave for absences from work for three (3) consecutive days or less, reported to their supervisor, for reasons provided in Section 8.1. Thereafter, an employee should use accrued sick leave for any period of absence due to illness or injury.

When an employee is absent from work for more than eleven (11) or more consecutive work days, because of reasons defined in Section 8.1, they shall have the three (3) initial compensated leave days (annual leave), that were taken prior to use of sick leave credited to the employee. When an employee uses sick leave because of reasons defined in Section 8.1, the Village may require a doctor's certificate:

- A. Attesting to the illness or injury;
- B. Attesting to the fact that the employee is fit to return to duty.

When an employee is on sick leave, the Village retains the right to require an employee to see a physician of the Village's choice, at the Village's cost.

8.1.2 Accumulation of Sick Leave – A full time employee who has completed one year of service shall be granted six (6) days of sick leave on January 1 of each year. An employee with less than one year of service shall be granted sick leave on a prorated basis beginning with the first full month of employment. Sick leave may be accumulated to a maximum of one hundred twenty (120) work days. Sick leave shall not be accumulated during any period an employee is laid off or on an unpaid leave of absence.

8.1.3 Notification - An employee anticipating the use of accrued sick leave shall report the reason for his absence from duty to his supervisor. During any period of illness or injury, an employee must regularly update their supervisor, notifying the supervisor of the condition of the employee.

8.1.4 To the extent permitted by law, an employee who has reported sick is expected to use good judgement and remain at their residence during the time they would otherwise have been working, unless hospitalized, visiting a doctor, or obtaining medication or treatment as prescribed by a doctor. An employee shall not engage in any other employment during the time he/ she is granted the use of accrued sick leave.

8.1.5 Workers Compensation - Sick leave or any compensated leave shall not be used for absence due to a work-related injury for which compensation is provided under the Worker's Compensation Act. In cases where Workers Compensation is paid after an employee's accrued sick leave or other forms of compensated leave are used, that sick leave will be credited to the employee.

- 8.1.6 Insufficient Sick Leave - **Except in cases covered by Section 8.4 (FMLA Leave)**, if an employee's illness or period of recovery exceeds the amount of accrued sick leave, the employee may use accrued annual leave, compensatory leave, or be placed on leave without pay.
- 8.1.7 Use by Probationary Employees - A probationary employee may use accrued sick leave upon the completion of three (3) months of employment. Promotional, probationary employees may use accrued sick leave during their probationary period.
- 8.1.8 In the event that an employee becomes ill during the work day, the Village may send the worker home for his own well being, and the well being of fellow workers.
- 8.1.9 In the case of a life-threatening illness or injury to an employee's spouse or child requiring the attendance of the employee at the bedside, the Village Manager may consider the use of the sick leave bank. Such use could be allowed after a period of three days, and each case would be considered by the Village Manager based upon its individual merits.

- 8.2 BEREAVEMENT LEAVE** - Full time and part-time, regular employees, in the event of death in the immediate family, shall be eligible for a maximum of five (5) consecutive working days of paid leave when approved by the Department Director. The immediate family is defined as an employee's spouse, children, step-children, parents, step-parents, brothers, sisters, spouse's parents, and spouse's step-parents.

Employees are allowed up to a maximum three (3) days of paid leave in the event of death of the employee's extended family, which is defined as: brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent.

Absence may be extended if deemed necessary by the Department Director and approved the Village Manager or his/her designee. These additional leave days will be deducted from the employee's accrued, compensatory leave, annual leave, or leave without pay. In the event of a death not in the employee's immediate family, leave will be deducted from the employee's accrued compensatory leave, annual leave, Floating Holidays, or leave without pay.

8.3 OTHER LEAVES OF ABSENCE

- 8.3.1 Jury Duty – The Village strongly encourages all employees to fulfill their civic obligation to serve on jury duty. The Village will provide regular pay to regular full-time employees for work hours missed due to jury duty. The Village will also provide regular pay to part-time employees for any hours they were scheduled to work but missed due to jury duty. An employee called for jury duty must present his/ her Supervisor with a copy of the jury summons in advance of the jury dates. Following jury duty, employees must present their Supervisor with a receipt or receipts from the Court Clerk evidencing their service dates. Employees are permitted to keep any payment from the court.
- 8.3.2 Official Training - Leave with pay may also be granted for the purpose of allowing a regular, full or part-time employee to engage in official training courses or to participate in other official activities with the approval of the Department Manager.
- 8.3.3 Leave to Vote -Illinois law provides all employees, upon at least one day's notice, up to two paid hours during the work day in order to vote. The leave applies to all scheduled and special elections, including primaries. To be eligible for this paid leave, an

employee's working hours must begin less than two hours after the opening of the polls and end less than two hours before the closing of polls.

- 8.3.4 Illinois School Visitation Act – Employees may take up to eight hours of unpaid leave per school year, with no more than four hours taken in a day, for school visitation. Written notice is required. This leave is intended as a last resort for employees who have no paid leave available. The Village will attempt to make reasonable efforts to accommodate an employee who wishes to make up the time missed, provided it is not a disruption to normal Village operations.
- 8.3.5 Nursing Mothers in the Workplace Act- The Village will provide reasonable break times for nursing mothers by providing unpaid break time each day to an employee who needs to express breast milk for her infant child. The Village will also make reasonable efforts to provide a location where the employee can express her milk in privacy.
- 8.3.6 Victim's Economic Security and Safety Act (VESSA)- The Act provides victims of domestic violence or sexual violence or employees, who have a family member who is the victim of domestic or sexual violence, to take up to twelve weeks of unpaid leave during any twelve month period to address the issues involved. Employees should promptly inform the Assistant Village Manager of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns to the Village with regard to intimate partner violence.
- 8.3.7 Employee Blood Donation Leave Act- With appropriate notice, any full-time employee who has been employed for at least 6 months, may use one hour or more if authorized by the Village to donate blood every 56 days in accordance with appropriate medical standards.

8.4 FAMILY AND MEDICAL LEAVE - Village employees may be eligible for leave under the Family and Medical Leave Act of 1993, and the 2008 amendments thereto (FMLA) if they meet the following requirements:

- 8.4.1 Eligibility - An employee must have:
 - (a) been employed by the Village for at least twelve months; and
 - (b) worked at least 1,250 hours during the twelve months prior to the start of the leave.
- 8.4.2 Use of Leave - FMLA leave may be used for any of the following events:
 - (a) the birth and/or care of a newborn child of the employee;
 - (b) placement of a child for adoption or foster care with the employee;
 - (c) to care for the employee's spouse, child or parent with a serious health condition;
 - (d) for a serious health condition that makes the employee unable to perform the functions of the employee's job.
 - (e) qualifying exigencies related to a covered family member's active military duty; and/or
 - (f) to care for a covered service member with a serious injury or illness
- 8.4.3 Leave Benefits -
 - (a) Eligible employees may request up to twelve (12) work weeks of leave in any leave year for reasons (a) thru (e) listed above. Eligible employees may request up to an additional fourteen (14) work weeks (maximum 26 weeks total) of leave

in any leave year for military caregiver leave (reason (f) listed above). A "leave year" shall be a rolling twelve-month period measured backward from the date of an employee's use of FMLA leave. . Each time an employee takes leave, the Village will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

- (b) At the commencement of FMLA leave, employees shall be required to first use their paid leave time as follows:
 - (i) For leaves under Section 8.4.2(a), (b), and (c) above, employees must first use their accrued but unused annual leave.
 - (ii) For leave under Section 8.4.2(d) above, employees must first use their accrued, but unused, sick leave and annual leave in the order listed. Once the employee's paid leave has been exhausted, the remainder of the leave (up to twelve (12)) weeks total, shall be unpaid.

8.4.4 - Use of Paid and Unpaid Leave - All paid leave runs concurrently with FMLA leave. Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

- (c) While on unpaid FMLA leave, employees shall remain covered by the Village's health plan under the same terms applicable to the employee on the day prior to the start of the leave.
- (d) Employees may request FMLA leave in the form of intermittent leave or an amended work schedule, to accommodate the employee's condition and need for treatment (for example, to accommodate scheduled dialysis treatment). Such intermittent leave shall not exceed the equivalent of twelve (12) work weeks in a leave year.
- (e) At the expiration of FMLA leave, the employee will usually be entitled to return to the same position or an equivalent position. If the employee cannot return to work at the end of the twelve weeks, the employee may be terminated.

8.4.5 Procedures to Commence Leave:

- (a) In cases of childbirth and other foreseeable leaves, employees are required to give thirty (30) day's notice of their request for leave. Such requests should be tendered in writing to the Department Director. If an employee fails to give thirty (30) days' notice for a foreseeable leave, without any reasonable excuse for the delay, the Village reserves the right to deny FMLA leave until at least thirty (30) days after the employee's actual notice.
- (b) In cases where the thirty (30) days' notice is impossible, or the leave is unforeseeable, the employee must give written notice to the Department Manager as soon as possible.
- (c) Where FMLA leave is requested in connection with a serious condition of the employee or a relative, the Village will require certification of the condition from the treating physician.
- (d) Where FMLA leave is requested in connection with a serious condition of the employee's covered service member, the Village will require certification of the condition from either the service member's military or private treating physician.
- (e) **Designation of FMLA Leave-** Within five business days after the employee has submitted the appropriate certification form, the HR manager will provide the employee with a written response to the employee's request for FMLA leave.

8.4.6 Recertification:

The company may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

- 8.4.7 Failure to report to work at the expiration of the maximum FMLA leave to which the employee is entitled will be considered as a formal resignation by the employee. In the event that the employee fails to return to work upon the expiration of FMLA leave, the Village reserves the right to seek reimbursement for the health insurance premiums paid by the Village during such leave, as permitted by law.

8.4.8 Additional Considerations:

The specific circumstances and legal implications surrounding requests for, and the grants or denials of, FMLA leaves can be complicated. In all cases, requesting employees are advised to make an appointment with the Village Manager designee to discuss their circumstances sufficiently in advance to allow time for proper consideration of their requests.

- 8.5 MILITARY LEAVE** - The Village shall comply with the requirements of all current state and federal statutes regarding military leave, compensation, benefits, and reinstatement, including but not limited to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) or as amended; the Public Employee Armed Services Rights Act, 5 ILCS 330/10 or as amended; the Local Government Employees Benefits Continuation Act, 50 ILCS 140 or as amended; and the Illinois Family Military Leave Act, 820 ILCS 151/1 et seq. or as amended. An employee is required to provide evidence of military orders to the extent required by law.

8.5.1 - Family Military Leave - The Village will provide you with unpaid Family Military Leave in accordance with state and federal law if you have at least 12 months of employment with the Village and have worked at least 1,250 hours during the 12 month period immediately preceding the commencement of the leave.

An employee who is a spouse, parent or child of an individual who: a) is a member of a regular component of the Armed Forces deployed to a foreign country; or b) who is a member of a reserve component of the Armed Forces called or ordered to active duty and deployed to a foreign country under a call or order to active duty may be eligible for leave to attend to exigencies arising out of such active duty ("Non-Medical Family Military Leave") or to provide care for a service member ("Medical Family Military Leave"). An eligible employee who is the grandparent of a person called to military service lasting longer than 30 days pursuant to a state or federal deployment order may also be entitled to up to 15 days of unpaid family military leave during the time the deployment order is in effect, if the employee has exhausted all available vacation and personal time.

8.5.2 - NON-MEDICAL FAMILY MILITARY LEAVE - An eligible employee may take up to twelve weeks of leave to attend to exigencies during deployment to a foreign country or a call or order for such deployment of a spouse, or a son, daughter, or parent, of the employee. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling

sessions, and attending post-deployment reintegration briefings.

- a) If your need for leave is foreseeable, you must give the Village at least 14 days prior written notice if you are requesting leave for 5 or more days. Where the need for leave is not foreseeable or where you need to take fewer than 5 days of leave, you are expected to notify the Village of your need for time off as soon as you learn of such need, generally on the same day. Such leave may be taken intermittently or on a reduced schedule.
- b) The Village will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave (<http://www.dol.gov>).
- c) Employees will be required to use accrued vacation and personal time during Non-Medical Family Military Leave. To the extent this leave extends beyond all such accrued leave, the remainder of leave will be unpaid. Also, Non-Medical Family Military Leave will be counted against your annual twelve week FMLA allotment as measured on a rolling backward basis. An employee will not be entitled to more than twelve weeks of Non-Medical Family Military or FMLA leave, paid or unpaid. During an approved Non-Medical Family Military Leave, you remain entitled to continue your group health insurance as if you continued to be actively employed. When your leave is unpaid, you must arrange to pay your portion of the health insurance premium, as your health coverage may cease if your premium payment is more than 30 days late. At the conclusion of Non-Medical Family Military Leave, you shall be restored to your same position with the Village or to an equivalent position. If you fail to return from leave, you may be required to reimburse the Village for the cost of the premiums it paid to continue your health insurance during leave, unless you cannot return to work due to circumstances beyond your control.

8.5.3 MEDICAL FAMILY MILITARY LEAVE - If you are eligible, you may take up to twenty-six (26) weeks to care for a spouse, parent, child or an individual for whom you are the nearest blood relative: a) who has a serious injury or illness that was incurred in or that existed prior to and was aggravated in the line of duty while on active military and that may render the service member medically unfit to perform the duties of his or her military position; or b) who is a veteran who undergoes medical treatment, recuperation or therapy for such a serious injury or illness during a 5-year period following discharge from duty. Such leave must be completed within 12 months from the first day Family Military Leave is taken. Such leave may be taken intermittently or on a reduced schedule subject to the employee providing appropriate notice of the need for leave and certification from the service member's health care provider.

- a) If your need for leave is foreseeable, you must give the Village at least 30 days prior written notice. Where the need for leave is not foreseeable, you are expected to notify the Village of your need for time off as soon as you learn of such need, generally on the same day. Such leave may be taken intermittently or on a reduced schedule.
- b) The Village will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member (<http://www.dol.gov>).

- c) Employees will be required to use accrued vacation, personal and eligible sick time (as long as the reason for the absence is covered by the Village's sick leave policy) during Medical Family Military Leave. To the extent this leave extends beyond all such accrued leave, the remainder of leave will be unpaid.
- d) Medical Family Military Leave may be counted against an employee's annual twelve week FMLA allotment. An employee may take leave for other qualifying reasons under the FMLA during the twelve-month window that the employee is eligible for Medical Family Military Leave; however, combined leave under the FMLA is limited in two key regards: 1) an employee may not take more than twelve weeks of leave for any other reason than Medical Family Military Leave; and 2) any Medical Family Military Leave that is taken cannot exceed the difference between twenty-six weeks and the amount of leave taken within the employee's twelve-week allotment for other qualifying reasons. If a husband and wife both work for the Village and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.
- e) During an approved Medical Family Military Leave, you remain entitled to continue your group health insurance as if you continued to be actively employed. When your leave is unpaid, you must arrange to pay your portion of the health insurance premium, as your health coverage may cease if your premium payment is more than 30 days late. At the conclusion of Medical Family Military Leave, you shall be restored to your same position with the Village or to an equivalent position. If you fail to return from leave, you may be required to reimburse the Village for the cost of the premiums it paid to continue your health insurance during leave, unless you cannot return to work due to circumstances beyond your control.

8.6 UNPAID LEAVES- Employees who have exhausted all paid leave and FMLA leave available to them may request an unpaid leave of absence for personal reasons. Such requests must be submitted to the Village Manager for review, and must state the reasons for the request and the length of the leave time requested. Requests for unpaid leave shall be considered on a case-by-case basis, and shall be granted or denied at the discretion of the Village Manager, based upon the best interests of the Village. Factors considered in reviewing requests for unpaid leave may include, but shall not be limited to, the employment record of the employee, the function of the employee's position during his absence, the need for replacement services, the length and time of year of the leave requested and the impact that a grant of such leave would have on the operations of the affected department. Employees on unpaid leave of absence are not able to accrue annual and sick leave benefits or floating holidays provided by the Village while on such leave. If an unpaid leave is granted, the employee shall be responsible for payment of any and all premiums for health care insurance coverage during the leave.

8.7 ABSENCE WITHOUT LEAVE - An absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized shall be deemed to be an absence without leave. Any such absence shall be without pay and may be a subject for disciplinary action including termination. Any employee who is absent without leave for three (3) consecutive work days shall be deemed to have resigned.

CHAPTER 9

EMPLOYEE CONDUCT

- 9.1 PRINCIPLES OF SERVICE** – The Village of Glen Ellyn recognizes the importance of courteous and respectful internal relationships between co-workers and external relationships between co-workers and the public have in providing services to the public. The interests of the public are best served when professional, courteous, constructive and cooperative relationships exist between municipal officials –even when differences of opinion exist- and that maintaining this type of relationship is essential to providing quality service to the public (Administrative Order No. 14). The public includes, but is not limited to, Glen Ellyn and non-Glen Ellyn citizens and business people, visitors to Glen Ellyn, vendors, customers, other government officials, the general public and co-workers. The words and actions of all employees are a reflection of oneself and the Village. The words and actions of a single employee can impact the performance and attitude of other employees, as well as the delivery of Village services. It is important that Village employees strive to conduct themselves in a professional and courteous manner at all times. Therefore, the Village of Glen Ellyn has established the following principles of services.
- 9.1.1 Fostering Teamwork – The Village values its employees and seeks to foster a culture of teamwork. All employees should be committed to delivering and maintaining a relationship with fellow employees that is based on honesty, respect, trust and fairness.
 - 9.1.2 Communicating Effectively – Effective communication is an essential ingredient of successful organizations. Honest and clear communication helps to facilitate tasks, eliminate redundancy, provide direction, and promote understanding within the organization. Good communication – internally and externally – is a vital component of providing high quality services to the community.
 - 9.1.3 Providing Quality Customer Service – Employees shall consistently seek to provide services in a courteous manner. The Village prides itself in providing excellent services.
 - 9.1.4 Preserving These Principles – The Village is committed to cultivating and safeguarding these principles. Our ability to provide quality services to the public is jeopardized by unprofessional behaviors. Our ability to work effectively with one another also is dependent upon adherence to these principles of service. Conduct contrary to these principles is strongly discouraged and will not be tolerated.
 - 9.1.5 - All employees are expected to observe these principles of service. Successful adherence to these principles will be assessed during performance evaluations. Failure to observe these principles may negatively affect performance evaluations and lead to appropriate disciplinary action, including termination.
- 9.2 CONDUCT** - All employees are expected to conduct themselves and behave in a manner which is conducive to the efficient operation of the Village. Such conduct includes, but is not, limited to:
- 9.1.1 Reporting to work punctually as scheduled and being at the work station, ready for work, at the assigned time.

- 9.1.2 Notifying the supervisor when the employee will be absent from work or is unable to report on time.
- 9.1.3 Complying with all Village safety regulations.
- 9.1.4 Wearing clothing appropriate to the work being performed.
- 9.1.5 Performing assigned tasks and other duties assigned by their supervisor effectively and efficiently.
- 9.1.6 Eating meals only during meal periods and only in designated areas.
- 9.1.7 Maintaining work place and work area cleanliness and orderliness.
- 9.1.8 Treating all persons in a courteous and respectful manner at all times.
- 9.1.9 Refraining from behavior or conduct deemed offensive or undesirable or which is subject to disciplinary action.

9.3 PROHIBITED CONDUCT - The following conduct is prohibited and will subject the individual involved to disciplinary action up to and including termination. The following examples are illustrative of the type of conduct that is prohibited, but this list is not all-inclusive:

- 9.3.1 The use of alcoholic beverages or an illegal controlled substance on Village property, on Village business, at any time during the work day or reporting for work while under the influence of alcoholic beverages or an illegal controlled substance. The sale, manufacture, distribution or use of illegal, controlled substances under any circumstances is prohibited.
- 9.3.2 The use of profanity, abusive language, and/or discourteous actions directed toward fellow employees, supervisors, vendors, guests, or members of the public.
- 9.3.3 The unauthorized possession of firearms or other weapons on Village property.
- 9.3.4 Insubordination - the refusal by an employee to follow a supervisor's instruction concerning a job-related matter, and/or disrespect to a supervisor's appropriate authority.
- 9.3.5 Assault on a fellow employee or customer.
- 9.3.6 Misuse of Village property or of another's private property.
- 9.3.7 Gambling on Village property.
- 9.3.8 Falsifying or altering any Village record or report such as an application of employment, a production record, a time record, or any other employment, personnel, or Village record.
- 9.3.9 Unsatisfactory work performance, including failure to follow instructions or directions
- 9.3.10 Conviction of a criminal offense which involves moral turpitude or relates to the performance of an employee's duties.

- 9.3.11 Soliciting, inducing or attempting to induce an officer or employee of the Village to commit an unlawful act or to act in violation of any lawful regulation or order.
- 9.3.12 Taking any fee, reward, gift, gratuity, or other form of remuneration in addition to regular Village compensation from any source for the performance of duties in the capacity of an employee of the Village.
- 9.3.13 Conduct which brings discredit on the Village service.
- 9.3.14 Dishonesty in the performance of his/her duties.
- 9.3.15 Improper political activities during work hours or failure to comply with Village Ethics Policy. (Ethics Policy/ Chapter 12)
- 9.3.16 Abuse of sick leave, other compensated absences, or break/lunch periods; any unauthorized absence without leave.
- 9.3.17 Repeated failure/refusal to work overtime.
- 9.3.18 Verbal or physical conduct by any employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.
- 9.3.19 Use by an employee of the Village's name to further personal interests.
- 9.3.20 Appropriation and/or use of Village property and resources for the personal gain of the employee, without prior notice to and approval of the Village Manager.
- 9.3.21 Failure to adhere to the rules of conduct for the position and/or as stated in this Manual and the Ethics Policy.
- 9.3.22 Violating the Village's dress code;
- 9.3.23 Disclosing confidential records or information regarding or in any way related to the Village, its customers or its vendors.
- 9.3.24 Unauthorized use of Village photocopying equipment.
- 9.3.25 Defacing, destroying or removing (without prior authorization) signs, notices, postings or other literature posted by Village management.
- 9.3.26 Sleeping during working time.

- 9.4 PROHIBITION AGAINST SEXUAL HARRASSMENT / DISCRIMINATION / HOSTILE WORK ENVIRONMENT** - The Village of Glen Ellyn is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the Village of Glen Ellyn expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment. The Village of Glen Ellyn has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment,

discrimination and retaliation. The Village of Glen Ellyn will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has questions or concerns about these policies should talk with the Assistant Village Manager.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of the Village of Glen Ellyn prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

- 9.4.1 Equal Employment Opportunity** - It is the policy of the Village of Glen Ellyn to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. The Village of Glen Ellyn prohibits any such discrimination or harassment.
- 9.4.2 Retaliation/ Whistleblower Protection** - The Village of Glen Ellyn encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the Village of Glen Ellyn to promptly and thoroughly investigate such reports. The Village of Glen Ellyn prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.
- 9.4.3 Sexual harassment** - Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

9.4.4 Harassment - Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means. Employees shall be aware that the use of language, humor, terms or phrases which may not seem offensive or derogatory in a context outside the workplace (such as at home, in music, in film and in comedy) can and will be taken as offensive by others in our work setting and employees shall refrain from using such language

9.4.5 Workplace Bullying – 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.” The purpose of this policy is to communicate to all employees, including supervisors, managers and elected and appointed officials, that the Village will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meeting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The Village considers the following types of behavior examples of bullying:

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

9.4.6 Violence in the Workplace - All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, customer, vendor or member of the public will not be tolerated. Village resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace.

The Village treats threats coming from an abusive personal relationship as it does other forms of violence. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, Department Director, and/or Human Resources. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident. The Village encourages employees to bring their disputes to the attention of their supervisors or Human Resources before the situation escalates.

9.4.7 Individuals and Conduct Covered - These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to the Village of Glen Ellyn (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during off site work, business trips, business meetings and business-related social events.

9.4.8 Reporting an Incident of Harassment, Discrimination or Retaliation - The Village of Glen Ellyn encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor first, or if the immediate supervisor cannot or will not assist, his or her supervisor. Individuals may alternatively discuss their concerns with human resources, the Village Manager, Village Attorney or Village Ethics Officer. See the complaint procedure described below. In addition, the Village of Glen Ellyn encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. The Village of Glen Ellyn recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

9.4.9 Complaint Procedure - Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor first, or if the immediate supervisor cannot or will not assist, his or her supervisor. Individuals may alternatively discuss their concerns with their Department Director, Assistant Village Manager, the Village Manager, Village Attorney and/or Village Ethics Officer.

- a) The Village of Glen Ellyn encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to

be the most effective method of resolving actual or perceived incidents of harassment.

- b) Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.
- c) Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.
- d) Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.
- e) Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as the Village of Glen Ellyn believes appropriate under the circumstances.
- f) If a party to a complaint does not agree with its resolution, that party may appeal to the Village of Glen Ellyn's Village Manager. False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.
- g) Additional Information- In addition to the internal procedures described above, any employee who believes they have been subject to sexual harassment or retaliation for opposing such harassment, has the right to file a complaint with the Illinois Department of Human Rights, 100 West Randolph Street, Chicago, IL. 60601; (312) 814-6245 and/or the Equal Employment Opportunity Commission, Suite 2800, 500 West Madison Street, Chicago, IL. 60601; (312) 353-2713. The Illinois Human Rights Act provides that complaints of harassment must be filed within 180 days of the alleged incident. A complaint with the EEOC must be filed within 300 days of the alleged incident.

9.4.10 Non-Fraternization Policy - The Village prohibits employees who are in a romantic or consensual sexual relationship from serving in a supervisory capacity with respect to each other (an employee who reports directly or indirectly to that person), because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others or, at a later date, by the staff member him or herself as having been given as the result of coercion or intimidation. The

atmosphere created by such appearances of bias, favoritism, intimidation, or coercion or exploitation undermines the spirit of trust and mutual respect which is essential to a healthy work environment. Accordingly, employees are expected to promptly report any such conflicts to the Department Director and/or Assistant Village Manager.

Once the relationship is made known to the Department Director, he/she must immediately report the situation to the Village Manager or his/her designee. The Village Manager or his/her designee will evaluate 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.), and will determine whether one or both parties need to be moved to another job or department.

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 parties will contact the Assistant Village Manager, who 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 and to what extent one or both parties should be moved to another job or department.

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.

9.5 ATTIRE AND GROOMING - All employees are required to maintain a clean, well-groomed appearance in conjunction with the position they hold, suitable for the work they perform and reflects favorably on the Village's image and identity. It is the responsibility of the Supervisors to monitor employees' dress, personal appearance and hygiene within their respective departments. An employee's immediate Supervisor will discuss the subject of personal appearance or personal hygiene with the employee if it is felt that appearance or hygiene does not positively reflect the image of the Village. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Violation of this policy may be considered cause for disciplinary action.

9.6 RESIDENT COMMUNICATION – Interaction between Village employees and citizens typically are based on the citizens need to access Village services or to address problems associated with established services or ordinances. Citizens' needs and concerns can be expressed in myriad ways, and employees are expected to treat all citizens in a courteous and professional manner. It is important that Village personnel consistently convey our desire and intent to provide quality service.

9.6.1 - In those instances when citizens are angry and express their displeasure, employees must recognize that complaints made by citizens are not always intended to be a personal attack. Rather, employees should listen to the citizen with a sincere focus on how best to resolve the problem. Responding to an angry citizen with a respectful and balanced discussion is the best way to diffuse a sensitive situation. However, if an employee is made to feel threatened, or if the situation escalates so that the employee feels safety is an issue, he/she should excuse him/herself and seek assistance from a supervisor, or call 911 if the situation dictates.

9.7 MEDIA RELATIONS - The following procedures and standards will be used by all departments as applicable to media relations within the Village of Glen Ellyn.

9.7.1 Spokesperson – In most cases there will be one spokesperson designated for response to each inquiry. For village-wide inquiries, the spokesperson will most often be the Village Manager or the Communications Coordinator. For Department related issues, the spokesperson will most often be the Department Head. The spokesperson will work directly with the Communications Coordinator to insure that the information for specific media issues is communicated appropriately.

9.7.2 Primary Village Contact – The Communications Coordinator will serve as the primary source of Village information, providing background, information about Village issues, projects and services.

9.7.3 Priority Attention – Priority attention should be given to all media inquiries. Every effort should be made to meet media deadlines and insure that all information released is accurate. Accuracy of information takes priority over media deadlines.

9.7.4 Routine Media Requests – Routine requests may be responded to by an employee if the response is of a factual, incidental or inconsequential nature.

9.7.5 Non Routine Media Requests – Non routine requests should be forwarded to the Communications Coordinator prior to response. These may include responses that require the interpretation of policy, employee information and emergency situations. In these cases, the Coordinator will work with the appropriate Department Head and the Village Manager in drafting a response.

9.8 POLITICAL ACTIVITY - In compliance with the requirements of 65 ILCS 5/10-1-27.1, the Village does not prohibit any employee from exercising his political rights to engage in political activities, including the right to petition, make speeches, campaign door-to-door, and to run for public office, providing the employee does not use his position with the Village to coerce or influence others and does not engage in these activities while he/ she is on duty at work. (See Ethics Policy/ Chapter 12)

9.9 CONFLICTS OF INTEREST PROCEDURES - As a general rule, public employment requires a higher standard of conduct than does private employment. Potential conflicts of interest must always be considered, and situations which create an actual conflict of loyalty or interest or even the appearance of such a conflict must be scrupulously avoided (See Ethics Policy Chapter 12). The Ethics Officer will discuss the situation with relevant parties and determine if a conflict exists and if further action is required.

9.10 DRUG AND ALCOHOL ABUSE POLICY - The Village and its residents have the right to expect that individuals employed by the Village will not report to work under the influence of drugs or alcohol. Some departments are required to submit to random testing. If a Department Director suspects an employee of reporting to work intoxicated, they shall remove the employee from the work place and require that the employee submit to a drug/ alcohol test and/or other appropriate test. Such reasonable suspicion shall be investigated and documented with a copy provided to the employee within a reasonable time after such test is ordered.

9.10.1 Reasonable Suspicion Standard – Reasonable Suspicion shall be deemed to exist if the facts and circumstances warrant rational inferences by a supervisor that an employee is using and/or is physically or mentally impaired due to being under the influence of a controlled substance. Reasonable suspicion is based upon:

- a) When a trained supervisor observes that a reasonable suspicion exists based on specific, contemporaneous observations concerning the appearance, behavior, speech or body odors of the employee
- b) When a Department Head or another trained supervisor confirms the reasonable suspicion determination
- c) When an employee has been arrested or indicted for conduct involving illegal drug related activity on or off duty
- d) When an employee is involved in an on the job injury causing reasonable suspicion of drug or alcohol use
- e) When an employee causes or contributes to an on duty accident resulting in damage to a Village vehicle, machinery, equipment, or property and/or resulting in injury (In these instances, the investigation and testing must take place within two (2) hours of the incident. Under no circumstances will the employee be allowed to drive.)

9.10.2 - If the employee refuses to undergo the test or if an employee's test confirms the use of an illegal controlled substance or alcohol, the Village will deal with the employee pursuant to Section 9 (Employee Conduct) of the Employee Manual.

9.10.3 - Random Testing Program:

- a) In order to comply with Federal requirements, any Village employee required to hold a commercial driver's license (CDL) as a condition of employment, shall be tested as set forth in the Safety Manual. All CDL licensed employees are subject to random testing.
- b) Due to the safety sensitive functions of these positions, the following positions are subject to random drug & alcohol testing on a quarterly basis: 1) Sworn Police Personnel 2) Community Service Officers 3) Glenbard Wastewater Authority operations employees, 4) Public Works CDL holders.

9.10.3 - Drug Free Workplace – The Village of Glen Ellyn is a drug and alcohol free workplace. The use of or being under the influence of illegal drugs and/or alcohol is inconsistent with the expected behavior of Village employees. The illegal use of drugs and alcohol and misuse of prescribed drugs subjects employees and Village residents to unacceptable safety risks.

9.10.4 - Alcoholism and Drug Dependency – Confirmed Alcoholism and Drug Dependency is acknowledged as a disease and may be treated as any other illness. An alcoholic or drug dependent employee compromises their safety and the safety of others. The employee or their supervisor may contact the Assistant Village Manager Office for assistance.

9.10.5 - Smoke Free Workplace

- a) No Village staff member will be permitted to smoke in any Village building used by the public or as a place of work.
- b) No Village staff member will be permitted to smoke in any Village vehicle.
- c) In accordance with state law, smoking areas for the public may be designated by those staff members responsible for the management of Village buildings.

9.11 PRIVACY INTERESTS - The Village provides various electronic, mechanical and other technical devices to facilitate employees' work for the Village. Such devices include, but are not limited to, computers, fax machines, cell phones, copiers, flash drives, and the like. All Village-owned equipment is solely to be used by employees in the performance of their duties.

The Village retains the right to monitor and inspect all Village property and its use, as well as any work product derived there from, including but not limited to computer drives, electronic files, electronic transmissions sent/received via Village devices, billing records in connection thereto, and the like. The Village retains all rights of ownership over Village equipment, as well as the right to inspect same from time to time, including but not limited to work spaces, desks, lockers, village vehicles, tool boxes, file cabinets, and the like with the sole exception of employees' personal, enclosed belongings (such as purses, handbags, and the like) stored in Village-owned desk drawers or lockers. Village employees are advised that they have no expectation of privacy in any piece of equipment, furniture, tool, electronic device or other piece of apparatus owned by the Village. The Village retains duplicate sets of keys for all desks and cabinets. Employees are advised not to keep confidential and personal information, materials or belongings on Village property or stored in Village computers. Any use of Village equipment for personal reasons shall not be permissible unless the employee has received prior authorization from their Department Manager. Any unauthorized use of Village equipment or devices may result in employee discipline, up to and including discharge.

9.11.1 Freedom of Information Act Rules (FOIA) - The Freedom of Information Act provides an open process for access to records in the possession of public agencies, like the Village of Glen Ellyn. Reports, forms, emails, memos, letters, recordings and all other types of documentary materials pertaining to public business may be accessed by any private citizen or entity. Employees should refrain from electronic or any communication that denigrates or shows hostility to any individual or agency. Section 9.4 outlines prohibitive conduct, professional communication and correspondence. Employees should be aware that any inappropriate conduct that increases liability or discredits the Village will result in employee discipline. Some FOIA documents may be subject to confidentiality laws. The rules are found in the Illinois Administrative Code. All employees should understand that all communications at the workplace may be subject to FOIA.

9.12 CONSUMER REPORTS - In compliance with the employee notice and consent provisions of the Fair Credit Reporting Act, please be advised that the Village may at any time request a consumer report in connection with your employment with the Village. This report from a consumer-reporting agency may include information bearing on your character, general reputation, personal characteristics, and mode of living. It is the Village's normal practice to limit the consumer report to driving records available from the Illinois Secretary of State.

9.12.1 In addition, the Village's insurance company may also request a consumer report on you. Again, this report would typically be limited to driving records available from the Illinois Secretary of State. The purpose of this request is for business insurance underwriting purposes. The insurance company is not your employer or prospective employer, and does not make any employment decision related to you. The Village will provide you notice of your rights under the Fair Credit Reporting Act, before requesting such a report. Please contact Human Resources if you have any questions.

9.13 LOSS OF PERSONAL PROPERTY - Employees should maintain control of their personal property at work at all times. Articles of personal property that are found should be returned to the property owner or turned in to your Supervisor. The Village assumes no responsibility for loss, damage to or theft of your personal belongings on Village premises. Employees are advised not to carry large sums of money or other valuables with them to work or while working.

9.13.1 Employees suffering damage or loss of personal belongings because of an on-the-job accident should report the incident immediately to their Supervisor. Determination of payment for costs incurred due to such accidents will be made on a case by case basis, in

consultation with the Department Director, and approval of the Village Manager or his/her designee. Personal cell phones damaged on the job will generally not be replaced or paid for by the Village.

9.14 RETURN OF VILLAGE PROPERTY - An employee, who is separated from the Village service, whether voluntarily or involuntarily, will be held responsible for the return of all Village property, keys, cell phones, records and/or uniforms in his or her possession at the time of separation. Such property must be returned to the Department Director or Assistant Village Manager upon separation. Failure to return property may necessitate Village action for recovery.

CHAPTER 10

EMPLOYEE DISCIPLINE, PENALTIES AND SEPARATION

- 10.1 POLICY** - It is the policy of the Village that any regular full or part-time employee who violates any of the Village's standards of job performance and behavior for minor offenses may be afforded the benefit of progressive disciplinary action as set forth below as a means of encouraging proper employee behavior and job performance. To insure consistent and fair practice, all Supervisors should use the Village of Glen Ellyn Supervision Report form to document the date of the meeting, and those present, as well as the issue. The form is included in the Appendix of this manual.
- A. On the occasion of the first incident, the supervisor may take the following action:
 - 1. Meet with the employee to discuss the matter.
 - 2. Inform the employee of the nature of the problem and the action necessary to correct it.
 - 3. Prepare written documentation for the supervisor's own records indicating the meeting has taken place, and areas for improvement have been addressed
 - B. Should a second incident occur, the supervisor may hold a second meeting with the employee at which time the following action may be taken:
 - 1. Issue a written reprimand to the employee.
 - 2. Warn the employee that a third incident will result in severe disciplinary action, including the possibility of recommendation for a suspension without pay or termination.
 - 3. Prepare and forward to the Village Manager and Assistant Village Manager a written report describing the first and second incidents and summarizing the action taken during this meeting with the employee.
 - C. Should additional incidents occur, the supervisor, in conjunction with the Department Manager, may proceed as follows:
 - 1. Place the employee on Administrative Leave with or without pay prior to conducting an informal, pre-disciplinary hearing conducted by the Village Manager or designee.
 - 2. Recommend demotion, suspension, or termination of the employee and forward to the Department Manager and the Village Manager a written report describing the violations, indicating the timing between the violations, and summarizing the action taken or recommended and the justifications.

3. The Village Manager or designee may conduct an informal, pre-discipline hearing on a date determined by the Village Manager to provide an opportunity to the employee to present their version of any alleged incident(s) prior to disciplinary action. This may include, but shall not be limited to, meeting with an employee prior to administering discipline, informing the employee of the allegations against him, and allowing the employee to respond with his/ her version of the facts.
- D. In cases involving major offenses or serious misconduct the employee will be placed on paid or unpaid administrative leave. Prior to any suspension or termination decision an investigation will take place. This is not all-inclusive, is not meant as an absolute procedure and does not grant any rights to any "At -Will" employee, except those stated in Section 10.1(C)(3).

10.2 DEMOTION

- 10.2.1 A demotion is the involuntary or voluntary transfer of an employee from his current position to a lower work position. A Department Manager may recommend to the Village Manager that the salary of an employee be reduced and/or that the responsibilities of the employee be reduced to a lower position.
- 10.2.2 A written statement of the reasons for any contemplated demotion shall be furnished to the employee and a copy filed with the Village Manager. A demotion shall not be effective until confirmed by the Village Manager.

10.3 SUSPENSION

The Village Manager may suspend an employee without pay for disciplinary purposes as recommended by the Department Manager. Such suspension will not be ordered until the Village Manager or his designee has conducted an informal, pre-discipline hearing with the employee as stated in Section 10.1(C)(3).

10.4 LAYOFFS

- 10.4.1 The Department Director, with the approval of the Village Manager, may lay off an employee when deemed necessary by reason of shortage of work or Village funds, the abolition of the position, material change in the duties of the organization, or for other related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee. In addition, if an employee loses a credential necessary to perform his duties, (such as a driver's license) the employee may be assigned other appropriate work if available. If no such work is available, the employee may be laid off without pay until such credentials are restored.
- 10.4.2 The duties performed by the laid off employee may be reassigned to other employees.
- 10.4.3 No temporary or permanent separation of an employee from Village service as a penalty or disciplinary action shall be considered as a layoff.

10.4.4 When conditions permit, employees on layoff status may be given consideration for reinstatement. Employees who are laid off for more than twelve (12) months will be considered terminated.

10.5 TERMINATION / RESIGNATION

- A. A probationary or an "At-Will" employee may be terminated at any time, for any reason, with or without notice or cause.
- B. A terminated employee will be paid only for work hours completed before their release.
- C. An employee who is terminated may, upon request, be given written reasons for the action.
- D. The Village requests that an employee, who wishes to resign, give their Department Manager at least two (2) weeks written notice prior to resignation.

10.6 GRIEVANCES - Any employee who wishes to file a grievance regarding any aspect of employment should do so in writing to the Department Manager no later than fourteen (14) calendar days following the incident. The Department Manager should immediately acknowledge receipt of the grievance and attempt to resolve the matter in Fourteen (14) calendar days. The Department Manager should also file a grievance response to the employee in writing within fourteen (14) calendar days. If the grievance is not satisfactorily resolved, the employee may appeal the Department Manager's decision to the Village Manager within fourteen (14) calendar days of the departmental decision. The Village Manager should respond within fourteen (14) calendar days. The decision of the Village Manager is final. An employee may write a rebuttal letter for the file. In any decision adverse to the employee, the employee has the right to seek a review of the final decision from the Village Manager in accordance with the Administrative Review Act.

CHAPTER 11

PERSONNEL ITEMS

11.1 PERSONNEL RECORDS - Each employee's central Village personnel file will contain only such information as is needed by the Village in conducting its business or as required by law. This information normally will include, but is not limited to:

- A. Application form
- B. Performance appraisals
- C. Disciplinary records
- D. Letters of Commendation

11.1.1 Review of Personnel File - Each employee is allowed to inspect and retain copies of their personnel records. The employee is allowed access under the Employee Access to Personnel Records Act, P.A. 85-1393. A written request to do so should be directed to the Assistant Village Manager, who will schedule a time for inspection that is convenient for both the employee and Assistant Village Manager or designee

11.1.2 If after inspecting the personnel records, the employee believes that certain material is irrelevant, inaccurate, or obsolete, the employee may submit a written request to the Assistant Village Manager to remove the material from the file. The Assistant Village Manager will either remove the material or inform the employee why the material will remain in the file. If the employee is not satisfied with the decision, the employee shall be permitted to place a written statement of disagreement in the file and may pursue the matter further using the regular grievance procedure.

11.1.3 All requests from sources outside the Village for personnel information concerning applications for employment, current employees, and former employees shall be reviewed by the Village Attorney and the Assistant Village Manager. The Assistant Village Manager or designee will release information to outsiders in response to written requests only after obtaining the written consent of the individual who is the subject of the inquiry.

- A. Employment dates
- B. Position held
- C. Wage and salary information
- D. Location of job site

11.1.4 Personnel files are kept in the office of the Village Assistant Manager and are locked when no one is present. Access to the files is on a need-to-know basis. Examples of individuals who would have a legitimate need to inspect personnel records include the Village Manager, the Assistant Village Manager and Department Manager. Employee medical records are kept separate from the personnel files as required by HIPAA legislation.

11.2 EMPLOYEE ASSISTANCE PROGRAM ("EAP") - The Village contracts with an Employee Assistance Program designed to assist employees and their family members (spouse, children) with support for a wide range of issues that they may encounter in their lives, such as substance abuse, legal/financial issues, emotional or personal/family problems which may adversely affect job performance. EAP can also provide assistance and resources related to child care/parenting needs, health and wellness, elder care, pet services, and personal finances. The EAP also offers a number of tools employees can use to strengthen

professional and supervisory skills. There is no charge for an initial interview or conversation with the EAP.

11.2.1 Employees are encouraged to voluntarily seek assistance from the EAP or other reputable treatment program before a problem leads to disciplinary action. However, use of the EAP or another treatment program will not excuse an employee from adhering to customary job performance standards and employee conduct rules. An employee or family member who desires confidential assistance for a personal problem or concern should contact the employee assistance counselor. The counselor will either provide the necessary information or assistance over the telephone or will arrange an appointment for further confidential consultation.

11.2.2 - A supervisor may refer an employee to the EAP to help resolve a problem which is affecting his/her work performance. All contacts, verbal or written communications or reports between the employee or family member and the counselor will be held in strict confidence unless the employee or family member requests, through a signed waiver, that the Village be notified.

11.2.3 Requests for assistance and all treatment information will be kept confidential in accordance with state and federal laws. Employees who come forward to request assistance will not be subject to discipline for seeking such assistance, but employees may not escape discipline by first requesting assistance after being selected for testing or after violating Village rules and policies.

11.3 NETWORK / COMPUTER USAGE POLICY - This policy applies to all employees that utilize the network/computer resources of the Village of Glen Ellyn.

Purpose

The effective use of the Village of Glen Ellyn's Network/Computing resources is critical to the Village's mission to provide exceptional services to the residents of the community. The purpose of this administrative order is to provide policy guidelines which govern the use of these resources in a manner consistent with the Village's goals.

Policy

On-the-job Internet access is a powerful tool that can help the employees of the Village of Glen Ellyn accomplish business objectives and achieve balance in their work and personal lives. In that spirit, employees may use company network and computing resources for both business and certain non-business purposes subject to the following policy.

Non-business use of these resources must be governed by good judgment and restraint, and must be limited to non-work time. The Village's network and computing resources must be available for business use and to serve customers at all times. Management will limit non-business use if it interferes with the productivity of individual employees or the overall availability of network and computing resources.

Use of these resources, whether in the office or at home, is not private. The company can and will monitor individual use of network services - including visits to specific web sites and individual email.

Those who use the Village's resources to access web sites containing sexually explicit material or content that could be construed as hostile or inconsistent with the Village's values are subject to discipline, up to and including dismissal. Employees who question whether a particular site is prohibited should check with their management.

These computer and network resources are business tools. As such, they must not be used to send or forward threatening or harassing messages or chain letters, or to express personal opinions on behalf of the village in on-line forums.

All use of the Village of Glen Ellyn's network and computing resources, including access to the Internet, must comply with the Village's policies and with all applicable local, state and country laws. Failure to comply will subject the user to discipline, up to and including dismissal.

If you have any questions concerning the use of this policy please contact your immediate supervisor for clarification.

11.4 SOCIAL MEDIA - The Village will use Social Media to deliver information to residents and businesses in a timely, fact oriented and engaging manner. The Village of Glen Ellyn's website will be the primary internet source. Social Media outlets will be secondary.

11.4.1 Approval and Administration

The Village's Communication Coordinator will:

- a. Oversee and confirm decisions regarding social media sites including authorization of sites
- b. Evaluate requests for usage
- c. Verify staff being authorized to use social media tools
- d. Maintain a list of social media domains, active account logins and passwords
- e. Change passwords or administrative rights if an employee is terminated

11.4.2 Social Media Restrictions

Social media administrators must not use social networking sites to include:

- a. Content in support or opposition of political campaigns or ballot issues
- b. Content that fosters discrimination of any type
- c. Content that supports illegal activity
- d. Information that compromises public safety
- e. Content that violates legal ownership interest
- f. Content that seeks gift support inconsistent with the Village Ethics Policy
- g. Personal opinion or subjective information
- h. Direct conversations of any type

11.4.3 Comment Policy

The Village reserves the right to delete the kinds of comments noted in the list below. This list is not exhaustive, but representative of the types of comments that may be deemed inappropriate:

- a. Comments containing vulgar or threatening language;
- b. Personal attacks of any kind;
- c. Comments that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability or sexual orientation;
- d. Comments not relevant to topic, or unintelligible comments;
- e. Spam or links to other sites;
- f. Comments that advocate illegal activity;
- g. Comments that promote particular services, products, or political organizations or causes;
- h. Comments that infringe on copyrights or trademarks;
- i. Comments that include personally identifiable medical information; or
- j. Comments that include information that may compromise the safety, security or proceedings of public systems or any criminal or civil investigations.

11.4.4 Compliance

All authorized employees granted permission to post on these sites must be in compliance with all federal, state and local laws. This includes plagiarism and 1st Amendment privacy protections.

11.4.5 Employee Personal Social Media Pages

Employees represent the Village of Glen Ellyn during and after work hours. Employees are allowed to have personal social networking sites. These sites must remain personal in nature and be used to share personal opinions or non-work related information. Their use should be guided by Village policies and expectations. Careful consideration should be given to all posts and photos. In addition, employees should never use their Village email account or password in conjunction with a personal social networking site.

11.5 CONFIDENTIALITY

Like any business, the Village must maintain the confidentiality of various business records and information. All employees are strictly prohibited from using, copying, or disclosing confidential information except as necessary to perform their job duties for the Village. Confidential information includes all business and financial records or information regarding the Village; information or records regarding any of its past or present employees; correspondence or contracts with any manufacturers, distributors, or other entity; this Employee Handbook; or operating policies or procedures of the Village. All employees are expected to comply strictly with this important policy both during and after their employment with the Village.

11.5.1 IDENTITY PROTECTION POLICY

This policy is adopted pursuant to the Identity Protection Act (5 ILCS 179/1 *et seq.*) to protect social security numbers from unauthorized disclosure.

PROHIBITED ACTS. No Village employee may do any of the following:

- (1) Publicly post or publicly display or otherwise intentionally communicate or otherwise intentionally make available to the general public in any manner an individual's social security number.
- (2) Print an individual's social security number on any card required for the individual to access products or services provided by the Village.
- (3) Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
- (4) Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless state or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or

to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope's having been opened.

- (5) Collect, use, or disclose a social security number from an individual, unless:
 - (i) required to do so under state or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities;
 - (ii) the need and purpose for the social security number is documented before collection of the social security number; and
 - (iii) the social security number collected is relevant to the documented need and purpose
- (6) Require an individual to use his or her social security number to access an internal website.
- (7) Use the social security number for any purpose other than the purpose for which it was collected.
- (8) Encode or embed a social security number in or on a card or document, including, But not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this policy.

11.6.2 EXCLUSIONS FROM PROHIBITIONS. The above-listed prohibitions do not apply in the following circumstances:

- (1) The disclosure of social security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under the Identity Protection Act on a governmental entity to protect an individual's social security number will be achieved.
- (2) The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.
- (3) The collection, use, or disclosure of social security numbers in order to ensure the safety of: state and local government employees; persons committed to correctional facilities, local jails, and other law enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a state or local government agency facility.
- (4) The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.

- (5) The disclosure of social security numbers by a state agency to any entity for the collection of delinquent child support or of any state debt or to a governmental agency to assist with an investigation or the prevention of fraud.
- (6) The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit,

11.6.3 FREEDOM OF INFORMATION ACT REQUESTS. Consistent with the Illinois Freedom of Information Act, Village employees must redact social security numbers from information or documents being supplied to the public pursuant to a Freedom of Information Act request before allowing the public inspection or copying of the information or documents.

11.6.4 APPLICABILITY. This policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation. This policy does not apply to documents that are recorded with a county recorder or required to be open to the public under any state or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois.

If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, any Village employee that complies with the federal law shall be deemed to be in compliance with this policy.

11.6.5 IDENTITY PROTECTION PROCEDURES. All Village employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. The training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

Only Village employees who are required to use or handle information or documents that contain social security numbers have access to such information or documents.

Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.

When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the Village is collecting and using the social security number shall be provided to the individual.

11.6.6 DISTRIBUTION OF POLICY:

Each current Village employee shall be provided a copy of this policy. Each employee hereinafter hired by the Village shall be provided a copy of this policy upon commencing his or her employment. A copy of this policy shall be made available to any member of the public, upon request.

Chapter 12

ETHICS POLICY

12.1 PURPOSE OF THE GLEN ELLYN ETHICS POLICY - It is the policy of the Village of Glen Ellyn to uphold, promote, and demand the highest standards of ethical behavior from all elected and appointed civil servants. Accordingly, all elected officials, advisory commissioners and board members, appointed volunteers, employees, and others regulated in this chapter, shall maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties. All shall comply with all applicable laws, ordinances and policies, and never use their village position or powers improperly, or for personal or private gain. Undisclosed and unmanaged conflicts of interest are undesirable because they may lead to the appearance that a civil servant is placing his or her interests above the public interest.

The Village of Glen Ellyn and its civil servants share a commitment to ethical conduct in service to the community. The purpose of this ethics policy is to ensure that all persons associated with the Village as civil servants or others regulated in this chapter have clear guidance for carrying out their roles and responsibilities. (Ord. 5921, 2-28-2011)

12.2 APPLICATION OF LAWS AND POLICIES- All civil servants of the Village of Glen Ellyn, as defined herein, are subject to the provisions of this ethics policy and applicable state law addressing ethics. In addition, the actions of civil servants, to the extent applicable, shall be subject to the provisions of the Village of Glen Ellyn personnel manual and any other rules of operation and performance, including written contracts, applicable to the performance of their duties. (Ord. 5921, 2-28-2011)

12.3 DEFINITIONS- For purposes of this policy, the following definitions shall apply:

CIVIL SERVANT: Any individual who serves the Village of Glen Ellyn in an official capacity as an elected or appointed official, member of advisory commissions and boards, appointed volunteer or employee.

FAMILY RELATIONSHIP OR FAMILY MEMBER: Any "relationship" defined as follows: spouse, domestic partner, parents, parents of spouse or domestic partner, siblings, siblings of spouse or domestic partner, children (including adopted), and children of spouse or domestic partner (including adopted).

FINANCIAL INTEREST: Any economic interest or relationship, whether by ownership, trust, purchase, sale, lease, contract, option, investment, employment, gift, fee or otherwise; whether present, promised or reasonably expected; whether direct or indirect, including interests as consultant, representative or other person receiving (or who may be receiving) remuneration, either directly or indirectly, as a result of a transaction; whether in the person itself or in a parent or subsidiary corporation, or in another subsidiary of the same parent; whether such interest is held directly or indirectly by the civil servant, the spouse or minor child of such civil servant, or any other person with a family relationship with such civil servant owning or sharing the same household as the civil servant. Interest shall not include: a) interest in a mutual fund or managed account; b) an ownership interest of less than five percent (5%) in any business entity; or c) an interest of general applicability affecting others in similar situations.

GIFT: Any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and

honoraria for speaking engagements related to or attributable to government civil servants or the official position of a civil servant.

NONFINANCIAL INTEREST: Any nonfinancial consideration that is substantial enough to affect a civil servant's judgment or that could lead to the appearance that the civil servant's judgment has been affected. Such interests may be direct or indirect, through business, investments, family or personal relationships.

PERSONAL RELATIONSHIP: Any personal relationship that would prevent an individual from acting with impartiality.

RECUSE: To refrain from participation in any official discussion, meeting or deliberation regarding a transaction and, where permitted to vote, to cast a vote of recusal when any vote is taken on such transaction.

TRANSACTION: Any matter, including, without limitation, contracts, work or business with the Village, the sale or purchase of real estate by the Village and any requests for zoning, development or subdivision approvals, including, without limitation, rezonings, variations and special use permits, licenses or other requests, pending before the Village, with respect to which a civil servant performs an official act or action. (Ord. 5921, 2-28-2011)

12.4 ETHICS OFFICER-

12.4.1 The position of ethics officer is hereby established for the Village. The ethics officer shall be appointed by the Village President subject to the confirmation by the Village Board. The ethics officer must have training in the establishment and performance of ethical standards. The ethics officer shall receive the salary that is established by motion at the time of appointment or set from time to time.

Should an ethics complaint be filed, the ethics officer will:

1. Determine whether or not the complaint presents a basis for investigation.
2. If the complaint is determined to not present a basis for investigation, no further action will be taken.
3. If the complaint is determined to present a basis for investigation, the ethics officer will conduct an investigation.
4. Upon the completion of the investigation, based on its findings, the ethics officer will either:
 - (a) Take no further action.
 - (b) Make a recommendation to the Village President and Village Board for consideration of one of the following courses of action:
 - (1) Referral of the matter to the Village Prosecutor for prosecution of violation(s) of local ordinances.
 - (2) Some lesser action deemed appropriate.

The Village Board shall determine whether the matter should be referred to the Village Prosecutor, or whether some lesser action is appropriate.

The ethics officer shall also reply to requests seeking an opinion as to whether a matter may represent a potential conflict of interest, or an actual conflict or other questions regarding this

chapter. The ethics officer shall also carry out such other duties within the scope of this chapter as shall be specifically directed in writing by the Village President or action of the Village Board.

12.4.2 Any complaint that a violation of this chapter has taken place shall be in writing, shall be signed and shall be filed with the ethics officer. If any other civil servant should receive a written and signed complaint, which has been mistakenly given or sent, it shall be promptly filed with the ethics officer. (Ord. 5921, 2-28-2011)

12.5 CONFLICTS OF INTEREST - All civil servants shall avoid situations that present a conflict of interest, or a potential conflict of interest. It is the responsibility of all civil servants to solely serve the public interest of the Village of Glen Ellyn. To achieve that requirement it is necessary to avoid situations that present dual interests that can compromise, or appear to compromise the objectivity of decisions.

(A) Prohibited Transactions: No civil servant shall participate in any transaction in which: 1) a "financial interest" as defined in this chapter would present a conflict of interest or a potential conflict of interest, 2) a "nonfinancial interest" as defined in this chapter would present a conflict of interest or a potential conflict of interest, 3) participation would constitute a conflict of interest under the statutes or common law of the state of Illinois.

(B) Recusal: Any civil servant shall recuse himself or herself in connection with any transaction that comes before such civil servant in the course of his or her duties, whenever such civil servant has: 1) any interest in the transaction; 2) any family relationship with a person having an interest in such transaction; or 3) any interest in an applicant appearing before the civil servant in an official capacity, even if the civil servant does not have an interest in the transaction itself.

(C) Notification: Upon becoming aware of any conflict of interest as described in subsection (A) of this section, any civil servant shall promptly provide written notification, within forty eight (48) hours, to the appropriate authority of such conflict and the civil servant's recusal from any official action with respect to the transaction, as follows:

1. Employees, appointed officers or appointed volunteers shall notify the Director of the Department and the Village Manager;
2. The Village Manager shall notify the Village President and the Board of Trustees;
3. Members of boards and commissions shall notify the chairperson of such board or commission;
4. Chairpersons of boards and commissions shall notify the Village Manager, Village President and the Board of Trustees;
5. The Village President shall notify the Village Manager and the Board of Trustees;
6. Any person serving in an elected position shall notify the Village President, Village Manager and the other members of the Board of Trustees.

(D) Nonappearance Before Same Board Or Commission: No civil servant required to recuse himself or herself in connection with a transaction shall appear before the board or commission of which he or she is a member with respect to such transaction.

(E) Nonparticipation And Disclosure Before Other Board Or Commission: Any civil servant who has actual knowledge that he or she, individually or through a family relationship, has an interest in a transaction pending before a board or commission on which the civil servant does not serve as a member, either: 1) shall not appear or participate personally before the other board or commission on which he or she does not serve relating to such transaction; or 2) shall disclose such interest on the record prior to participating in any proceeding before a village board or commission.

(F) Potential Conflict Of Interest: The Glen Ellyn community has a right to expect that the public interest will be served by all individuals involved in local government. To maintain the public trust it is imperative that civil servants present an image of objectivity and fairness in all official actions. Civil servants have the continual and ongoing obligation to promptly disclose not only any known conflicts of interest but also to identify any issues that may have the potential for a conflict of interest, and if they are in doubt to seek the opinion of the ethics officer. When such advice is sought, the ethics officer will determine if the potential conflict requires the civil servant to take or refrain from taking some action. (Ord. 5921, 2-28-2011)

12.6 GIFT BAN- No civil servant or family member shall accept any prohibited gift, favor or consideration from any person or entity directly or indirectly involved in business dealings with the Village. Nor shall any civil servant accept any prohibited gift, favor or consideration of value that may influence, or has the appearance of influencing a civil servant in the performance of their public duties.

(A) Prohibited Gifts: Except as otherwise provided in this section, no civil servant shall intentionally solicit or accept any gift from any prohibited source or in violation of any federal or state statute, rule, or regulation. A prohibited source shall be any person or entity that is seeking an action or inaction from the village, is doing business or seeks to do business with the village, conducts activities regulated by the village or has interests that may be substantially affected by the performance or nonperformance of the civil servant. This ban applies to and includes the spouse of and immediate family living with the civil servant. No individual shall intentionally offer or make a gift that violates this section.

(B) Exceptions: The restrictions do not apply to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the civil servant pays the market value.
3. Any contribution that is lawfully made under the election code or under this chapter or activities associated with a fundraising event in support of a political organization or candidate.
4. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
5. Anything provided by an individual based on a personal friendship unless the civil servant has reason to believe that, under the circumstances, the gift was provided because of the civil servant's position and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship the civil servant shall consider the circumstances

under which the gift was offered, such as:

- (a) The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
 - (b) Whether to the actual knowledge of the civil servant the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
 - (c) Whether to the actual knowledge of the civil servant the individual who gave the gift also at the same time gave the same or similar gifts to other civil servants.
6. Intragovernmental and intergovernmental gifts. For the purpose of this section, "intragovernmental gift" means any gift given to a civil servant from another civil servant of the village, and "intergovernmental gift" means any gift given to a civil servant by an official of any other governmental entity.
7. If provided for in the village's budget, the recognition of a civil servant's life event such as birth, death, marriage, illness, or retirement such as flowers or a donation.
8. Bequests, inheritances, and other transfers at death.
9. Food or refreshments not exceeding seventy five dollars (\$75.00) per person in value on a single calendar day; provided that the food or refreshments are: a) consumed on the premises from which they were purchased or prepared or b) catered. For the purpose of this section, "catered" means food or refreshments that are purchased ready to eat and delivered by any means.
10. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than one hundred dollars (\$100.00).
11. Each of the exceptions listed in this section is mutually exclusive and independent of one another.
- (C) Gift Ban; Disposition Of Gifts: A civil servant does not violate this section if the civil servant promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under section 501(c)(3) of the internal revenue code of 1986, as now or hereafter amended, renumbered, or succeeded. (Ord. 5921, 2-28-2011)

12.7 POLITICAL ACTIVITY-

(A) Political Activities: Employees shall not intentionally perform any political activity during any compensated time (other than vacation, personal, or compensatory time off). Employees shall not intentionally misappropriate any village property or resources by engaging in any political activity for the benefit of any campaign for elective office or any political organization.

(B) Coerced Political Activity: At no time shall any elected civil servant or supervisory employee intentionally misappropriate the services of any employee by requiring that employee to perform any political activity as part of that employee's duties, as a condition of village employment, or during any time off that is compensated by the Village (such as vacation, personal, or compensatory time off).

(C) Compensated Political Activity: A Village employee shall not be required at any time to participate in any political activity in consideration for that employee being awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus,

compensatory time off, continued employment, or otherwise.

- (D) **Rewarded Political Activity:** A Village employee shall not be awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise, in consideration for the employee's participation in any political activity, which is prohibited under subsection (A), (B) or (C) of this section.
- (E) **Exceptions:** Nothing in this section prohibits activities that are otherwise appropriate for a Village employee to engage in as a part of his or her official employment duties or activities that are undertaken by an employee on a voluntary basis as permitted by law. (Ord. 5921, 2-28-2011)

12.8 TREATMENT OF CONFIDENTIAL AND SENSITIVE INFORMATION- No civil servant or former civil servant shall disclose or improperly utilize any confidential information learned during employment with the Village without prior authorization. Authorization for disclosure by elected civil servants and the Village Manager shall be provided by the Village President in writing. Authorization for disclosure by employees shall be provided by the Village Manager in writing.

"Confidential information" shall mean any nonpublic information, written or otherwise, including information exempt from disclosure pursuant to the open meetings act, the freedom of information act, or information exempt from disclosure pursuant to written agreement. (Ord. 5921, 2-28-2011)

12.9 USE OF AUTHORITY / INFLUENCE-

(A) **Use Of Position To Influence Employment For Others:** No elected civil servant shall directly or indirectly communicate with staff seeking to influence the hiring or termination of an employee or contractor. Such discussions shall be conducted with the Village President or Village Manager, or in accordance with the requirements of the open meetings act, with members of the Village Board.

(B) **Use Of Position To Seek Favors For Self Or Others:** No civil servant shall directly or indirectly obtain or seek to obtain preferential treatment for himself or herself or any other individual or entity. Civil servants shall follow the same rules, regulations and processes that are applicable to the general public. Village staff shall maintain a record of all written or oral communications from all elected officials and department heads in which the requester appears to be directly or indirectly seeking to obtain preferential treatment for himself or herself or any other individual or entity. The communications from department heads should always be reported when they involve requests unrelated to that individual's duties in the Village. All such requests should be reported to the Village President and to the Village Manager, who may choose to inquire from the ethics officer or the prosecutor whether the communication constitutes a violation of this chapter. Village staff may also transmit communications from other civil servants which they believe may violate this code.

(C) **Use Of Position To Misrepresent Official Policy:** No civil servant shall utilize his or her role to intentionally misrepresent the policy or position of the Village of Glen Ellyn.

(D) **Discrimination:** No civil servant shall engage in discriminatory behavior based upon race, age, sex, sexual orientation, gender identity, religious affiliation, marital status or any other protected status under applicable law. (Ord. 5921, 2-28-2011)

- 12.10 STATEMENT OF ECONOMIC INTEREST-** In accordance with state statutes, the Village Clerk annually prepares a list of civil servants who are required to file a statement of economic interest. All civil servants subject to the law are required to complete and file the statement in accordance with the deadlines established by the DuPage County Clerk. (Ord. 5921, 2-28-2011)
- 12.11 VENDORS -** To the extent that vendors such as the supplier of goods or services to the Village perform tasks as representatives or agents of the village, they shall be subject to the provisions of this chapter, as if they were civil servants. Their exposure as persons whose actions would subject them to violations of this chapter shall be limited to the actual times when they supply goods, or perform services for the village and interact with persons or entities who are seeking or resisting municipal actions. (Ord. 5921, 2-28-2011)
- 12.12 GENERAL PENALTY-** Any civil servant, excluding appointed volunteers, convicted of a violation of any section contained within this chapter shall be fined a sum of not more than seven hundred fifty dollars (\$750.00) for each violation. A violation committed shall be considered a separate offense each day. In addition, violations of the provisions of this chapter may be utilized to take disciplinary action up to and including discharge for civil servants who are employees, serve in appointed offices, or are appointed volunteers. Elected officials, who violate any provisions of this chapter, may, upon conviction, be fined as provided for in this section, and such violations may be utilized by the corporate authorities to determine whether that person's actions should be censured. (Ord. 5921, 2-28-2011)

Appendix A: EMPLOYEE BENEFITS ELIGIBILITY TABLE

BENEFIT TYPE	FULL-TIME (EXEMPT AND NON-EXEMPT)	PART-TIME	SEASONAL/ TEMP	ELIGIBILITY DATE	APPLICATION DUE DATE	PAGE
Health Insurance	Eligible	Must work >30hrs/week (i.e. 1,560 hrs/year)	Not eligible	1 st day of month following date of hire	Within 30 days from start date	
Dental Insurance	Eligible	Must work >30hrs/week (i.e. 1,560 hrs/year)	Not eligible	1 st day of month following date of hire	Within 30 days from start date	
Paid Leave	Eligible	Not Eligible	Not eligible	As earned/accrued	n/a	
Life/ AD&D Insurance (\$50K)	Eligible	Must work >30hrs/week (i.e. 1,560 hrs/year)	Not eligible	First date of employment	Within 30 days from start date	
Pension Benefits	Eligible	Eligible – IMRF (>1,000 hrs/yr) Eligible - Sworn Police	Not eligible	First date of employment	Within 30 days from start date	
Safety Incentive Award	Eligible	Eligible	Not eligible	First date of employment	Within 30 days from start date	
Optional Benefits	Eligible	Must work >30hrs/week (i.e. 1,560 hrs/year). Some optional benefits are also available to part-time employees working <30 hrs/week.	Not eligible with certain exceptions	First date of employment(457b retirement plans, FSA, Credit Union, Group Universal Life & Accident Ins., IMRF Supplemental Term Life, IMRF-Voluntary Additional Contributions)	Anytime (457b retirement plans, Credit Union, & IMRF Voluntary Additional Contribution Plan) ; Within 30 days from start date (FSA, Group Universal Life) & Accident Ins. ; Within 90 days from start date (IMRF Supp. Life)	

Continuation of Health Care (COBRA)	Eligible (must be enrolled in a health insurance plan)	Eligible (must be enrolled in a health insurance plan)	Not eligible	To be determined	Within 60 days of written notice	
Continuation of Statutory Health Care Retirement/ Disability	Eligible (must be enrolled in a health insurance plan and approved to receive retirement or disability benefits)	Eligible (must be enrolled in a health insurance plan and approved to receive retirement or disability benefits)	Not eligible	To be determined	Within 31 days of written notice	

Appendix B: EMPLOYEE BENEFITS

The benefits outlined in this chapter are specific to the period of January 1, 2016 through December 31, 2016. The Village reserves the right to change or terminate vendors, policies or procedures, with or without notice. In all instances, the actual plan documents govern terms of participation and eligibility.

HEALTH CARE AND DENTAL BENEFITS

The Village provides a competitive health and dental insurance benefit plan for eligible employees. For information about each coverage type, plan highlights, summary plan descriptions, and insurance carrier contact information, please call Human Resources.

LIFE AND ACCIDENTAL DEATH/DISEMBLEMENT INSURANCE

Life and AD&D insurance is provided for all individuals employed by the Village on a full or part-time basis (at least 30 hours/week, 52 weeks/year). The amount of insurance is:

\$50,000 prior to age 65
\$37,500 age 65-69
\$25,000 age 70-74
\$17,500 age 75 plus

Coverage as an active employee ceases upon separation from Village service. The policy, however, is portable upon separation, with the individual responsible for 100 percent of the non-group rates. See Human Resources to obtain an information policy booklet.

PENSION BENEFITS AND SHORT/LONG-TERM DISABILITY

Employees (non-sworn) who work 1,000 hours per year or more (at least 20 hours/week, 52 weeks/year) are eligible for pension benefits through the Illinois Municipal Retirement Fund (IMRF). These benefits include retirement income, disability and death benefits and are payable to qualifying members. They are in addition to those provided by Social Security. Contributions are made by the individual and the Village. Employees are vested for pension benefits after eight (8) years of service credit for Tier 1, and ten (10) years for Tier 2 qualifying employees. The advantages of IMRF membership include:

- Guaranteed Return of 100 percent of member contributions (subject to early withdrawal penalties, if applicable);
- Retirement benefits based upon your final rate of earnings calculated over a defined period of time;
- Survivor benefits;
- Temporary/short-term disability benefits; and
- Total and permanent disability benefits.

For more information about the many benefits of IMRF participation, please contact IMRF directly. For pension and disability benefits of sworn Police employees, please contact your local Pension Board representative of the Police Pension Fund.

SERVICE RECOGNITION AWARDS

Regular full-time and part-time employees are eligible for periodic service awards based upon years of service, according to the following schedule. Awards are paid to the employee in the form of Glen Ellyn Chamber of Commerce Gift Certificates.

Years of Service	\$ (Gift Certificate)
5	50
10	75
15	100
20	125
25	150
30	175
35	200
40	225

SAFETY INCENTIVE AWARDS PROGRAM:

The Village recognizes that its employees are key partners in the loss prevention equation. To evaluate and recognize employee's contributions to safety and loss prevention, the Village provides an incentive program, in which regular full-time and part-time employees are eligible to participate. The program is based upon a points system in which eligible employees may redeem for gifts/prizes via the Village's contract vendor. For further details, please contact the Assistant Village Manager.

OPTIONAL BENEFITS

The Village of Glen Ellyn offers the following optional programs that may be of benefit to you. These benefits are available to all full-time employee, and subset of these voluntary benefits are also made available for regular part-time employees. For more information and enrollment materials, please contact the Assistant Village Manager.

DEFINED CONTRIBUTION RETIREMENT SAVINGS PLAN (457 PLAN)

The Defined Contribution Retirement Plan is a voluntary program that allows you to invest today for your retirement. Your contributions are subject to Pension (Fire, Police or IMRF) and FICA withholding. Federal income taxes are deferred until your assets are withdrawn. Your contributions are not subject to Illinois state income taxes nor will you be required to pay Illinois state income taxes upon withdrawal. Upon separation, if you reside or move to another state, please contact the Village's 457 provider for specific state tax information.

Participation is handled through payroll deduction so your taxes are reduced each pay period. The 457 plan allows you to increase, decrease, stop and restart contributions as often as you wish. There is no minimum amount required. Under Section 457 of the Internal Revenue Code, you may defer each year a maximum of 100 percent of your "gross compensation" or an annual dollar limit, whichever is less. For current year contribution dollar limits, contact Human Resources.

- **By participating in the 457 Plan, you have the advantage of:**
- **Deferred taxes.** You do not pay current Federal income taxes on money you defer. As a result, you pay less tax each year, and the money you would have paid in taxes is invested for your future security. You pay no taxes on the earnings in your account as they accrue.
- **A retirement plan.** A deferred compensation plan serves as an excellent way to supplement other retirement savings programs.

- **A flexible investment program.** Deferred compensation is invested according to your choice of a variety of investment vehicles. Earnings, also tax deferred, are invested as accrued.
- **It's portable.** If you change jobs, you can consolidate your savings in another public sector employer's 457 plan, a qualified 401(k) plan, a tax-sheltered 403(b) annuity plan, or a Traditional IRA.
- If you retire or leave service early, **there is no penalty for withdrawals.** You will pay Federal income taxes but not Illinois state income taxes. If you reside or move to another state, please contact ICMA for specific state tax information.

PAYROLL ROTH IRA's

The Village's defined contribution retirement plan also offers the advantage of another savings tool for your overall retirement savings portfolio. An Individual Retirement Account, or IRA, is a special tax-advantaged account that allows you to build savings for your retirement. One of the primary benefits of an IRA is that your investment's earnings compound tax-deferred. Another benefit is that because you contribute to a Roth IRA on an after-tax basis, you have the opportunity to withdraw earnings on a tax-free basis, assuming certain conditions are met. For further information about this benefit, please contact Human Resources. The Village encourages employees to consult with a licensed investment or tax professional to learn more about the advantages and disadvantages of a Roth IRA.

FLEXIBLE SPENDING ACCOUNTS (FSA)

FSAs assist individuals in reducing the cost of dependent care expenses, uninsured medical costs and insurance premiums. Since your deposits are not subject to Federal income taxes, State income taxes or FICA, this is the most tax advantaged way to pay for qualifying medical expenses. The Village uses a third-party administrator (TPA); see *Appendix A* for contact information. Section 125 of the Internal Revenue Code allows individuals to deposit a portion of their salary into a special reimbursement account.

Plan Features:

- **Direct Deposit** – Wire transfers from the Village to the TPA speed up the reimbursement process. You may also request that the TPA direct deposit your reimbursement checks to your bank.
- **Flex Convenience Card** – It works like a debit card and can be used nationwide where MasterCard is accepted.
- **Online Access.** You can create your own account and be able to review account information such as claim and payment history. You can also change your personal information. Through your on-line account, you can view your year-to-date deposits, current balances, claims, dates of reimbursements and summary information.

During open enrollment, you may declare the amount per paycheck that you want deposited for child care/dependent care or medical expenses for the following plan year. Employee health insurance premium contributions are automatically deducted pre-tax via payroll, and are excluded from an employee's annual medical expense pledge amount.

The decision to participate in FSA may not be changed after the start of the year, unless there is a qualifying event. The amount will be taken out of each pay check and credited to your account(s). Pursuant to IRS regulations, you may elect up to a maximum of \$2,500 per year on the unreimbursed medical section of your FSA. You may elect up to \$5,000 per year for qualified dependent care expenses. For the money to be drawn out of your account, you must have already

paid for the services.

“Use it or Lose it”

Section 125 Internal Revenue code states, “Flexible spending accounts are ‘use-it-or-lose-it’ plans. This means that amounts in the account at the end of the plan year cannot be carried over to the next year. The Village is not permitted to refund any part of the balance to you. *(More information regarding Section 125 regulations is available at <http://www.irs.gov/publications>).*”

Thus, it is important that your expenses for the plan year not be overestimated. If you do not actually have eligible expenses during the plan year that equal or exceed the amount you have on deposit, that money on deposit is lost. It cannot be drawn out to cover the next plan year’s expenses and it cannot be drawn out in cash.

However, the Village’s plan does provide for a grace period of up to 2½ months after the end of the plan year (January 1 – December 31). Any qualified medical expenses incurred in that period can be paid from any amounts left in the account at the end of the previous year. Claims can be incurred through March 15 of the following year. Deadline for submitting claims is April 30 of the following year. For more detailed information about this benefit, please refer to the Summary Plan Document, which may be obtained from the Assistant Village Manager’s Office.

CREDIT UNION MEMBERSHIP

Through Village employment, you are eligible for participation in one of two credit unions. Some of the advantages of membership in these member-owned institutions include:

- Effortless saving through payroll deduction;
- Low cost loans.

For contact information, please see Appendix or contact Assistant Village Manager’s Office.

GROUP UNIVERSAL LIFE, LONG-TERM CARE, AND ACCIDENT INSURANCE

The Village provides a voluntary life insurance program. Actual levels of coverage are determined by the participant, which affects the cost of the premium. Payments are made in the form of payroll deductions. Enrollment materials and coverage types can be obtained from Human Resources.

Each participant owns his or her policy. Should the individual leave the Village, the policy remains in effect at group rates and he or she will be billed directly at home. This program is based on group rates for the life insurance feature. The rates take into consideration the scope of occupational risks required by each employee’s duties for the Village.

IMRF SUPPLEMENTARY LIFE - IMRF MEMBERS ONLY

The Village offers voluntary life insurance coverage through the National Conference on Public Employees Retirement Systems (NCPERS). It is available to IMRF members only. The monthly participation fee and payments are made in the form of payroll deductions. The effective date for this plan is the first of the month following your first payroll deduction. Enrollment materials and costs can be obtained from Human Resources.

Among the highlights of the program are:

- The NCPERS Plan is an affordable plan, regardless of your age.
- Coverage for your eligible dependents is included in your premium amount.

- You do not need to answer any health questions or take a medical exam if you enroll during the open enrollment period.

VOLUNTARY ADDITIONAL CONTRIBUTION (VAC) RETIREMENT SAVINGS PROGRAM- IMRF MEMBERS ONLY

IMRF's Voluntary Additional Contribution (VAC) program is an easy way to help you save additional retirement income. Voluntary Additional Contributions:

- Are limited to a maximum of 10% of your IMRF reportable earnings, up to the Tier 2 wage cap.
- Are after tax, not tax-deferred.
- Are a separate individual account consisting only of your contributions and any interest you earn on them. **Employers do not make any contributions to your VA account.**
- Accrue interest differently than traditional saving accounts.
- Continue to earn interest for as long as they are left on deposit with IMRF

CONTINUATION OF HEALTH CARE COVERAGE (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires most employers with group health plans to offer employees the opportunity to temporarily continue their group health care coverage under their employer's plan if their coverage otherwise would cease due to termination, layoff, or other change in employment status (referred to as "qualifying events"). Per Village policy, individuals electing COBRA coverage are required to pay 102 percent of the total premium.

1. Specific Events ("Triggering Events") that can be Qualifying Events:

The statute specifies six triggering events that, if they result in a loss of coverage, can be qualifying events:

- Death of the covered employee;
- Voluntary or involuntary termination of the covered employee's employment other than by reason of gross misconduct (note that a retirement is considered a termination of employment);
- Reduction in hours of the covered employee's employment;
- Divorce or legal separation of the covered employee from the employee's spouse;
- Dependent child ceasing to be a dependent child under the generally applicable requirements of the plan; and
- An employer's bankruptcy, but only with respect to health coverage for retirees and their families.

The employee must notify Human Resources within 31 days of the date of the following qualifying events:

- Death of a covered employee;

- Termination or reduction of hours of the covered employee;
- The covered employee becomes entitled to Medicare; and
- The commencement of a bankruptcy proceeding of the employer.

The "qualifying event" in this context means the date of the triggering event, not the date that coverage is lost.

2. Length of COBRA continuation coverage available to a qualified beneficiary:

- Up to 18 months for covered employees, as well as their spouses and their dependents, when workers otherwise would lose coverage because of a termination or reduction of hours.
- Up to 29 months for employees who are determined to have been disabled at any time during the first 60 days of COBRA coverage and applies as well to the disabled employee's non-disabled qualified beneficiaries.
- Up to 36 months for spouses and dependents facing a loss of employer-provided coverage due to an employee's death, a divorce or legal separation, or certain other "qualifying events."

Qualified Beneficiaries:

Under the statute, a qualified beneficiary is someone who "is a beneficiary under the plan" (i.e., is covered under the plan) immediately prior to the qualifying event and who is:

- The spouse or dependent child of a covered employee; or
- A covered employee (but only if the qualifying event is a termination or reduction in hours of the covered employee's employment).

CONTINUATION OF HEALTH INSURANCE FOR RETIREES/DISABILITY

In compliance with 215 ILCS 5/367j(b), at the time an employee becomes eligible for, or is approved to receive a pension, regardless of the commencement date of that pension, the employee becomes eligible to elect to continue coverage of one of the Village's health insurance plans at the employee's cost. Should the employee elect to continue coverage, coverage will remain in effect until the employee declines future coverage or fails to pay premiums when due. The election to continue or decline coverage must be made within 31 days after the effective date of retirement/disability. Once an individual declines enrollment, he/she shall be prohibited from future participation on the Village's group health plan.

Health Insurance Premium Payment in the Event of Disability/Sworn Police Personnel

Pursuant to the Public Safety Employee Benefits Act (820 IL CS 320/, section 10), and as amended, in the event that any sworn police officer of the Village of Glen Ellyn Police Department incurs a total permanent disability or is killed in the line of duty, the Village of Glen Ellyn will assume responsibility for payment of the entire premium of his/her Village sponsored health insurance coverage (individual or family) upon appropriate determination of eligibility by the Village based on the individual facts and circumstances of each injury. Such coverage will terminate if he/she becomes eligible for Medicare benefits, is able to return to work reasonably available to him/her, or dies. If the injured employee dies, the Village will continue to pay the entire health insurance premium for the surviving spouse until he or she remarries and for the dependent children, as defined by State statute. In any event, the Village of Glen Ellyn assumes no obligation to provide health insurance coverage should such coverage not be available through a Village-sponsored health insurance plan.

APPENDIX C : EMPLOYEE BENEFITS AND POLICIES OVERVIEW

BENEFIT/POLICY	SUMMARY	CONTACT INFORMATION	PAGE
Bereavement Leave	Up to five (5) days of paid leave for the death of an immediate family member. Up to three (3) days of paid leave for the death of an extended family member.	Contact Asst. Village Manager or designee	
Compensatory Time	Eligible, non-exempt employees may take comp time in lieu of overtime. One hour of overtime is equivalent to 1.5 hours of comp time. Maximum of 40 hours.	Check with your Supervisor or the Asst. Village Manager for your eligibility status.	
Continuation of Health Care (COBRA)	Allows employees the opportunity to continue health coverage temporarily at full cost due to qualifying events such as termination, layoff, or other change in employment status.	Contact Asst. Village Manager or Designee	
Continuation of Health Care Retirement/ Disability	Allows retirees, or employees who become disabled, the opportunity to continue health coverage at full cost until Medicare eligible. At that time, they are eligible for a reduced rate.	Contact Asst. Village Manager or designee	
Credit Union	Membership benefits include saving through payroll deduction, low cost loans.	DuPage CU: 800-323-2611 https://www.dupagecu.com/ Central CU of Illinois: (708) 649-6400 https://www.centralcu.org/	
Defined Contribution 457b Retirement Plan	Voluntary retirement savings plans provided through the ICMA Retirement Corporation (ICMA-RC) or AXA Equitable	ICMA-RC: 800-669-7400 www.icmarc.org Village of Glen Ellyn 457 Plan: 302277 AXA: Contact ID 817483 1-800-628-6673	
Dental Insurance	Eligible employees may enroll in the PPO plan for dental insurance coverage through MetLife	MetLife: 800-942-0854 www.metlife.com Group# 308499	
Disability Pay	For Police sworn personnel, disability pay (i.e. salary protection coverage) is	Police Sworn: Contact the	

BENEFIT/POLICY	SUMMARY	CONTACT INFORMATION	PAGE
	provided through the Police Pension Fund's Board. For eligible non-sworn employees, the benefit is provided through the Illinois Municipal Retirement Fund (IMRF). Must have at least 12 consecutive months of IMRF service credit; benefits begin after the first 30 calendar days of a disability.	Police Chief's Office at 630-469-1187 <u>IMRF</u> 800-275-4673 www.imrf.org IMRF Employer ID #: 03103	
Tuition Assistance Program (TAP)	Available to eligible full-time and part-time employees who have completed one full year of service. The Village will reimburse job related tuition expenses at either 50% or 100% level up to a maximum of \$2,400 annually (not to exceed \$200/credit hour).	Contact Asst. Village Manager or designee	
Employee Assistance Program (EAP)	24/7 professional assistance through the Village's contract vendor is available to all employees and their immediate families to help resolve difficult personal problems. This is a free service to all employees and is coordinated directly with the provider on a completely confidential basis.	Aetna Resources for Living 800-843-1327 <u>www.mylifevalues.com</u> U: village of glen Ellyn P: 8008431327 Group #: Village of Glen Ellyn	
Flexible Spending Accounts (FSA)	Enables employees to place pre-tax dollars into a spending account for qualified medical or dependent care.	HR Simplified: (888) 318-7472 <u>www.hrsimplified.com</u> Employer ID#:HRS Glen Ellyn	
Floating Holidays	To be used for personal reasons or holiday recognition not already provided for by the Village. Use or lose them; must be used during the year they are awarded.	Contact Asst. Village Manager or designee	
Health Insurance	Eligible employees have a choice between an HMO and PPO plans for health insurance coverage through Blue Cross/Shield.	HMO: (800) 892-2803 PPO: (800) 458-6024 <u>www.bcbsil.com</u> <u>Group No:</u> HMO: H15076-0026 PPO: P 14772-100 Express Scripts (Rx): IPBCRXG <u>www.express-scripts.com</u>	
IMRF's Voluntary Additional Contribution (VAC) Retirement Savings	Voluntary retirement savings plan that is available to IMRF members that is distinct from the pension benefit plan, and is completely funded by the employee via payroll deductions.	<u>IMRF</u> 800-275-4673 www.imrf.org	

BENEFIT/POLICY	SUMMARY	CONTACT INFORMATION	PAGE
Holidays	The Village observes New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, and Christmas Day.	Contact Asst. Village Manager or designee	
IMRF Supplementary Life	This is available to IMRF members only. It is a voluntary supplementary life insurance coverage for employee, spouse and his/her dependent child(ren). Premiums are paid by employees via payroll deduction.	NCPERS: 877-202-5706 www.ncpers.org	
Leave Allowances	The Village offers a number of types of paid and unpaid leave allowances including jury duty, military leave, family military leave, leave to vote, and family and medical leave (FMLA)	Contact Asst. Village Manager or designee	
Life and AD&D Insurance (IPBC)	Standard \$50,000 coverage provided at no cost to eligible employees. Employee may also purchase additional life insurance for his/her qualifying dependent(s) at his/her own cost.	Contact Asst. Village Manager or designee Policy #: GL673892	
Service Recognition Awards	Eligible employees receive a recognition certificate and Glen Ellyn Chamber of Commerce gift card based upon years of service milestones.	Contact Asst. Village Manager or designee	
Pension Benefits	Police benefit awards are determined by the Village of Glen Ellyn Police Pension Fund Board under the provisions of the Illinois State Statutes governing the administration of Police pensions. Eligible non-sworn employees participate in the Illinois Municipal Retirement Fund (IMRF).	<u>Police Pension</u> Contact the Chief's Office 630-469-1187 <u>IMRF</u> 800-275-4673 www.imrf.org IMRF Employer ID #: 03103	
Safety Incentive Award	The Village provides an incentive program, in which regular full-time and part-time employees are eligible to participate. The program is based upon a points system in which employees may redeem for gifts/prizes based upon safe work practices.	Contact Asst. Village Manager or designee Program Vendor: C.A. Short Company www.cashort.com 800-535-5690	
Sick Leave	Sick leave with pay may be taken in the event of an employee's off the job illness, injury, or medical disability that is longer term.	Contact Asst. Village Manager or designee	

BENEFIT/POLICY	SUMMARY	CONTACT INFORMATION	PAGE
Annual Leave (i.e. Vacation Leave)	Accrued by full-time employees based on years of service.	Contact Asst. Village Manager or designee	
Worker's Compensation	Available to employees injured on the job. For non-sworn employees, the Village will provide 100 percent of regular compensation (first 66 2/3 percent of pay is taxed) during this type of leave. For sworn employees, the Village will follow the PEDDA law. If the injury or illness is defined as a serious health condition under FMLA and the employee is eligible, the Workers' Comp. leave and FMLA will run concurrently.	Contact Asst. Village Manager or designee	

EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge having received a copy of the revisions to the Village of Glen Ellyn's Personnel Manual approved by the Village Board on , ~~2016~~January 14, 2013, and I agree to read and become familiar with its contents. I understand that this Manual, as revised, is an overview of personnel policies related to my "At-Will" employment with the Village, and is not an express or implied contract of employment, nor does it create any rights in the nature of an employment contract.

I understand that all policies, rules and regulations in the Personnel Manual may be changed from time to time. I further understand that I may ask my supervisor for an explanation or for further information on any subject contained in this Manual.

PRINT NAME

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EMPLOYEE SIGNATURE

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DATE

Village of Glen Ellyn Personnel Manual

Adopted: Jan 23, 1989
Revised: May 14, 1990
Revised: August 24, 1992
Revised: Dec. 18, 1995
Revised: Jan. 15, 1997

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Revised: Nov. 13, 2007
Revised: Jan 14, 2013
Revised: ~~-~~ Feb. 18, 2016

VILLAGE OF GLEN ELLYN, ILLINOIS

PERSONNEL MANUAL Draft

Effective Date: March 1, 1989



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Approved By The Village
Board of Trustees
January 23, 1989 Ordinance #3576

— Revised By The
Village Board of Trustees
— May 14, 1990
— Ordinance #3742-VC

Revised By The
— Village Board of Trustees
— August 24, 1992
Ordinance #3945-VC

Revised By The
— Village
— December 18,
— Ordinance

#3742-VC

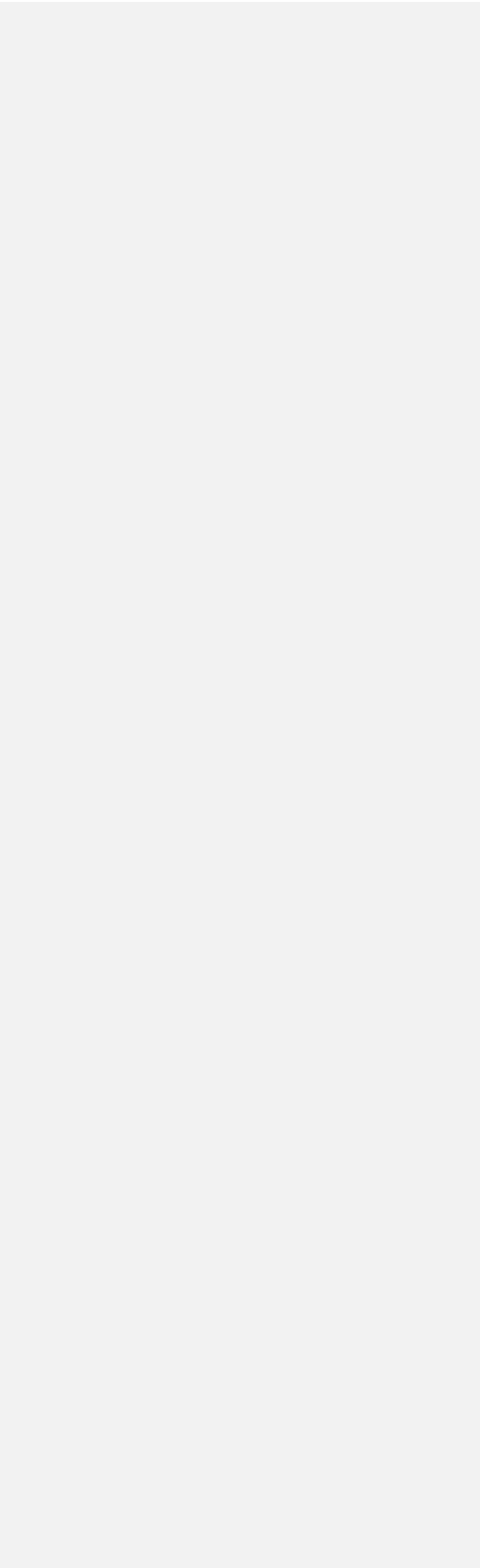
Revised By The
Village Board of Trustees
Board of Trustees
January 15, 1997
Ordinance #4459-VC

Revised By The
Village Board of Trustees
November 13, 2007
Ordinance #5624-VC

Revised by the
Village
January 14,

(Upon termination of employment, this copy must be returned to the [Assistant Village Manager](#).)

|



PREFACE

THE GLEN ELLYN COMMUNITY

Glen Ellyn is a community rich in spirit and participation. Located in the heart of DuPage County, Glen Ellyn is home for approximately 28,000 residents. A wide range of architecture and an abundance of mature trees give Glen Ellyn a unique historic quality. The preserved natural beauty of Glen Ellyn's landscape is indicative of the deep commitment residents have made on behalf of the community. In fact, our community can best be characterized as a cohesive group of families who enjoy and take pride in their home - the Village of Glen Ellyn. The high quality of life in Glen Ellyn is directly attributable to high resident participation and volunteerism. The Glen Ellyn Volunteer Fire Company is an example of the caliber of citizen service we enjoy.

Glen Ellyn has progressively moved into the future while still maintaining the community's unique character. The Central Business District has been developed into a focal point for Village activity. In addition, the Village has undertaken comprehensive capital improvements which will improve basic infrastructure services throughout the community.

Glen Ellyn is a true source of pride for both its residents and those who act in its service. We are committed to providing quality service through courteous and responsive action. The Village believes that the keys to earning trust and respect of those it serves are a willingness to listen, a high level of responsiveness, and accessibility to our citizens.

GLEN ELLYN VILLAGE GOVERNMENT

Glen Ellyn has a Village Board of Trustees form of government. The Village President supervises Village Officers and presides at all Board Meetings. The legislative body of the Village consists of six Village Trustees. The Village Manager is the chief administrative officer of the Village and is subject to the direction of the Village President and Trustees. In addition, the Attorney for the Village is under direct supervision of the Village President and Board. Village Board Meetings are held on every 2nd and 4th Monday of the month in the Civic Center; Board Workshops are held every 3rd Monday of the month.

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Village services are divided into six departments; Administration, Finance, Planning & Development, Village Links/ Reserve 22, Police, and Public Works. The Administrator's Office oversees daily operations and initiates changes to improve daily services. Finance provides internal accounting functions for the Village. Planning & Development regulates zoning, issues building permits and works with developers concerning new development in the Village. Village Links/ Reserve 22 is primarily responsible for the upkeep and management of the Village Links golf courses and restaurant facilities, Lambert Lake, and Panfish Park. The Glen Ellyn Police Department is a well-trained force of approximately 52 full-time personnel. Both the Police Department and the Volunteer Fire Company are accessible in emergencies through the 9-1-1 emergency telephone system. The Public Works Department is responsible for street maintenance, water system and sewer maintenance, trees and parkway care, and many other duties which keep the Village clean and orderly.

The Village fiscal year Begins on January 1 of each year. Monies to support services provided by the Village come from a variety of sources, with the two most important revenue sources being sales tax and direct user fees for services.

TABLE OF CONTENTS

[Disclaimer](#) 6

Chapter 1 - Introduction [67](#)

Chapter 2 - Definitions 9

Chapter 3 - Safety [1011](#)

Chapter 4 - Employment [197](#)

Chapter 5 - Pay Practices [2421](#)

Chapter 6 - Hours of Work and Overtime [2326](#)

Chapter 7 - Employee Benefits [2529](#)

Chapter 8 - Leaves of Absence [3428](#)

Chapter 9 - Employee Conduct..... [3341](#)

Chapter 10 - [Discipline](#), Penalties and Separations..... [4152](#)

Chapter 11 - [Personnel Items](#) [4455](#)

[Chapter 12](#) - [Ethics Policy](#)..... [6347](#)

[Appendix](#) - [Appendix](#)..... 69

[Appendix](#)

~~Disclaimer: You should know that this Manual is not intended to create any sort of contract of employment; instead, it continues the current policy of at-will employment. It is simply intended to describe the Village and its present policies and procedures. Needless to say, its policies and procedures may, and likely will be, changed from time to time as the Village deems appropriate. No representative of the Village, other than the Village Board, has the authority to enter into any agreement for a specific period of time or to make any agreement contrary to the foregoing.~~

CHAPTER 1

1.1 — INTRODUCTION

The Village of Glen Ellyn, in extending service to its citizens, recognizes that the well-being and the professional development of its employees is essential to the maintenance of a high standard of operation. Collaboration between the Village leadership and its employees is important for a continued successful operation. It is the purpose of this Manual to establish procedures which will serve as a guide to administrative action concerning various personnel questions.^[1] This Manual is intended to indicate how to achieve the aims of the Village's personnel program. All supervisors must be aware of their responsibility in personnel matters. Likewise, each employee will have a central source of information which states expectations, rights, duties, and responsibilities. Accordingly, this Manual will aid both the supervisor and the employee. Every Village employee will receive a copy of this Manual, which should be kept for future reference. It is the employee's responsibility to become familiar with and comply at all times with the contents herein.

Employees should know that this Manual is not intended to create any sort of contract of employment; instead, it continues the current policy of at-will employment. It is simply intended to describe the Village and its present policies and procedures. Needless to say, its policies and procedures and benefits may, and likely will be, changed from time to time as the Village deems appropriate, with or without notice. No representative of the Village, other than the Village Board, has the authority to enter into any agreement for a specific period of time or to make any agreement contrary to the foregoing. Violation of any of the rules or policies of this Manual will result in discipline, up to and including termination, depending on the circumstances.

This Personnel Manual supersedes all previous Manuals, management memos, or Administrative Orders that may have been issued in the past on the subjects covered herein. Major amendments and new policies normally will be adopted by the Village Board. The Village Manager reserves the right to implement minor updates and corrections with input by the Village Board. The Village Manager from time to time may delegate these responsibilities.

1.2 VISION STATEMENT 1.2 VISION STATEMENT

The Village of Glen Ellyn is a desirable community in which to live, work and play, with unique character and charm, a small-town feel, urban amenities and a high quality of life.

- Glen Ellyn has a mix of businesses in its thriving downtown and commercial corridors. It is a destination with a vibrant mix of shopping, dining and special events.
- Glen Ellyn offers diverse housing, historic and new, on tree-lined streets, close to excellent schools, parks and recreation.
- Glen Ellyn is a safe community, easily reached by road, train and trail, with easy access to Chicago.
- Glen Ellyn's success is built on a 21st Century infrastructure, a growing footprint, resident involvement and a Village government committed to continued financial sustainability.

MISSION STATEMENT

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The mission of the Village of Glen Ellyn is to provide quality public services to our residents, clients and patrons in an efficient, effective and professional manner, while upholding the highest ethical standards of local government.

1.3 COMMITMENT TO EMPLOYEES STATEMENT OF ORGANIZATION

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The Village of Glen Ellyn has always been an equal employment opportunity employer. The Village of Glen Ellyn is committed to providing a sense of belonging to all employees, to fostering a work environment of mutual trust, respect, dignity, and to encouraging a collective commitment to excellence. It is the Village's belief that it will achieve that goal through the employment of individuals who care about their jobs, take pride in themselves and their contributions, and understand the importance of teamwork. The Village has always taken pride in the abilities and accomplishments of its employees, and- we recognize the value of our employees. It is the Village's policy, if able, to pay wages and benefits that are competitive with the local comparable market and within the prevailing economic climate. It is also Village policy to communicate directly with employees and to try to work together to resolve employee concerns as they arise. The Village desires mutual cooperation and direct communication. The Village tries to follow a policy of concerned individual treatment for all of their employees.

1.3.1 EMPLOYEE SUGGESTIONS

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Employees are encouraged to bring any suggestions regarding methods of work, work routines, or any other aspect of the work situation to their respective Supervisors, Department Heads, or to the Village Manager. Employee suggestions regarding the improvement of Village service will be given thoughtful consideration and response.

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1.4 COMPLIANCE WITH LOCAL LAWS

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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 Fire and Police Commissioners, as well as provisions of Illinois statutes governing sworn police department employees. While the Village believes that this Handbook 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. Additional information for Police Officers is available from the following sources: "Manual of the Glen Ellyn Police Department," and the "Rules of the Glen Ellyn Board of Fire and Police Commissioners." These documents are a supplement to, rather than a substitute for, this Personnel Manual. In the event of conflicts between provisions of this Manual and the Fire and Police Commission Rules and Regulations, the policies of the latter shall apply.

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^[1] It should be noted that additional information for Police Officers is available from the following sources: "Manual of the Glen Ellyn Police Department," and the "Rules of the Glen Ellyn Board of Fire and Police Commissioners." These documents are a supplement to, rather than a substitute for, this Personnel Manual. In the event of conflicts between provisions of this Manual and the Fire and Police Commission Rules and Regulations, the policies of the latter shall apply.

1.5 THE MANUAL APPLIES TO ALL EMPLOYEES

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This Personnel Manual applies to all ~~regular~~ full-time and ~~regular~~ part-time employees of the Village of Glen Ellyn. Additionally, it applies to probationary employees who, if they successfully complete their probationary service, would become a regular employee.

There are several sections in the Manual that also applies to part time, temporary or seasonal employees. All Village employees are expected to review and understand this document-

1.6 NOTE REGARDING UNION-REPRESENTED EMPLOYEES

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 discrepancy between the information contained in this Manual and matters contained in a collective bargaining agreement, the provisions of the collective bargaining agreement will control. 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.

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CHAPTER 2

DEFINITIONS

- 2.1 Anniversary Date – The employee's first day of work for the Village will be considered their anniversary date.
~~Annual evaluations and salary adjustments will generally take place by January 1 of each year. In year one of employment new hires must work 12 months before they are eligible for a raise in salary/wages.~~
- 2.1.1 Promotional Date - The date the employee was promoted to a new position with the Village is the promotional date. ~~Annual evaluations, salary adjustments, and other personnel actions following a promotion will generally take place by January 1 of each year. Pay adjustments will be made at the time of the promotion.~~
- 2.2 Employee – An employee is a person who has been hired to a position in the Village service in accordance with the hiring practices of the Village. All Village employees are considered "At Will" employees, unless they are under contract with the Board. "At Will" employees may be dismissed by the Village without the employer having to establish "just cause".
- The various types of employees are:
- 2.2.1 Full-time - Employees who work a full work week (40 hours) in accordance with the schedule adopted by their Department ~~Director~~Manager are considered full time.
- 2.2.2 Part-time - Employees who fill a position in the Village service, but work less than 30 (less than 1560 per year) hours per week are considered part time.
- 2.2.3 Seasonal – Seasonal employees fill positions which are available at regular intervals, but their employment will not last over an extended period of time. Seasonal employees typically work less than 1,000 hours in a year, and generally do not. ~~They do not~~ qualify for benefits nor is annual employment guaranteed.
- 2.2.4 Temporary Employees - Employees hired to meet immediate operating demands caused by events including, but not limited to, vacations and extended sickness of current employees, special projects, or natural disasters are temporary employees. Temporary employees do not qualify for benefits.
- 2.2.5 Regular - Employees who have successfully completed a probationary period and are not classified as Seasonal or Temporary are regular employees. Regular employees may be either part-time or full-time during their employment.
- 2.2.6 Acting Appointment - Refers to an appointment of a Village employee to temporarily fill either a position for which a permanent appointee is being sought or a position where the permanent appointee is on leave.
- 2.3 Immediate Family - An employee's spouse, children, step-children, parents, step-parents, brothers, sisters, spouse's parents, and spouse's step-parents are considered immediate family.
- 2.4 Relative – Relatives are related by blood or marriage.

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- 2.5 Resident - A person whose legal residence lies within the corporate limits of the Village of Glen Ellyn is a resident.
- 2.6 Supervisor - Any individual with authority to assign, direct, and review the work of subordinates is considered a supervisor.

CHAPTER 3

SAFETY

The Village of Glen Ellyn is committed to work place safety. Safe working conditions and procedures are considered as high priorities for all Village employees. Each supervisor has full responsibility for the safe actions of their employees and the safe performance of machines and equipment which are in all operating areas, and have the full authority to enforce the provisions of this manual to keep losses at an absolute minimum. Each supervisor shall:

1. Assume full responsibility for safe and healthful working conditions of employees while they are under his/ her jurisdiction.
2. Ensure that all management policies herein are fully implemented for maximum efficiency on the job.
3. Take the initiative in recommending correction of deficiencies noted in facilities where procedures, employee job knowledge, or attitude adversely affects the Village Risk Management efforts.
4. Determine enforcement of work policies by being impartial in taking disciplinary action against those who fail to perform and by being prompt to give recognition to those who perform well.
5. Be sure that each employee is fully trained for the job he or she is assigned to do, that he or she is familiar with Division work rules and he or she certifies in writing that he or she understands that compliance with safety rules is mandatory.
6. Fully cooperate in shutting down operations considered to be an imminent danger to employees or in removing personnel from hazardous jobs when not wearing or using prescribed protective clothing and the prescribed equipment.

EMPLOYEES are required as a condition of employment to exercise due care in the course of their work to prevent injuries to themselves and to their fellow employees and to protect Village equipment. Each employee shall:

1. Report all unsafe conditions to his or her supervisor.
2. Keep all areas clean and orderly at all times.
3. Report all accidents immediately to his or her supervisor.
4. Avoid engaging in any horse-play and avoid distracting others.
5. Learn to lift and handle materials properly.
6. Comply with all Village safety policies and/or Department-specific standard operating procedures the Employee Safety Manual. Each employee working at hazardous jobs shall in addition:
 - a. Obey all safety rules and follow work directions. If there is any doubt about the safety of doing the job, he or she shall stop and get instructions from his or her supervisor before continuing the work.

- b. Operate only the machinery or equipment that he or she has been authorized to operate by his or her supervisor.
- c. Use only the prescribed equipment for the job and use the equipment properly.
- d. Wear the required protective equipment and clothing when working in hazardous operational areas.
- e. Take an active part in fostering an organizational culture of safety-first, ~~the safety~~

~~program.~~

3.1.7 Reporting an Injury or Fatality-

All injuries should be reported in the proper manner as indicated in the Safety Manual. Employees must fill out Illinois Form 45: Employer's First Report of Injury. All Supervisors must contact the Finance Department to open up a claim and follow up with a Supervisor's Investigation Report. OSHA also requires work related fatalities must be reported within 8 hours or finding out about it. Work related in patient hospitalizations of one or more employees, amputations or eye loss incidents must be reported within 24 hours. Contact OSHA through their 24 hour phone hotline at 1-800-321-OSHA(6742) or electronically at www.osha.gov.

3.1 Medical Treatment for Work Related Injuries –

A work related injury (on the job) is defined as a personal injury by accident arising out of or in the course of employment. Treatment for these injuries is outlined below and supervisory personnel shall ensure compliance.

3.1.1 Emergency Medical Treatment is for serious injuries requiring immediate medical treatment such as profuse bleeding, broken bones, unconsciousness, shock, etc. shall warrant emergency treatment. The injured person shall be transported to the hospital facility that is equipped to handle the injury nearest the accident scene. For all serious emergencies, call 911 for an ambulance and administer First Aid, if qualified, as necessary until help arrives.

3.1.2 Injuries Not Constituting Emergency, but Requiring Physician's care shall initially be treated by ~~Medcore~~ Cadence Occupational Health medical staff, (800 775-5866) or another doctor as specified by the ~~Village Safety Coordinator~~ or as requested by employee. On notification that an employee has been injured on the job, the supervisor shall insure that First Aid is administered if qualified to do so. The injured employee should then be taken to one of the facilities indicated above for treatment.

Injuries appearing to be superficial but extremely painful or showing unusual symptoms should be taken to the nearest ~~Cadence Health Medcore~~ clinic or sent to Central DuPage Hospital or other doctor as specified by the Village ~~Safety Coordinator~~ or as requested by ~~the~~ employee. If subsequent treatment is required and the employee prefers to be treated by his or her own family doctor or a preferred specialist, the employee must notify change must be approved by the treating physician, and the Village's insurance adjuster and Safety Coordinator. There are no provisions for changing doctors without this approval.

3.1.3 First Aid Treatment in the Field or Office

Superficial injuries such as minor cuts, bruises, small punctures, scratches, etc., shall be treated in the field or office when an employee is qualified to administer First Aid and is present and a First Aid Kit is available. Such injuries shall be a matter of record and reported to the Village Safety Coordinator as specified. Superficial injury shall only be treated by Medcore during normal duty hours, or if another doctor is specified by the Village Safety Coordinator or as requested by employee. The hospital emergency room shall not be used for superficial injuries.

3.1.4 False On-the-Job Claim

~~— An individual injured while off duty who falsely claims an on-the-job injury or an individual who collaborates a false claim is committing a misdemeanor and shall be subject to the full penalties as provided by law as well as disciplinary action as stipulated in the Personnel Manual.~~

3.1.5 Doctor and Prescription Bills

After a treatment of an on-the-job injury, bills for medical treatment and medicine are normally sent directly to the Village of Glen Ellyn for payment. ~~An employee frequently ignores these bills until threatening letters are received from some collection agencies.~~ Employees have the responsibility to forward such bills to the Administration Department for processing immediately upon receipt in order to avoid unnecessary hassle that could have otherwise been avoided. ~~unpleasant and unnecessary complications.~~

3.1.6 Establishing an On-The-Job Claim Workers Compensation and Establishing an On-The-Job Claim

~~— Any Village employee who is injured in the performance of his or her duties is entitled to seek benefits under the Worker's Compensation Act. Employees are expected to report any injury, no matter how minor. An injured employee is required to submit a written report of any on-the-job injury to his or her immediate Supervisor as soon as possible in order to file an application through Human Resources for Worker's Compensation benefits. In addition, the employee may be eligible for his or her pension disability benefit.~~

The Village will provide 100 percent of regular compensation to the employee during a Worker's Compensation leave. In compliance with State statute and the Internal Revenue Service Code, the first 66 2/3 percent of pay will be tax free, with the remaining portion being subject to tax. This applies to all non-sworn employees. If the injury or illness is defined as a serious health condition under FMLA, and the employee is eligible, the worker's comp leave and FMLA will run concurrently.

It is not necessary to have a physician treat an injury to validate an on-the-job claim. A minor injury such as a small cut, scratch, or bruise should be treated in the field by someone qualified to administer First Aid from a kit and the injury reported to the supervisor and recorded. The employee will be fully covered for medical treatment later should the need arise. In some cases, injuries occurring at the work site are not found to be arising "out of and in the course of employment." The Village does not determine the validity of a Worker's Compensation claim. All information is transmitted to the Village's insurance provider for approval. No bills will be paid until the incident has been investigated and found to be valid.

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3.1.4 False On-the-Job Claim

An individual injured while off duty who falsely claims an on-the-job injury or an individual who collaborates a false claim is committing a misdemeanor and shall be subject to the full penalties as provided by law as well as disciplinary action up to and including termination of employment.

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3.1.7 Reporting an Injury or Fatality

All injuries should be reported in the proper manner as indicated in the Safety Manual. Employees must fill out **Illinois Form 45: Employer's First Report of Injury**. All Supervisors must contact the Finance Department to open up a claim and follow up with a Supervisor's Investigation Report. OSHA also requires work related fatalities must be reported within 8 hours of finding out about it. Work related in patient hospitalizations of one or more employees, amputations or eye loss incidents must be reported within 24 hours. Contact OSHA through their 24 hour phone hotline at 1-800-321-OSHA(6742) or electronically at www.osha.gov.

Failure to comply with Safety Rules and procedures may result in employee discipline.

3.2 Manual - Every employee should think and practice safety at all times. Employees should follow the rules of the Employee Safety Manual and applicable supplemental Departmental safety directives.

3.3 Uniforms & Equipment - The Village will provide uniforms, clothing, and appropriate Personal Protective Equipment (PPE) safety equipment to full time Facilities Maintenance, Planning and Development, Police, Public Works, Village Links/ Reserve 22, and Glenbard Wastewater Authority employees. Some Employees are eligible for work boot allowances reimbursement. Uniforms may only be worn on duty. Safety equipment shall be worn and/or used as directed. (See Chapter 5 of Safety Manual)

3.4 Driver Operations and Use of Village Vehicles- Village Employees who operate Village owned vehicles while performing official duties shall drive the vehicle in a safe, courteous and defensive manner. Violations may result in disciplinary action.

Employees shall:

3.4.1 Restrict vehicle use to official Village business in the state of Illinois. Other use must be authorized by the Department Head or Village Manager.

3.4.2 Obey all laws while operating Village vehicles.

3.4.3 Report all citations to their supervisor. Employees are personally responsible for all tickets.

3.4.4 Ensure that all documentation (vehicle, registration, proof of insurance, etc.) is accessible in the vehicle.

3.4.5 Inspect the vehicle for damage or defects before driving the vehicle. Report all issues to their supervisor.

3.4.6 Possess a valid operator's license. In the event that an employee's license is suspended, revoked or lost; the employee is required to notify the Village immediately.

3.4.7 Make sure tobacco use is prohibited in the vehicle.

3.4.8 Transport cargo or tools in a safe and secured manner.

3.4.9 Do not be distracted while operating the vehicle. Only hands free technology is permissible. Passengers (other than employees) are prohibited.

3.4.10 Do not allow vehicles to idle for more than 10 minutes when parked, while performing official duties except under emergency, inclement weather or other related conditions. This policy does not apply to police vehicles.

3.6 Take Home Vehicle Policy – The Director of Public Works, Police Chief, Deputy Chief-Administration, Deputy Chief-Operations, Wastewater Executive Director and Golf Course Superintendent are assigned regular take home vehicles for Village business, including transportation to and from work. Other employees must receive authorization from their supervisor.

Driver Operations & Use of Village Vehicles Policy

The purpose of this policy is to ensure the safety of those individuals who drive Village vehicles and to provide guidance on the proper use of Village vehicles. Vehicle accidents are costly to the Village, but more importantly, they may result in injury to you, your co-worker(s), and the public. Additionally, the way in which we operate our vehicles and equipment can importantly influence (good or bad) public relations. By using courteous and considerate driving habits we can build and sustain positive relations within the community.

It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and damage. As such, the Village of Glen Ellyn endorses all applicable state motor vehicle regulations relating to driver responsibility. The Village of Glen Ellyn expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. Violations of this policy may result in disciplinary action up to and including termination of employment.

1. Employees who operate a Village vehicle shall restrict use of the vehicle to official Village business. Without exception, unauthorized or private use of Village-owned vehicles is prohibited, unless previously authorized by the Department Head and Village Manager.
2. The use of Village vehicles for business purposes by any Village employee is restricted to the State of Illinois or 100 miles outside its borders. Any employee or Department Head requesting to use a Village vehicle for business purposes outside the State's boundaries must obtain prior permission from the Village Manager.
3. Obey all Village, County, State and Federal laws while operating Village vehicles and any time personal vehicles are used on official Village business.
4. Ensure that that all proper documentation (e.g. proof of insurance and vehicle registration) is available in the event he/she is requested to produce said documents to a law enforcement officer. This applies to rented or leased vehicles as well.
5. Inspect the vehicle which he/she is about to drive, in accordance with established Department work rules.
6. If there is evidence of any accident damage, the employee shall report it to his/her supervisor supervisor or the Equipment Services Superintendent before driving the vehicle. Employees

may potentially be disciplined for unreported damage if a supervisor is not notified prior to using the vehicle.

7. Any defects which will affect safe operation of the vehicle shall be promptly reported to the driver's supervisor or the Equipment Services Division. No employee shall operate a Village-owned vehicle in an unsafe condition. Any vehicle damage which is beyond normal wear and tear must be documented and promptly reported to the employee's supervisor and Equipment Services Division.
8. All designated drivers must possess a valid vehicle operator's license. In the case of commercially rated vehicles, the proper commercial driver's license for the vehicle's weight and class must be valid, and in possession of the driver.
9. Wear seat belts at all times while driving or as a passenger
10. Tobacco use is strictly prohibited in all Village vehicles and equipment.
11. Report to the supervisor any moving or parking violations received while driving on Village business and/or in Village vehicles. Each employee is personally responsible for all traffic citations and parking tickets received.
12. Accident Reporting Procedures:
 - a. Report to the supervisor in writing all defects noted during the trip.
 - b. Call the Glen Ellyn Police Department or the local police jurisdiction responsible for completing a motor vehicle accident report. Employees are expected to fully cooperate with local authorities.
 - c. Investigate all collisions involving Village vehicles and report details to immediate supervisor as soon as possible.
 - d. For leased or rental vehicles, notify the rental agency immediately.
13. Removal or modification of any equipment from a vehicle without written permission of both the Department Head and the Equipment Services Superintendent is prohibited.
14. When cargo, materials, or tools are being transported, the driver is responsible for assuring that all items are properly secured to prevent them from shifting or falling from the vehicle or trailer.
15. No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds, or other locations on a vehicle not designed or approved by the vehicle manufacture for passenger seating.
16. Distracted driving has become a serious threat to motorist safety as new personal electronic devices, such as smartphones, have become commonly used. Effective January 1, 2014, Illinois law prohibits the use of hand-held cell phones, texting, or using other electronic communications, while driving. Hands-free devices or Blue Tooth technology is permissible

under the law. Even using hands-free technology can be a distraction while driving, and roadway safety should always take precedence over conducting Village business via any electronic device.

17. No employee shall be permitted to use a Village-vehicle in connection with his/her secondary employment.

Take-Home Vehicle Policy:

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. Personal use, other than authorized commuting, as defined by the Internal Revenue Service is prohibited unless approved by the Village Manager.

The following managerial positions are regularly assigned take-home vehicles for Village business, including transportation to and from work:

<u>Position</u>	<u>Department</u>
<u>Director of Public Works</u>	<u>Public Works</u>
<u>Chief of Police</u>	<u>Police</u>
<u>Deputy Chief</u>	<u>Police</u>
<u>Assistant Police Chief-</u>	<u>Police</u>
<u>Executive Director</u>	<u>Glenbard Wastewater Authority</u>
<u>Superintendent of Grounds</u>	<u>Recreation/Links</u>

- a. Managerial employees whose personal use of a Village owned vehicle is consistent with the requirements (e.g. emergency response) of the position may take home a Village-owned vehicle for the purposes of conducting Village business; including transportation to and from work and meetings, professional association functions, and for *de minimus* personal uses while the vehicle is being driven to-and-from work. Take home vehicles for employees are subject to any taxation as may be required under the Internal Revenue Code.
- b. 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. Family members are not to be passengers in Village owned vehicles unless circumstances dictate the necessity based on the position's emergency response requirements, or as otherwise authorized by the Village Manager. On a limited basis, non-employee passengers are permissible when the vehicle is being driven to/from the work place, as part of the *de minimus* personal use.
- c. 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.
- d. 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.

Personally Owned Vehicles Used in Service to the Village:

- a. Employees must ensure that their personally-owned vehicle is safe to operate (e.g. inspect the tires, headlights, taillights, brakes, etc.).
- b. Accidents in personal vehicles, while on Village business, shall be reported in the same manner outlined above in accordance with Village's Claims Procedures 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 Human Resources to have occurred during the course and scope of the employee's work duties
- c. Those employees who occasionally use their personal vehicle for Village business may be reimbursed for mileage pursuant to the Village's policy as outlined in the Travel/Training Policy, and in accordance with IRS guidelines. Employees are responsible for submitting the appropriate forms and mileage documentation to their Department Head (or designee) for prior approval.
- d. Accidents involving the employee's personal injury must be reported to Human Resources for Worker's Compensation investigation purposes.

DRIVER'S LICENSE

Several positions require employees to have and maintain a valid driver's license as a condition of their employment with the Village. In the event such an employee's driver's license is suspended, revoked or lost, he or she is required to notify the Village immediately.

3.7 Personally Owned Vehicles Used in Village Service- Employees who use their vehicles for Village business may be reimbursed for mileage as outlined in the Travel Reimbursement Policy. Accidents while in Village service must be reported to the Village immediately for Workman Compensation investigation.

3.8 Accidents While Operating Village Vehicles – While operating Village equipment, employees are representing the Village of Glen Ellyn and its citizens and must observe all safety and driving laws.

The Safety Manual outlines responsibilities for employees and supervisors when a motor vehicle is involved in a collision. If an employee has an accident while operating a Village vehicle, he/she should:

3.8.1 Notify the Police immediately and cooperate with the local authorities. Also, cooperate with the Village's insurance carrier's follow up investigation.

3.8.2 Insist that all parties concerned remain at the scene of the accident.

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- 3.8.3 Obtain identifying data from the driver of the other vehicle, e.g., driver's license, license plate number, vehicle make and model, insurance company, and all other information which may be pertinent.
- 3.8.4 Secure names and addresses of all parties involved, injured persons, and any witnesses to the accident.
- 3.8.5 Immediately report the accident to his supervisor, no matter how small the accident.
- 3.8.6 Refrain from arguing with anyone over who was at fault for the accident. Never make admissions, state assumptions or make statements regarding who or what may have been responsible for the accident.

~~While operating Village equipment, employees are representing the Village of Glen Ellyn and its citizens and must observe all safety and driving laws.~~

- 3.9 Other Accidents - If an employee has an accident or is witness to an accident during work hours where property damage or personal injury occurs, he/she should:

- 3.9.1 Secure names and addresses of all parties involved and of any witnesses to the accident.
- 3.9.2 Immediately report the accident to his/her~~their~~ supervisor, no matter how small the accident.
- 3.9.3 Refrain from arguing with anyone over who was at fault for the accident. Never make admissions, state assumptions, or make statements regarding who or what may have been responsible for the accident.

3:10 Temporary Light Duty Assignments- In order to aid a temporarily injured/ ill employee through the transitional period to full recovery from and injury/ illness, the Village may offer temporary light duty assignments, in some circumstances where light duty is available. Light duty is not available for permanent disability situations. Employees must have completed a full year of service to be eligible for light duty. All requests for light duty must go to the Assistant Village Manager. Light duty cannot be offered if the treating physician does not state the restrictions and length of time needed for full recovery. If the employee refuses a light duty assignment, ~~a~~A certified letter will be sent to the employee advising when return to work will begin in accordance with the doctor's medical evaluation. In all cases light duty will initially be offered for up to 6 weeks, unless the Village in accordance with the medical work ~~restictions~~restrictions, determines a different timeline. Scheduled performance reviews, wage adjustments, and job advancements will be delayed during the light duty period. Employees on light duty are generally not eligible for overtime. Employees are not permitted, under any circumstances, to perform work that violates their work restrictions. In accordance with a doctor's certificate, light duty may be modified. When an employee exhausts their light duty period, they will be placed on FMLA if eligible and/or on short term disability. An employee on light duty may not engage in other employment during this period. Violating the terms of light duty will result in discipline, including potential termination.

EMERGENCY CONTACT INFORMATION

At the time you are hired, you will be required to provide the Village with emergency information. This information will become part of your permanent personnel file. The Village maintains this information in order to help it notify the appropriate person(s) in the event of any type of emergency. Please make sure you keep this information current at all times.

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CHAPTER 4

EMPLOYMENT

- 4.1 Equal Employment Opportunity and Hiring Procedures- The Village will select the candidate it determines is the most qualified candidate for any position. Generally vacant positions will be posted. The Village will consider all applicants, including current employees, who have applied for the vacant position. The Village will hire individuals upon the basis of their qualifications for the job for which they have applied, which will usually include a consideration of, but shall not be limited to, an employee's experience, performance, knowledge, skills, and ability to perform the essential functions of the position efficiently and effectively, with or without any reasonable accommodation required by law.

Every effort will be made to hire new employees for positions which best utilize their abilities and in which they will be able to achieve both personal satisfaction and opportunity for growth. The Village will attempt to provide job-related training and educational opportunities for employees.

It is the policy of the Village that relatives will not be hired or transferred to the same department, should that employment create a supervisor/ subordinate relationship or a conflict of interest. In rare cases, this provision may be waived by the Village Manager, if it is found to be in the best interest of the Village. This provision may also be waived for temporary, part time employment. Relatives of elected officials like the Village President and Village Trustees may not be employed by the Village.

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Candidates for regular employment who have received a conditional offer of employment shall be required, as a condition of employment, to undergo a physical examination, at Village expense, administered by a physician designated by the Village. A pre-employment drug test may also be required for some positions.

- 4.2 Discrimination - The Village is strongly committed to creating and preserving equal opportunity for all employees and applicants. The Village will not discriminate against any employee or candidate for employment in any manner which would violate Federal or State law because of race, color, religion, sex, marital status, pregnancy status, unfavorable discharge from the military (except dishonorable discharge), national origin, age, sexual orientation, transgendered status, disability or any other legally protected status unrelated to job requirements. As part of the application process, applicants shall not be required to divulge, nor shall the Village consider, any information regarding (a) an applicant's arrest; or (b) criminal history record which has been ordered expunged, sealed or impounded under Section 5.2 of the Illinois Criminal Identification Act.
- 4.3 Probationary Period - The probationary period is a period during which all new employees are given an opportunity to demonstrate their ability to perform the requirements of the position for which they have been hired. This period is 12 months for new employees (except Police Officers). The employee's Department Director/Manager shall determine if the employee has successfully completed the probationary period. The Village may implement a probationary period for newly promoted employees.
- 4.3.1 Every new employee shall be required to successfully complete a probationary period before becoming a regular employee. This period shall last for twelve (12)

months. The probationary period for Police Officers is eighteen (18) months. The probationary period shall begin on the employee's first day of work.

- 4.3.2 At such times during the probationary period and in such manner as the Department ~~Director/Manager~~ may require, the employee's supervisor will make a report regarding the quality of the employee's work. The probationary period may be extended, at the Village's discretion.

After satisfactory completion of the twelve (12) month probationary period, an employee may be eligible for a pay adjustment. The Village Board will determine the pay adjustments each year based on the supervisor's recommendation and the approval of the Department Head and the Assistant Village Manager. If a probationary employee's probationary period is extended beyond twelve (12) months, the employee will be eligible for the above-described twelve (12) month salary adjustment, only if and when the employee satisfactorily completes the probationary period. If the employee satisfactorily completes the probationary period, a salary adjustment may, at the sole discretion of the Village, be retroactive to the end of the original probationary period.

- 4.3.3 Promoted Employees - Upon promotion, a regular employee will become a probationary promotional employee. They will need to successfully complete a six (6) month probationary period. The probationary period for promoted employees shall begin on the employee's first day of work in the position to which the employee has been promoted. Vacation time may be taken during this time. Promotional probationary employees will continue to accrue vacation and sick leave during their probationary period.-

- 4.4 Reclassification - Positions may be reclassified to a higher or lower position when the knowledge, skills, abilities and job responsibilities necessary to perform the job have changed enough to warrant such a reclassification. Positions may be reclassified contingent upon the recommendation of the supervisor for the position and approval by the Department ~~Director, Assistant Village Manager, Manager~~ and Village Manager.

- 4.5 Performance Development System (PDS) - Job performance appraisal includes a written evaluation of the employee's job performance. It may include, but is not limited to, the supervisor's comments and recommendations, action plans for both the employee and supervisor and performance goals for the next evaluation period. Information derived from the performance evaluation may be considered when making decisions affecting an employee including, but not limited to, decisions concerning training needs and opportunities, salary adjustment, merit pay increases, reclassification, demotion, transfer, or continued employment. The appendix of this Manual contains the Village of Glen Ellyn PDS documents.

Each Village employee will be given an annual interview with one or more of their immediate supervisor(s). At this interview the performance over the previous year will be discussed in detail. This performance evaluation will be in written form, and be made a part of the personnel record of the employee.

Performance appraisals should be completed upon the following occasions:

- A. After the first six (6) months of the probationary period for new employees.

- B. Upon successful completion of the probationary period for new and promoted employees.
- C. The first pay period after January 1 reflects pay raises / adjustments for each employee if applicable. Pay adjustments are merit based.
- D. At such other times as deemed appropriate by the employee's Department Manager.
- E. The PDS review process should run October 1 through September 31 each year.
- F. An employee may request a higher level review from their Department Head. The Village Manager or designee will conduct the higher level review. If not satisfied, the employee may write a rebuttal to be attached to the evaluation.
- G. In the event that an employee is on disability leave and has not been on the job for more than six (6) months of the evaluation period prior to the annual performance evaluation, the evaluation may be rescheduled for six (6) months, to allow the supervisor adequate time to observe and evaluate the performance of the employee.

4.6 Outside Employment - Regular, full-time Village employees may not engage in outside work or employment without first providing written notification to their Department Manager.

The Village will generally permit employees to engage in outside employment or work so long as, in the opinion of the Village Manager and the Department ~~Director~~Manager, the outside work or employment would not affect the quality or quantity of the employee's work for the Village, prevent the employee from devoting their primary interest to the accomplishment of their work for the Village or tend to create a conflict, or the appearance of a conflict, between the private interest of the employee and the employee's official responsibility to the Village. Employees are prohibited from entering into any arrangement which involves the performance of services while on Village time or while using Village equipment. An employee of the Village may not be employed by any other entity that would sell or do business with the Village. No employee shall receive compensation, other than from the Village, for their services while on Village time.

4.7 Termination and Resignation - Termination is the Village's separation of an employee involuntarily from his/~~her~~ current position. Resignation is an employee's voluntary separation from his/~~her~~ current position. An employee is free to resign at any time, but the Village requests that the employee submit a written two-week notice at a minimum in advance of resignation.

4.8 Retirement - In accordance with the Age Discrimination in Employment Act, the Village imposes no mandatory retirement age on employees.

- 4.8.1 Pension Funds - Regular full-time employees and part-time employees who work in excess of 1,000 hours per year are included in the Illinois Municipal Retirement Fund. Commissioned Police personnel are covered by the Police Pension Fund. To receive money paid into IMRF, forms must be submitted upon resignation or

termination of employment. Detailed information concerning Pension Funds may be obtained from the Personnel Division.

4.8.2 Social Security - All salary and hourly employees shall be covered by Social Security except commissioned Police Officers.

4.8.3 Health and Medical Program – In accordance with the Municipal Employee's Continuance Privilege law (215 ILCS 5/367j). ~~Illinois Legislative Act~~ and COBRA legislation. eligible, retired, resigned or terminated employees may continue to participate in the Village Health and Medical Program at their own expense. For detailed information, please contact the Assistant Village Manager.

EMPLOYEE/INFORMATION CHANGE

An employee must promptly notify both his/her Department Head and Human Resources in writing of any change of home/mailling address, personal telephone number(s) and e-mail address by completing and signing the designated form(s).

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CHAPTER 5

PAY PRACTICES

5.1 The Village Board has established a Position Classification and Pay Plan which is intended to provide the following:

- A. A framework for equitable compensation for work of a similar nature and level.
- B. The means for fairly compensating employees for continued good or outstanding service.
- C. Rates of compensation, which are fiscally responsible, market competitive and compare reasonably with those of other employers, and which will aid in the recruitment and retention of qualified personnel.

The Village Manager is responsible for administering this pay plan. The Village Manager may from time to time recommend to the Village Board amendments to the pay plan when, in his/her judgment, the plan requires alteration. The Village Board retains the right to amend, modify, discontinue or replace the Position Classification and Pay Plan.

5.2 Starting Minimum Rate - The starting minimum rate of pay for a position in the Pay Plan shall be paid upon appointment. Starting rates above the minimum rate may be paid at the discretion of the Department Director/Manager with approval of the Village Manager.

5.3 Deductions - When an employee is hired, they must submit to the Village the following information: Social Security number, documentation proving U.S. citizenship or legal alien status, and information for pension deduction. An employee must fill out forms for State and Federal Tax Deductions. Other compulsory deductions currently include Social Security and the Illinois Municipal Retirement Fund (for all employees working 1000 hours or more per year) or, in the case of Police Officers, the Police Pension Fund. Optional deductions include, but may not be limited to: major medical and hospitalization coverage, life insurance, ICMA Deferred Compensation, Credit Union Savings, and others as approved by the Village Manager. Because of record-keeping requirements on the above deductions, all changes in any employee's status or address must be reported to the Assistant Village Manager or designee.

Further information regarding deductions and programs, such as IMRF, may be obtained from the Assistant Village Manager or Finance Department.

5.4 Payment of Wages:

- a) Employees may be paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice.
- b) Salary payment is made biweekly for base salary due up to the pay date.
- c) Paydays are usually every other Friday [i.e. biweekly]
- d) Overtime payment, which is included with the nonexempt employee's base salary payment, is also paid biweekly with such payment covering hours worked in the prior pay bi-weekly period.
- e) It is the Village's policy that employee paychecks will only be given personally to that employee or mailed to his/her home address.

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5.5 Lost Pay Checks - In the event of a lost paycheck, the Finance Department must be notified in writing as soon as possible and before a replacement check can be issued. In the event the lost paycheck is recovered and the Village identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the Village within 24 hours of the time it is demanded.

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5.4 Pay Increases - Salary adjustments within an established range are not automatic, but are dependent upon job performance and the recommendation of the Department ~~Director~~Manager and final approval of the Village Manager. An employee's salary adjustment will usually be effective January 1 of each year.

5.4.1 The pay plan allows for the granting of merit-based increases in pay. In some cases, based upon the exceptional performance of the individual, with the recommendation of the ~~Department~~department ~~Director~~manager and final approval of the Village Manager, an employee may receive additional compensation.

5.5 Effect of Promotion - Employees who are promoted to a new position shall receive a discretionary increase in pay over their previous rate upon starting the new position.

5.6 Effect of Demotion - Employees who are demoted may receive a reduction in salary based upon the recommendation of the Department ~~Director~~Manager and the final approval of the Village Manager upon starting the new position.

5.7 Pay Increases- The Pay Plan allows for performance based increases in pay. The Village Manager may award base pay increases exceeding 8%, when prudent. This situation may arise when an employee receives a promotion within the organization.

Salary adjustments within an established range are not automatic, but are dependent upon job performance and the recommendation of the Department Director and final approval of the Village Manager. An employee's salary adjustment will usually be effective January 1 of each year.

5.7.1 The pay plan allows for the granting of merit-based increases in pay. In some cases, based upon the exceptional performance of the individual, with the recommendation of the Department Director and final approval of the Village Manager, an employee may receive additional compensation.

5.7.2 Merit Pool Pay - As part of Village's annual budget process, the Village Board, in its sole discretion, authorizes the available funding for employee raises. As part of the Village's annual performance review process, departments are allotted an annual funded pool of compensation dollars that Department Heads are able to distribute (in addition to base salary increases) to eligible employees based on exceptional performance and merit. Department Directors develop pay recommendations, which are reviewed and approved by the Village Manager. Employees are eligible for base pay increases between 0-5%. Employees, who are topped out in their pay range, are still eligible to receive a one-time, lump sum merit bonus based upon job performance. Annual review periods run from October 1 through September 30 of each year.

As part of Village's annual budget process, the Board, in its sole discretion, authorizes the available funding for employee raises. As part of the Village's annual performance review process, Department Directors develop pay recommendations, which are reviewed and approved by the Village Manager. Employees are eligible for base pay increases between 0-5%. Employees who are topped out in their pay range, are still eligible to receive a one-time, lump sum merit bonus based upon job performance. Annual review periods run from October 1 through September 30 of each year. Merit pay is a one-time, lump sum payment that is tied to the Job Performance Development System (PDS) evaluation process.

5.8 WAGES IN ADVANCE - No advances on future wages will be made under any circumstances.

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CHAPTER 6

HOURS OF WORK AND OVERTIME

- 6.1 Employee Workday - Due to the nature of Village service, the normal workday from department to department varies considerably. The Village retains the right to restructure an employee's workday or work period for the purpose of promoting efficient operations.

On occasion, breaks may be interrupted or precluded at the discretion of the employee's supervisor. A lunch or work break which is interrupted or precluded shall be resumed or provided later in the same workday.

6.2 **Time Reporting**

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A work hour is any hour of the day that is worked and should be recorded to the nearest tenth of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. For payroll purposes, the workweek covers seven consecutive days beginning on Friday and ending on Thursday. The usual workweek period is 40 hours. Employees will submit their time record weekly as directed by their supervisor. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

Overtime Provisions

- 6.2.1 Authority of the Village - The Village has the right and responsibility to schedule- assign, or cancel overtime work as required. Employees may not work overtime without prior approval from their supervisor; non-exempt employees should also not access job-related e-mails or conduct other business outside of work hours with prior supervisor approval. Employees who work unapproved overtime may be subject to discipline.

It is the nature of municipal service that emergencies and other conditions will exist which require overtime by employees. Therefore, an employee may not consistently refuse overtime assignments.

The Village recognizes that employees may have personal obligations from time to time which prevent the ability to accept overtime assignments. However, personal obligations must be balanced with the obligation for service to the Village. Consistent or improper refusal of overtime assignments will be grounds for disciplinary action.

Some departments (Police, Fire and Public Works) have contracts or internal policies that guide overtime. These employees are compensated for 12 hour work days and for on-call provisions.

- 6.2.2 Payment of Overtime - Payment of overtime will be made under two different classifications depending upon circumstances of the workload. In all cases, employees who wish to be compensated for overtime work completed, must promptly and accurately record said time on his/her time sheet and submit the time sheet for approval according to his/her Department's protocols and payroll deadlines.

A. Scheduled Overtime - All scheduled overtime (where an employee has at least 24 hours notice of the overtime assignment) will be paid at a rate of 1½ times an employee's regular hourly rate of pay for all hours worked in excess of forty (40) hours in a work week. Only actual hours worked plus compensatory leave will be counted for the purpose of calculating scheduled overtime payment. Sick leave, floating holidays, vacation leave, disability leave, absence due to disciplinary reasons and any other compensated hours not worked will not be considered as hours worked for the purpose of calculating scheduled overtime payment.

A.B. Unscheduled Overtime - All unscheduled overtime will be compensated directly at the rate of 1½ times the employee's regular hourly rate of pay except for employees who regularly work less than a 40 hour week. Employees who regularly work less than 40 hours per week shall be paid at straight time for hours worked outside the scheduled work week, but less than 40 hours.

C. Call Back Overtime - All call-back overtime will be compensated at the rate of 1½ times the employee's regular hourly rate of pay regardless of hours worked in a week. Call-back overtime is defined as extra duty where an employee is called back to work in order to perform necessary Village operations. All call-back overtime will be compensated at a minimum of two (2) hours for each occurrence.

6.3 Compensatory Time - One hour of overtime is equal to one and a half (1½) hours of comp time. Overtime compensation may be made through the use of compensatory time upon the approval of a supervisor. ~~Compensatory time shall be accrued at the same rate as overtime.~~ No employee shall be allowed to accumulate more than forty (40) hours of compensatory time in a given year. ~~Any hours in excess of forty (40) are automatically cashed out.~~

6.3.1 If it happens, they shall be paid for their time by January 1. An employee who resigns or is terminated should use their compensatory time before their release. If not, the Village is required to pay them for the accumulated compensatory time.

6.3.2 Employees seeking to use compensatory time must seek the approval of their respective supervisor, and complete the appropriate Leave Request.

6.3.3 The Village reserves the right to require employees to cash out the balance of hours or to use the balance of compensatory time off.

6.4 Exempt Employees - Overtime compensation is not allowed for employees in exempt positions.

6.5 No Pyramiding - Compensation shall not be paid nor compensatory time taken more than once for the same hours under any provision of this section.

6.6 No Advance Payments - Employees may not request pay advances. All employees are paid only after work has been completed.

6.7 Employee Travel and Reimbursement

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Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the Village.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the Village's travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance by the Department Director and Village Manager. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 60 days, the traveler must submit a Travel Reimbursement Form and supporting documentation to obtain reimbursement of expenses. For more details, refer to the Village's detailed travel policies, procedures and authorization and reimbursement forms.

Exempt employees will be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

CHAPTER 7

EMPLOYEE BENEFITS

7.1 Village Holidays - The following is the list of official Village holidays:

New Years Day	Thanksgiving Day
Memorial Day	Day <u>after</u> Thanksgiving
Independence Day	
<u>Labor Day</u>	Christmas <u>Eve</u> Day
Veterans Day	<u>Christmas Day</u>

All regular full-time employees are eligible for holiday pay at the regular rate of pay. Employees who work on holidays will be compensated at the rate of 1½ times the employee's regular rate of pay, subject to the approval of the Department Manager. Compensatory time off may be taken in lieu of holiday pay for work done on these holidays, subject to the approval of the Department Manager.

- 7.1.1 Floating Holidays - In addition to the official Village holidays listed above, all full-time, regular employees of the Village will receive two additional floating holidays in a calendar year. One floating holiday will be credited to all regular, full-time employees on January 1 of the year and the second floating holiday will be credited on July 1 of that year. Both floating holidays must be used by the employee in the calendar year in which they were earned. Floating holidays may be used for any authorized purpose. The employee's supervisor shall approve or disapprove of all floating holiday use requests. Floating holidays can be taken only as a full or a half day off. A Floating Holiday is not paid out if not used. It is also not paid out if an employee is terminated or resigns.
- 7.1.2 Holidays falling on Saturday and Sunday - Whenever a holiday falls on Sunday, the following Monday will be considered the official Village holiday. When a holiday falls on a Saturday, the previous Friday shall be considered the official Village holiday.
- 7.1.3 Because of the nature of the service, holiday provisions in the Police Department and the Village Links/ Reserve 22 are somewhat different from those outlined here. For further explanation, consult those departments.
- 7.1.4 Regular Holidays count toward the 40 hour work week for overtime computation. Floating Holidays will not count toward the 40-hour workweek for purposes of overtime.

VILLAGE OF GLEN ELLYN TUITION ASSISTANCE PLAN (TAP)

Rev. 8/29/03

1. PURPOSE: The purpose of the Tuition Assistance Plan (TAP) is to encourage employees to pursue continued education which will benefit both the employee and the Village of Glen Ellyn. This program is intended to be used for long-term course work. Seminars or short courses, or credit courses expressly required by the Village, are not to be considered as part of this program, and fees will be prepaid in total by the Village. The cost of short courses and seminars is not to be added into the total allowable benefit under the TAP.

2. POLICY: The Village of Glen Ellyn wishes to be, whenever possible, a participant in the cost of relevant

educational programs for employees interested in attaining a higher level of technical or general competence through continued education. Such course work should provide employees with knowledge and skills necessary to increase proficiency on their present jobs, and/or to prepare them for appropriate promotional opportunities.

3. RESPONSIBILITY: It is the responsibility of each Department Manager to see that eligible employees are aware of the provisions of this program, and to assure that its rules of eligibility are met.

4. ELIGIBILITY RULES:

A. An applicant must have satisfactorily completed his or her probationary period before that person is eligible to participate in the program.

B. An employee is not eligible for participation in the TAP unless evaluated to be in good standing in his or her present position.

C. An employee is eligible under the TAP only after all other sources of assistance are exhausted (Veteran's benefits, grants or other tuition assistance sources). In no case can any combination of assistance exceed the total cost of the course.

5. SCHOOLS: Applications may be made only for attendance at a school of recognized educational standing, such as an approved high school, college or university, correspondence school or vocational school. Applicants may be required to furnish information as to the accreditation of particular institutions or programs.

6. COURSES:

A. Courses must be related to the duties of the positions held by the employee or be in preparation for greater responsibility in his or her general field of work.

B. Courses may not be included which can be more effectively or economically completed as in-service training.

C. Employees are expected to take courses on their own time, except under circumstances approved by the department manager. In no case will the Village pay an employee overtime to take a course under this plan.

D. Courses repeated or audited will not be eligible for assistance.

7. APPLICATION PROCEDURES:

A. To be eligible for the TAP, supervisory permission must be received.

B. The TAP-1 form (see attached) should be completed and forwarded to the Department Management for approval.

C. Upon approval, the TAP-1 form will be returned to the point of origin, and the employee notified. A copy should be forwarded to the Assistant Village Manager. A TAP-1 form must be completed and approved prior to enrollment in each course.

8. APPLICATION FOR REIMBURSEMENT:

A. Eligible employees may be reimbursed for up to \$2,400 per Village fiscal year for tuition and books for approved courses. The Village fiscal year is May 1 through April 30. Reimbursement per credit hour shall not exceed \$200. The reimbursement per credit hour is a maximum allowable and is inclusive of all educational costs such as books, course fees and supplies.

- B. Reimbursement will be made upon successful completion of the course, with a grade of C or better. Failure to attain a grade of C or better will subject the employee affected to return to the Village in-full, all amounts advanced to him/her for that course.
- C. Upon completion of an approved course, the employee shall receive the appropriate reimbursement provided that:
- a. a copy of the pre-approved TAP-1 form is submitted to the Finance Director;
 - b. a transcript of the final grade is submitted as evidence of completion of the course with the final grade of C or better;
 - c. receipts are provided showing the amount paid by the employee per credit hour and all other educational costs incurred;
 - d. that the above information is submitted to the Department Manager for review and approval.
- D. After approval by the Department Manager, the above items should be forwarded to the Assistant Village Manager for processing.

9. GENERAL PROVISIONS:

- A. Approval of tuition reimbursement is contingent upon the availability of funds in the current year budget and the adherence to the policies and procedures outlined in this document.
- B. An employee leaving Village employment or dropping a course prior to completion shall not be entitled to assistance.
- C. An employee leaving Village employment before one (1) year following receipt of assistance will be required to reimburse the Village for one-half (½) the amount paid on his or her behalf.
- D. In cases of unusual financial need, the Department Manager may authorize an advance for tuition benefits. This advance shall be considered a loan by the Village until such time as the applicant successfully completes the course for which the advance was provided. In such cases, the Tuition Advance Agreement must be executed and signed by the employee and the Department Manager. The request must then be approved by the Village Manager.
- E. In cases where an employee may wish to pursue an accelerated degree program, Village assistance may be accelerated based upon the recommendation of the Department Manager with approval of the Village Manager. An accelerated degree program for purposes of the \$2,400 annual maximum is defined as completion of course work which exceeds 12 credit hours in a one-year period.

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7.2 Annual Leave: Annual leave is paid vacation time.

7.2.1 First Year of Service - During the first year of employment, regular, full-time employees shall accumulate annual leave at the rate of 17 days per year.

7.2.2 Second Year through Fifth Year of Service - Starting at the commencement of the second year through the completion of the fifth year of employment, regular, full-time employees shall accrue annual leave at the rate of 17 days per year.

7.2.3 Sixth Year of Service through Fourteenth Year of Service -Starting at the commencement of the sixth year of employment through the completion of the fourteenth year of employment, regular, full-time employees shall accumulate annual leave at the rate of 22 days per year.

7.2.4 Fifteenth Year of Service through Twentieth Year of Service - Starting at the commencement of the fifteenth year of employment and through the twentieth year of employment, regular, full-time employees shall accumulate annual leave at the rate of 26 days per year.

7.2.5 Twenty-First through Twenty-Fourth Year of Service - For each additional year after the completion of twenty years of service through the twenty-fourth year, one additional day of annual leave per year is allowed.

7.2.6 During the first year of service, the Village Manager, Assistant Village Manager, Department Managers, Assistant Department Managers, and Division Heads shall accrue annual leave at the rate of 17 days per year. At the completion of one year of employment through the completion of five years of employment, these employees shall accumulate annual leave at the rate of 21 days per year. At the completion of five years of employment, these employees shall be entitled to 26 days per year.

7.2.7 Probationary employees begin accruing annual leave upon their first day of employment, although no more than three days may be taken during the first six (6) months of employment.

7.2.8 The time at which an employee shall take his annual leave shall be determined by the Department Manager with due regard for the needs of the Village.

7.2.9 Holidays during Annual Leave - Holidays which occur during an employee's use of vacation shall be charged as holidays and not as an annual leave.

7.2.10 An employee who resigns, with or without notice, or is terminated for any reason, will receive all earned, but unpaid annual leave.

7.3 Use of Annual Leave - Vacation time may be used for any authorized purpose. The employee's Department Manager or designee shall approve or disapprove of all annual leave requests. Annual leave may be requested on a first-come, first-serve basis. Except in those cases where it is used for illness, injury, or a stated emergency, an employee shall schedule the use of annual leave at least 2 days in advance. Vacation time shall be used in one hour increments.

7.3.1 An employee may accumulate up to 40 total days of vacation leave.

- 7.4 Refusal or Cancellation of Annual Leave - The Department Manager or his/her designee may refuse to approve an annual leave request if he finds the time period requested to be inappropriate.
- 7.5 Benefit Package - The Village Benefit Package is available for all regular, full-time employees. This package includes not only the aforementioned paid holidays and vacation leave, but also consists of a major portion of the payment for medical insurance, dental insurance, life insurance, an employee assistance program and optional coverage for the employee's dependents. More information may be obtained from the Assistant Village Manager. (See Appendix #)
- 7.6 Continuation of Insurance Coverage - Employees who are injured or ill for long periods of time (and who have exhausted all accrued leaves available to them) may be eligible for a disability pension, in accordance with the rules of IMRF or the Police Pension Fund. During the first 90 days that the employee is receiving a disability pension, the Village will continue to pay the Village's share of insurance premiums. Employees on a disability pension or on a retirement pension may be covered under the Village's insurance, but the individual must pay the full cost of the insurance premiums as long as they receive pension benefits.
- 7.6.2 Employees who leave the employment of the Village for reasons other than retirement, disability or gross misconduct may continue to receive COBRA coverage under the Village's health insurance plan for 18 months, or Medicare eligibility, whichever occurs first, provided they pay the full premium costs.
- 7.7 Employee Training – The Village will pay for Supervisor approved employee training. The training should facilitate the employee's performance, productivity, job satisfaction, and advancement. All training must be ~~consistant~~consistent with the needs, obligations and responsibilities of the Village and its ~~constituants~~constituents.
- 7.8 Hepatitis B Vaccine- When hired all employees are offered the option of receiving the Hepatitis B vaccine. The vaccine is ~~administred~~administered at the cost of the Village.

CHANGE OF DEPENDENTS OR MARITAL STATUS

Any change of dependents (i.e. births, adoptions, changes in custody) or change of marital status must be reported to Human Resources in writing within 31 calendar days of the occurrence. An insurance change form must be completed and submitted to Human Resources. Failure to report changes within 31 calendar days will result in the loss of health care benefits of the dependent. The employee will then have to wait for the next open enrollment period or submit evidence of insurability to the provider in order to obtain dependent coverage.

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CHAPTER 8

LEAVES OF ABSENCE

8.1 Sick Leave - Sick leave shall be used for the purpose for which it was intended, that being to provide an employee protection against loss of pay due to illness or injury. Sick leave may not be converted into any other form of compensation. Sick leave shall not be considered as a privilege which an employee may use at his/ her discretion, but shall be allowed only in case of necessity and actual sickness or disability of the employee. Sick leave will not be paid out when an employee terminates employment with the Village.

8.1.1 Sick Leave Use- Employees must use sick leave for absences from work due to illness or injury.

When an employee is absent for more than 3 consecutive days or when a questionable pattern of Sick Leave use becomes apparent to a supervisor, the Village may require a doctor's certificate:

- A. Attesting to the illness or injury;
- B. Attesting to the fact that the employee is fit to return to duty.

When an employee is on sick leave, the Village retains the right to require an employee to see a physician of the Village's choice, at the Village's cost.

8.1.2 Accumulation of Sick Leave - An employee who has completed one year of service shall be granted six (6) days of sick leave on January 1 of each year. An employee with less than one year of service shall be granted sick leave on a prorated basis beginning with the first full month of employment. Sick leave may be accumulated to a maximum of one hundred twenty (120) work days. Sick leave shall not be accumulated during any period an employee is laid off or on an unpaid leave of absence.

8.1.3 Notification - An employee anticipating the use of accrued sick leave shall report the reason for his absence from duty to his supervisor. During any period of illness or injury, an employee must make daily phone calls to his supervisor notifying the supervisor of the condition of the employee.

8.1.4 To the extent permitted by law, an employee who has reported sick is expected to use good judgement and remain at their residence during the time they would otherwise have been working, unless hospitalized, visiting a doctor, or obtaining medication or treatment as prescribed by a doctor. An employee shall not engage in any other employment during the time he/ she is granted the use of accrued sick leave.

8.1.5 Workers Compensation - Sick leave or any compensated leave shall not be used for absence due to a work-related injury for which compensation is provided under the Worker's Compensation Act. In cases where Workers Compensation is paid after an employee's accrued sick leave or other forms of compensated leave are used, that sick leave will be credited to the employee.

- 8.1.6 Insufficient Sick Leave - **Except in cases covered by Section 8.4 (FMLA Leave)**, if an employee's illness or period of recovery exceeds the amount of accrued sick leave, the employee may use accrued annual leave, compensatory leave, or be placed on leave without pay.
- 8.1.7 Use by Probationary Employees - A probationary employee may use accrued sick leave upon the completion of three (3) months of employment. Promotional, probationary employees may use accrued sick leave during their probationary period.
- 8.1.8 In the event that an employee becomes ill during the work day, the Village may send the worker home for his own well being, and the well being of fellow workers.
- 8.1.9 In the case of a life-threatening illness or injury to an employee's spouse or child requiring the attendance of the employee at the bedside, the Village Manager may consider the use of the sick leave bank. Such use could be allowed after a period of three days, and each case would be considered by the Village Manager based upon its individual merits.

- 8.2 ~~Funeral Leave~~Bereavement Leave - Full time and part-time, regular employees, in the event of death in the immediate family, shall be eligible for a maximum of five (5) consecutive working days of paid ~~leave~~Funeral Leave when approved by the Department ~~Director~~Manager. The immediate family is defined as an employee's spouse, children, step-children, parents, step-parents, brothers, sisters, spouse's parents, and spouse's step-parents.

- Employees are allowed up to a maximum three (3) days of paid leave in the event of death of the employee's extended family, which is defined as: brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent.

Absence may be extended if deemed necessary by the Department ~~Director~~Manager and approved the Village Manager or his/her designee. These additional leave days will be deducted from the employee's accrued, compensatory leave, annual leave, or leave without pay. In the event of a death not in the employee's immediate family, leave will be deducted from the employee's accrued compensatory leave, annual leave, Floating Holidays, or leave without pay.

8.3 Other Leaves of Absence With Pay

- 8.3.1 Jury Duty – The Village strongly encourages all employees to fulfill their civic obligation to serve on jury duty. The Village will provide regular pay to regular full-time employees for work hours missed due to jury duty. The Village will also provide regular pay to part-time employees for any hours they were scheduled to work but missed due to jury duty. An employee called for jury duty must present his/ her Supervisor with a copy of the jury summons in advance of the jury dates. Following jury duty, employees must present their Supervisor with a receipt or receipts from the Court Clerk evidencing their service dates. Employees are permitted to keep any payment from the court.
- 8.3.2 Official Training - Leave with pay may also be granted for the purpose of allowing a regular, full or part-time employee to engage in official training courses or to participate in other official activities with the approval of the Department Manager.

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8.3.3 Leave to Vote -Illinois law provides all employees, upon at least one day's notice, up to two paid hours during the work day in order to vote. The leave applies to all scheduled and special elections, including primaries. To be eligible for this paid leave, an employee's working hours must begin less than two hours after the opening of the polls and end less than two hours before the closing of polls.

8.3.4 Illinois School Visitation Act – Employees may take up to eight hours of unpaid leave per school year, with no more than four hours taken in a day, for school visitation. Written notice is required. This leave is intended as a last resort for employees who have no paid leave available. The Village will attempt to make reasonable efforts to accommodate an employee who wishes to make up the time missed, provided it is not a disruption to normal Village operations.

8.3.5 Nursing Mothers in the Workplace Act- The Village will provide reasonable break times for nursing mothers by providing unpaid break time each day to an employee who needs to express breast milk for her infant child. The Village will also make reasonable efforts to provide a location where the employee can express her milk in privacy.

8.3.6 Victim's Economic Security and Safety Act (VESSA)- The Act provides victims of domestic violence or sexual violence or employees, who have a family member who is the victim of domestic or sexual violence, to take up to twelve weeks of unpaid leave during any twelve month period to address the issues involved. Employees should promptly inform the Human Resources of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns to the Village with regard to intimate partner violence.

8.3.7 Employee Blood Donation Leave Act- With appropriate notice, any full-time employee who has been employed for at least 6 months, may use one hour or more if authorized by the Village to donate blood every 56 days in accordance with appropriate medical standards.

8.4 Family and Medical Leave: Village employees may be eligible for leave under the Family and Medical Leave Act of 1993, and the 2008 amendments thereto (FMLA) if they meet the following requirements:

8.4.1 Eligibility - An employee must have:

- (a) been employed by the Village for at least twelve months; and
- (b) worked at least 1,250 hours during the twelve months prior to the start of the leave.

8.4.2 Use of Leave - FMLA leave may be used for any of the following events:

- (a) the birth and/or care of a newborn child of the employee;
- (b) placement of a child for adoption or foster care with the employee;
- (c) to care for the employee's spouse, child or parent with a serious health condition;
- (d) for a serious health condition that makes the employee unable to perform the functions of the employee's job.
- (e) qualifying exigencies related to a covered family member's active military duty; and/or
- (f) to care for a covered service member with a serious injury or illness

8.4.3 Leave Benefits -

(a) Eligible employees may request up to twelve (12) work weeks of leave in any leave year for reasons (a) thru (e) listed above. Eligible employees may request up to an additional fourteen (14) work weeks (maximum 26 weeks total) of leave in any leave year for military caregiver leave (reason (f) listed above). A "leave year" shall be a rolling twelve-month period measured backward from the date of an employee's use of FMLA leave. . Each time an employee takes leave, the Village will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

- (b) At the commencement of FMLA leave, employees shall be required to first use their paid leave time as follows:
- (i) For leaves under Section 8.4.2(a), (b), and (c) above, employees must first use their accrued but unused annual leave.
 - (ii) For leave under Section 8.4.2(d) above, employees must first use their accrued, but unused, sick leave and annual leave in the order listed. Once the employee's paid leave has been exhausted, the remainder of the leave (up to twelve (12)) weeks total, shall be unpaid.

Use of Paid and Unpaid Leave

All paid leave runs concurrently with FMLA leave. Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

- (c) While on unpaid FMLA leave, employees shall remain covered by the Village's health plan under the same terms applicable to the employee on the day prior to the start of the leave.
- (d) Employees may request FMLA leave in the form of intermittent leave or an amended work schedule, to accommodate the employee's condition and need for treatment (for example, to accommodate scheduled dialysis treatment). Such intermittent leave shall not exceed the equivalent of twelve (12) work weeks in a leave year.
- (e) At the expiration of FMLA leave, the employee will usually be entitled to return to the same position or an equivalent position. If the employee cannot return to work at the end of the twelve weeks, the employee may be terminated.

8.4.4 Procedures to Commence Leave:

- (a) In cases of childbirth and other foreseeable leaves, employees are required to give thirty (30) day's notice of their request for leave. Such requests should be tendered in writing to the Department ~~Director~~ Manager. If an employee fails to give thirty (30) day's notice for a foreseeable leave, without any reasonable excuse for the delay, the Village reserves the right to deny FMLA leave until at least thirty (30) days after the employee's actual notice.
- (b) In cases where the thirty (30) day's notice is impossible, or the leave is unforeseeable, the employee must give written notice to the Department Manager as soon as possible.
- (c) Where FMLA leave is requested in connection with a serious condition of the employee or a relative, the Village will require certification of the condition from the treating physician.
- (d) Where FMLA leave is requested in connection with a serious condition of the employee's covered service member, the Village will require certification of the condition from either the service member's military or private treating physician.
- (e) Designation of FMLA Leave- Within five business days after the employee

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has submitted the appropriate certification form, the HR manager will provide the employee with a written response to the employee's request for FMLA leave.

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8.4.5 **Recertification**

The company may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

- 8.4.6** Failure to report to work at the expiration of the maximum FMLA leave to which the employee is entitled will be considered as a formal resignation by the employee. In the event that the employee fails to return to work upon the expiration of FMLA leave, the Village reserves the right to seek reimbursement for the health insurance premiums paid by the Village during such leave, as permitted by law.

8.4.6 **Additional Considerations:**

The specific circumstances and legal implications surrounding requests for, and the grants or denials of, FMLA leaves can be complicated. In all cases, requesting employees are advised to make an appointment with the Village Manager designee to discuss their circumstances sufficiently in advance to allow time for proper consideration of their requests.

8.5 Absence for Military Leave - The Village shall comply with the requirements of all current state and federal statutes regarding military leave, compensation, benefits, and reinstatement, including but not limited to the Public Employee Armed Services Rights Act, 5 ILCS 330/10 or as amended; the Local Government Employees Benefits Continuation Act, 50 ILCS 140 or as amended; and the Illinois Family Military Leave Act, 820 ILCS 151/1 et seq. or as amended. An employee is required to provide evidence of military orders to the extent required by law.

All employees, other than temporary, who are called for military training or service shall be granted a leave of absence without pay from their positions, as is required by law. When military reserve training is scheduled with an employee's annual leave, the employee shall receive the accrued annual leave pay as requested. If an employee is placed on active duty status, he shall be entitled to the protection and preservation of employment rights and benefits during such active service as provided in the Public Employee Armed Services Rights Act, as amended from time to time.

8.5.1 Family Military Leave -

The Village will provide you with unpaid Family Military Leave in accordance with state and federal law if you have at least 12 months of employment with the Village and have worked at least 1,250 hours during the 12 month period immediately preceding the commencement of the leave.

An employee who is a spouse, parent or child of an individual who: a) is a member of a regular component of the Armed Forces deployed to a foreign country; or b) who is a member of a reserve component of the Armed Forces called or ordered to active duty and deployed to a foreign country under a call or order to active duty may be eligible for leave to attend to exigencies arising out of such active duty ("Non-Medical Family Military Leave") or to provide care for a service member ("Medical Family Military Leave"). An eligible employee who is the grandparent of a person called to military service lasting longer than 30 days pursuant to a state or federal deployment order may also be entitled to up to 15 days of unpaid family military leave during the time the deployment order is in effect, if the employee has exhausted all available vacation and personal time.

8.5.2 NON-MEDICAL FAMILY MILITARY LEAVE

An eligible employee may take up to twelve weeks of leave to attend to exigencies during deployment to a foreign country or a call or order for such deployment of a spouse, or a son, daughter, or parent, of the employee. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

If your need for leave is foreseeable, you must give the Village at least 14 days prior written notice if you are requesting leave for 5 or more days. Where the need for leave is not foreseeable or where you need to take fewer than 5 days of leave, you are expected to notify the Village of your need for time off as soon as you learn of such need, generally on the same day. Such leave may be taken intermittently or on a reduced schedule.

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

Employees will be required to use accrued vacation and personal time during Non-Medical Family Military Leave. To the extent this leave extends beyond all such accrued leave, the remainder of leave will be unpaid. Also, Non-Medical Family Military Leave will be counted against your annual twelve week FMLA allotment as measured on a rolling backward basis. An employee will not be entitled to more than twelve weeks of Non-Medical Family Military or FMLA leave, paid or unpaid. During an approved Non-Medical Family Military Leave, you remain entitled to continue your group health insurance as if you continued to be actively employed. When your leave is unpaid, you must arrange to pay your portion of the health insurance premium, as your health coverage may cease if your premium payment is more than 30 days late. At the conclusion of Non-Medical Family Military Leave, you shall be restored to your same position with the Village or to an equivalent position. If you fail to return from leave, you may be required to reimburse the Village for the cost of the premiums it paid to continue your health insurance during leave, unless you cannot return to work due to circumstances beyond your control.

8.5.3 MEDICAL FAMILY MILITARY LEAVE

If you are eligible, you may take up to twenty-six (26) weeks to care for a spouse, parent, child or an individual for whom you are the nearest blood relative: a) who has a serious injury or illness that was incurred in or that existed prior to and was aggravated in the line of duty while on active military and that may render the service member medically unfit to perform the duties of his or her military position; or b) who is a veteran who undergoes medical treatment, recuperation or therapy for such a serious injury or illness during a 5-year period following discharge from duty. Such leave must be completed within 12 months from the first day Family Military Leave is taken. Such leave may be taken intermittently or on a reduced schedule subject to the employee providing appropriate notice of the need for leave and certification from the service member's health care provider.

If your need for leave is foreseeable, you must give the Village at least 30 days prior written notice. Where the need for leave is not foreseeable, you are expected to notify the Village of your need for time off as soon as you learn of such need, generally on the same day. Such leave may be taken intermittently or on a reduced schedule.

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

Employees will be required to use accrued vacation, personal and eligible sick time (as long as the reason for the absence is covered by the Village's sick leave policy) during Medical Family Military Leave. To the extent this leave extends beyond all such accrued leave, the remainder of leave will be unpaid.

Medical Family Military Leave may be counted against an employee's annual twelve week FMLA allotment. An employee may take leave for other qualifying reasons under the FMLA during the twelve-month window that the employee is eligible for

Medical Family Military Leave; however, combined leave under the FMLA is limited in two key regards: 1) an employee may not take more than twelve weeks of leave for any other reason than Medical Family Military Leave; and 2) any Medical Family Military Leave that is taken cannot exceed the difference between twenty-six weeks and the amount of leave taken within the employee's twelve-week allotment for other qualifying reasons. If a husband and wife both work for the Village and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

During an approved Medical Family Military Leave, you remain entitled to continue your group health insurance as if you continued to be actively employed. When your leave is unpaid, you must arrange to pay your portion of the health insurance premium, as your health coverage may cease if your premium payment is more than 30 days late. At the conclusion of Medical Family Military Leave, you shall be restored to your same position with the Village or to an equivalent position. If you fail to return from leave, you may be required to reimburse the Village for the cost of the premiums it paid to continue your health insurance during leave, unless you cannot return to work due to circumstances beyond your control.

- 8.6 Unpaid Leaves - Employees who have exhausted all paid leave and FMLA leave available to them may request an unpaid leave of absence for personal reasons. Such requests must be submitted to the Village Manager for review, and must state the reasons for the request and the length of the leave time requested. Requests for unpaid leave shall be considered on a case-by-case basis, and shall be granted or denied at the discretion of the Village Manager, based upon the best interests of the Village. Factors considered in reviewing requests for unpaid leave may include, but shall not be limited to, the employment record of the employee, the function of the employee's position during his absence, the need for replacement services, the length and time of year of the leave requested and the impact that a grant of such leave would have on the operations of the affected department. Employees on unpaid leave of absence are not able to accrue annual and sick leave benefits or floating holidays provided by the Village while on such leave. If an unpaid leave is granted, the employee shall be responsible for payment of any and all premiums for health care insurance coverage during the leave.
- 8.7 Absence Without Leave - An absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized shall be deemed to be an absence without leave. Any such absence shall be without pay and may be a subject for disciplinary action including termination.

Any employee who is absent without leave for three (3) consecutive work days shall be deemed to have resigned.

CHAPTER 9

EMPLOYEE CONDUCT

- 9.1 Principles of Service – The Village of Glen Ellyn recognizes the importance of courteous and respectful internal relationships between co-workers and external relationships between co-workers and the public have in providing services to the public. The interests of the public are best served when professional, courteous, constructive and cooperative relationships exist between municipal officials –even when differences of opinion exist- and that maintaining this type of relationship is essential to providing quality service to the public (Administrative Order No. 14). The public includes, but is not limited to, Glen Ellyn and non-Glen Ellyn citizens and business people, visitors to Glen Ellyn, vendors, customers, other government officials, the general public and co-workers. The words and actions of all employees are a reflection of oneself and the Village. The words and actions of a single employee can impact the performance and attitude of other employees, as well as the delivery of Village services. It is important that Village employees strive to conduct themselves in a professional and courteous manner at all times. Therefore, the Village of Glen Ellyn has established the following principles of services.
- 9.1.1 Fostering Teamwork – The Village values its employees and seeks to foster a culture of teamwork. All employees should be committed to delivering and maintaining a relationship with fellow employees that is based on honesty, respect, trust and fairness.
- 9.1.2 Communicating Effectively – Effective communication is an essential ingredient of successful organizations. Honest and clear communication helps to facilitate tasks, eliminate redundancy, provide direction, and promote understanding within the organization. Good communication – internally and externally – is a vital component of providing high quality services to the community.
- 9.1.3 Providing Quality Customer Service – Employees shall consistently seek to provide services in a courteous manner. The Village prides itself in providing excellent services.
- 9.1.4 Preserving These Principles – The Village is committed to cultivating and safeguarding these principles. Our ability to provide quality services to the public is jeopardized by unprofessional behaviors. Our ability to work effectively with one another also is dependent upon adherence to these principles of service. Conduct contrary to these principles is strongly discouraged and will not be tolerated.

All employees are expected to observe these principles of service. Successful adherence to these principles will be assessed during performance evaluations. Failure to observe these principles may negatively affect performance evaluations and lead to appropriate disciplinary action, including termination.

- 9.2 Conduct - All employees are expected to conduct themselves and behave in a manner which is conducive to the efficient operation of the Village. Such conduct includes but is not limited to:

- A. Reporting to work punctually as scheduled and being at the work station, ready for work, at the assigned time.
- B. Notifying the supervisor when the employee will be absent from work or is unable to report on time.
- C. Complying with all Village safety regulations.
- D. Wearing clothing appropriate to the work being performed.
- E. Performing assigned tasks and other duties assigned by their supervisor effectively and efficiently.
- F. Eating meals only during meal periods and only in designated areas.
- G. Maintaining work place and work area cleanliness and orderliness.
- H. Treating all persons in a courteous and respectful manner at all times.
- I. Refraining from behavior or conduct deemed offensive or undesirable or which is subject to disciplinary action.

9.3 Prohibited Conduct - The following conduct is prohibited and will subject the individual involved to disciplinary action up to and including termination. The following examples are illustrative of the type of conduct that is prohibited, but this list is not all-inclusive:

- A. The use of alcoholic beverages or an illegal controlled substance on Village property, on Village business, at any time during the work day or reporting for work while under the influence of alcoholic beverages or an illegal controlled substance. The sale, manufacture, distribution or use of illegal, controlled substances under any circumstances is prohibited.
- B. The use of profanity, ~~or~~ abusive language, and/or discourteous actions directed toward fellow employees, supervisors, vendors, guests, or members of the public.
- C. The unauthorized possession of firearms or other weapons on Village property.
- D. Insubordination - the refusal by an employee to follow a supervisor's instruction concerning a job-related matter, and/or disrespect to a supervisor's appropriate authority.
- E. Assault ~~on~~ a fellow employee or customer.
- F. Misuse of Village property or of another's private property.
- G. Gambling on Village property.
- H. Falsifying or altering any Village record or report such as an application of employment, a production record, a time record, or any other employment, personnel, or Village record.

- I. Unsatisfactory work performance, including failure to follow instructions or directions; Incompetence or inefficiency in the performance of duties.

- J. Conviction of a criminal offense which involves moral turpitude or relates to the performance of an employee's duties.
- K. Soliciting, inducing or attempting to induce an officer or employee of the Village to commit an unlawful act or to act in violation of any lawful regulation or order.
- L. Taking any fee, reward, gift, gratuity, or other form of remuneration in addition to regular Village compensation from any source for the performance of duties in the capacity of an employee of the Village.
- M. Conduct which brings discredit on the Village service.
- N. Dishonesty in the performance of his/her duties.
- O. Improper political activities during work hours or failure to comply with Village Ethics Policy. (Ethics Policy/ Chapter 12)
- P. Abuse of sick leave, ~~or~~ other compensated absences, or break/lunch periods; any unauthorized absence without leave.
- Q. Repeated failure/refusal to work overtime.
- R. Verbal or physical conduct by any employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.
- S. Use by an employee of the Village's name to further personal interests.
- T. Appropriation and/or use of Village property and resources for the personal gain of the employee, without prior notice to and approval of the Village Manager.

U. Failure to adhere to the rules of conduct for the position and/or as stated in this Manual and the Ethics Policy.

V. Violating the Village's dress code:

- W. Disclosing confidential records or information regarding or in any way related to the Village, its customers or its vendors;
- X. Unauthorized use of Village photocopying equipment;
- Y. Defacing, destroying or removing (without prior authorization) signs, notices, postings or other literature posted by Village management;
- Sleeping during working time;
-

9.4 Prohibition Against Sexual Harassment/Discrimination/Hostile Work Environment

The Village of Glen Ellyn is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including

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harassment. Therefore, the Village of Glen Ellyn expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment. The Village of Glen Ellyn has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. The Village of Glen Ellyn will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has questions or concerns about these policies should talk with the Assistant Village Manager. These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of the Village of Glen Ellyn prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

A. Equal Employment Opportunity

It is the policy of the Village of Glen Ellyn to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. The Village of Glen Ellyn prohibits any such discrimination or harassment.

B. Retaliation/ Whistleblower Protection

The Village of Glen Ellyn encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the Village of Glen Ellyn to promptly and thoroughly investigate such reports. The Village of Glen Ellyn prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

C. Sexual harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures;

and other physical, verbal or visual conduct of a sexual nature.

D. Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means. Employees shall be aware that the use of language, humor, terms or phrases which may not seem offensive or derogatory in a context outside the workplace (such as at home, in music, in film and in comedy) can and will be taken as offensive by others in our work setting and employees shall refrain from using such language

E. Workplace Bullying – 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.” The purpose of this policy is to communicate to all employees, including supervisors, managers and elected and appointed officials, that the Village will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The Village considers the following types of behavior examples of bullying;

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **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 or glances that convey threatening messages.

A. **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

F. Violence in the Workplace -

All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

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Conduct that threatens, intimidates or coerces another employee, customer, vendor or member of the public will not be tolerated. Village resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. The Village treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, Department Director, and/or Human Resources. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident. The Village encourages employees to bring their disputes to the attention of their supervisors or Human Resources before the situation escalates.

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H. Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to the Village of Glen Ellyn (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during off site work, business trips, business meetings and business-related social events.

I. Reporting an Incident of Harassment, Discrimination or Retaliation

The Village of Glen Ellyn encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor first, or if the immediate supervisor cannot or will not assist, his or her supervisor. Individuals may alternatively discuss their concerns with human resources, the Village Manager, Village Attorney or Village Ethics Officer. See the complaint procedure described below. In addition, the Village of Glen Ellyn encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. The Village of Glen Ellyn recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

J. Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor first, or if the immediate supervisor cannot or will not assist, his or her supervisor. Individuals may alternatively discuss their concerns with their Department ~~Director~~Manager, Assistant Village Manager, the Village Manager, Village Attorney and/or Village Ethics Officer.

The Village of Glen Ellyn encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as the Village of Glen Ellyn believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to the Village of Glen Ellyn's Village Manager.

K. Additional Information- In addition to the internal procedures described above, any employee who believes they have been subject to sexual harassment or retaliation for opposing such harassment, has the right to file a complaint with the Illinois Department of Human Rights, 100 West Randolph Street, Chicago, IL. 60601; (312) 814-6245 and/or the Equal Employment Opportunity Commission, Suite 2800, 500 West Madison Street, Chicago, IL. 60601; (312) 353-2713. The Illinois Human Rights Act provides that complaints of harassment must be filed within 180 days of the alleged incident. A complaint with the EEOC must be filed within 300 days of the alleged incident.

4. Non-Fraternization Policy:

a) The Village prohibits employees who are in a romantic or consensual sexual relationship from serving in a supervisory capacity with respect to each other (an employee who reports directly or indirectly to that person), because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others or, at a later date, by the staff member him or herself as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, or coercion or exploitation undermines the spirit of trust and mutual respect which is essential to a healthy work environment. Accordingly, employees are expected to promptly report any such conflicts to the Department Director and/or Assistant Village Manager.

b) Once the relationship is made known to the Department Director, he/she must immediately report the situation to the Village Manager or his/her designee. The Village Manager or his/her designee will evaluate 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.), and will determine whether one or both parties need to be moved to another job or department. 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 parties will contact the Assistant Village Manager, who 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 and to what extent one or both parties should be moved to another job or department.

c) 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.

9.5 ATTIRE AND GROOMING POLICY DRESS CODE

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All employees are required to maintain a clean, well-groomed appearance in conjunction with the position they hold, suitable for the work they perform and reflects favorably on the Village's image and identity. It is the responsibility of the Supervisors to monitor employees' dress, personal appearance and hygiene within their respective departments. An employee's immediate Supervisor will discuss the subject of personal appearance or personal hygiene with the employee if it is felt that appearance or hygiene does not positively reflect the image of the Village. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Violation of this policy, once properly counseled, may be considered cause for disciplinary action.

9.6 Public Relations – Interaction between Village employees and citizens typically are based on the citizens need to access Village services or to address problems associated with established services or ordinances. Citizens' needs and concerns can be expressed in myriad ways, and employees are expected to treat all citizens in a courteous and professional manner. It is important that Village personnel consistently convey our desire and intent to provide quality service.

In those instances when citizens are angry and express their displeasure, employees must recognize that complaints made by citizens are not always intended to be a personal attack. Rather, employees should listen to the citizen with a focus on how best to resolve the problem. Responding to an angry citizen with respect and balanced discussion is the best way to diffuse a sensitive situation.

9.6 Media Relations -9.7 MEDIA RELATIONS – The following procedures and standards will be used by all departments as applicable to media relations within the Village of Glen Ellyn.

9.7.1 Spokesperson – In most cases there will be one spokesperson designated for response to each inquiry. For village-wide inquiries, the spokesperson will most often be the Village Manager or the Communications Coordinator. For Department related issues, the spokesperson will most often be the Department Head. The spokesperson will work directly with the Communications Coordinator to insure that the information for specific media issues is communicated appropriately.

9.7.2 Primary City Contact – The Communications Coordinator will serve as the primary source of Village information, providing background, information about Village issues, projects and services.

9.7.3 Priority Attention – Priority attention should be given to all media inquiries. Every effort should be made to meet media deadlines and insure that all information released is accurate. Accuracy of information takes priority over media deadlines.

9.7.4 Routine Media Requests – Routine requests may be responded to by an employee if the response is of a factual, incidental or inconsequential nature.

9.7.5 Non Routine Media Requests – Non routine requests should be forwarded to the Communications Coordinator prior to response. These may include responses that require the interpretation of policy, employee information and emergency situations. In these cases, the Coordinator will work with the appropriate Department Head and the Village Manager in drafting a response.

~~The Village tries to cooperate with the media (radio, television, and newspapers) whenever possible. – or they are instructed to be – giving the media information and aid that the feel is appropriate.~~
Employees who receive media inquiries shall refer all questions to the spokesperson or PIO. No employee shall discuss publicly, or for publication, matters pertaining to Village procedures or policies without prior approval of the Village or Department Manager.

9.7 Political Activity - In compliance with the requirements of 65 ILCS 5/10-1-27.1, the Village does not prohibit any employee from exercising his political rights to engage in political activities, including the right to petition, make speeches, campaign door-to-door, and to run for public office, providing the employee does not use his position with the Village to coerce or influence others and does not engage in these activities while he/ she is on duty at work. (See Ethics Policy/ Chapter 12)

9.8 Conflicts of Interest Procedures - As a general rule, public employment requires a higher standard of conduct than does private employment. Potential conflicts of interest must always be considered, and situations which create an actual conflict of loyalty or interest or even the appearance of such a conflict must be scrupulously avoided (See Ethics Policy Chapter 12). The Ethics Officer will discuss the situation with relevant parties and determine if a conflict exists and if further action is required.

9.9 Drug and Alcohol Testing Program - In order to comply with Federal requirements, any Village employee required to hold a commercial driver's license (CDL) as a condition of employment, shall be tested as set forth in the Safety Manual. All CDL licensed employees are subject to random testing. This policy is adopted by reference, and is on file in the Assistant Village Manager's Office

8.9.1 Drug and Alcohol Testing - The Village and its residents have the right to expect that individuals employed by the Village will not report to work under the influence of drugs or alcohol. A Department Director may require that employees submit to a drug/ alcohol test and/or other appropriate drug or substance abuse test, upon reasonable suspicion that the employee is using illegal controlled substances or abusing legal drugs or alcohol. Such reasonable suspicion shall be documented and a copy provided to the employee within a reasonable time after such test is ordered.

If the employee refuses to undergo the test or if an employee's test confirms the use of an illegal controlled substance or alcohol, the Village will deal with the employee pursuant to Section 9 (Employee Conduct) of the Employee Manual

9.10.1 Reasonable Suspicion Standard – Reasonable Suspicion shall be deemed to exist if the facts and circumstances warrant rational inferences by a supervisor that an employee is using and/or is physically or mentally impaired due to being under the influence of a controlled substance.

Reasonable suspicion is based upon:

- a. When a trained supervisor observes that a reasonable suspicion exists based on specific, contemporaneous observations concerning the appearance, behavior, speech or body odors of the employee
- b. When a Department Head or another trained supervisor confirms the reasonable suspicion determination

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- c. When an employee has been arrested or indicted for conduct involving illegal drug related activity on or off duty
- d. When an employee is involved in an on the job injury causing reasonable suspicion of drug or alcohol use
- e. When an employee causes or contributes to an on duty accident resulting in damage to a Village vehicle, machinery, equipment, or property and/or resulting in injury (In these instances, the investigation and testing must take place within two (2) hours of the incident. Under no circumstances will the employee be allowed to drive.)

If the employee refuses to undergo the test or if an employee's test confirms the use of an illegal controlled substance or alcohol, the Village will deal with the employee pursuant to Section 9 (Employee Conduct) of the Employee Manual.

9.10 Privacy Interests - The Village provides various electronic, mechanical and other technical devices to facilitate employees' work for the Village. Such devices include, but are not limited to, computers, fax machines, beepers/pagers, telephones, copiers, computer disks, and the like. All Village-owned equipment is solely to be used by employees in the performance of their duties. The Village retains the right to monitor and inspect all Village property and its use, as well as any work product derived there from, including but not limited to computer disks, electronic files, electronic transmissions sent/received via Village devices, billing records in connection thereto, and the like. The Village retains all rights of ownership over Village equipment, as well as the right to inspect same from time to time, including but not limited to work spaces, desks, lockers, village vehicles, tool boxes, file cabinets, and the like with the sole exception of employees' personal, enclosed belongings (such as purses, handbags, and the like) stored in Village-owned desk drawers or lockers. Village employees are advised that they have no expectation of privacy in any piece of equipment, furniture, tool, electronic device or other piece of apparatus owned by the Village. The Village retains duplicate sets of keys for all desks and cabinets. Employees are advised not to keep confidential and personal information, materials or belongings on Village property or stored in Village computers. Any use of Village equipment for personal reasons shall not be permissible unless the employee has received prior authorization from their Department Manager. Any unauthorized use of Village equipment or devices may result in employee discipline, up to and including discharge.

9.10.1 Freedom of Information Act Rules (FOIA) - The Freedom of Information Act provides an open process for access to records in the possession of public agencies, like the Village of Glen Ellyn. Reports, forms, emails, memos, letters, recordings and all other types of documentary materials pertaining to public business may be accessed by any private citizen or entity. Employees should refrain from electronic or any communication that denigrates or shows hostility to any individual or agency. Section 9.4 outlines prohibitive conduct, professional communication and correspondence. Employees should be aware that any inappropriate conduct that increases liability or discredits the Village will result in employee discipline. Some FOIA documents may be subject to confidentiality laws. The rules are found in the Illinois Administrative Code. All employees should understand that all communications at the workplace may be subject to FOIA.

9.10.2 CONSUMER REPORTS

In compliance with the employee notice and consent provisions of the Fair Credit Reporting Act, please be advised that the Village may at any time request a consumer report in connection with your employment with the Village. This report from a consumer-reporting agency may include information bearing on your character, general reputation, personal characteristics, and mode of living. It is the Village's normal practice to limit the consumer report to driving records available from the Illinois Secretary of State.

In addition, the Village's insurance company may also request a consumer report on you. Again, this report would typically be limited to driving records available from the Illinois Secretary of State. The purpose of this request is for business insurance underwriting purposes. The insurance company is not your employer or prospective employer, and does not make any employment decision related to you.

The Village will provide you notice of your rights under the Fair Credit Reporting Act, before requesting such a report. Please contact Human Resources if you have any questions.

LOSS OF PERSONAL PROPERTY

Employees should maintain control of their personal property at work at all times. Articles of personal property that are found should be returned to the property owner or turned in to your Supervisor. The Village assumes no responsibility for loss, damage to or theft of your personal belongings on Village premises. Employees are advised not to carry large sums of money or other valuables with them to work or while working.

Employees suffering damage or loss of personal belongings because of an on-the-job accident should report the incident immediately to their Supervisor. Determination of payment for costs incurred due to such accidents will be made on a case by case basis, in consultation with the Department Director, and approval of the Village Manager or his/her designee. Personal cell phones damaged on the job will generally not be replaced or paid for by the Village.

RETURN OF VILLAGE PROPERTY

An employee who is separated from the Village service, whether voluntarily or involuntarily, will be held responsible for the return of all Village property, keys, records and/or uniforms in his or her possession at the time of separation. Such property must be returned to the Department Director or Assistant Village Manager upon separation. Failure to return property may necessitate Village action for recovery.

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CHAPTER 10

EMPLOYEE DISCIPLINE, PENALTIES and SEPARATION

- 10.1 Policy - It is the policy of the Village that any regular full or part-time employee who violates any of the Village's standards of job performance and behavior for minor offenses may be afforded the benefit of progressive disciplinary action as set forth below as a means of encouraging proper employee behavior and job performance.
- A. On the occasion of the first incident, the supervisor may take the following action:
1. Meet with the employee to discuss the matter.
 2. Inform the employee of the nature of the problem and the action necessary to correct it.
 3. Prepare a performance improvement plan memorandumum for the supervisor's own records indicating the meeting has taken place, and areas for improvement have been addressed

- B. Should a second incident occur, the supervisor may hold a second meeting with the employee at which time the following action may be taken:

1. Issue a written reprimand to the employee.
2. Warn the employee that a third incident will result in severe disciplinary action, including the possibility of recommendation for a suspension without pay or termination.
3. Prepare and forward to the Village Manager and Assistant Village Manager a written report describing the first and second incidents and summarizing the action taken during this meeting with the employee.

- C. Should additional incidents occur, the supervisor, in conjunction with the Department Manager, may proceed as follows:

1. Place the employee on Administrative Leave with or without pay prior to conducting an informal, pre-disciplinary hearing conducted by the Village Manager or designee.
2. Recommend demotion, suspension, or termination of the employee and forward to the Department Manager and the Village Manager a written report describing the violations, indicating the timing between the violations, and summarizing the action taken or recommended and the justifications.
3. The Village Manager or designee may conduct an informal, pre-discipline hearing on a date determined by the Village Manager to provide an opportunity to the employee to present their version of any alleged incident(s) prior to disciplinary action. This may include, but shall not be limited to, meeting with an employee prior to administering discipline, informing the employee of the allegations against him, and allowing the employee to respond with his/ her version of the facts.

- D. In cases involving major offenses or serious misconduct the employee will be placed on paid or unpaid administrative leave. Prior to any suspension or termination decision an investigation will take place. This is not all-inclusive, is not meant as an absolute procedure and does not grant any rights to any "At –Will" employee, except those stated in Section 10.1(C)(3).

10.2 Demotion

- 10.2.1 A demotion is the involuntary or voluntary transfer of an employee from his current position to a lower work position. A Department Manager may recommend to the Village Manager that the salary of an employee be reduced and/or that the responsibilities of the employee be reduced to a lower position.
- 10.2.2 A written statement of the reasons for any contemplated demotion shall be furnished to the employee and a copy filed with the Village Manager. A demotion shall not be effective until confirmed by the Village Manager.

10.3 Suspension

- 10.3.1 The Village Manager may suspend an employee without pay for disciplinary purposes as recommended by the Department Manager. Such suspension will not be ordered until the Village Manager or his designee has conducted an informal, pre-discipline hearing with the employee as stated in Section 10.1(C)(3).

10.4 Layoffs

- 10.4.1 The Department Manager with the approval of the Village Manager, may lay off an employee when deemed necessary by reason of shortage of work or funds, the abolition of the position, material change in the duties of the organization, or for other related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee. In addition, if an employee loses a credential necessary to perform his duties, (such as a driver's license) the employee may be assigned other appropriate work if available. If no such work is available, the employee may be laid off without pay until such credentials are restored.
- 10.4.2 The duties performed by the laid off employee may be reassigned to other employees.
- 10.4.3 No temporary or permanent separation of an employee from Village service as a penalty or disciplinary action shall be considered as a layoff.
- 10.4.4 When conditions permit, employees on layoff status may be given consideration for reinstatement. Employees who are laid off for more than twelve (12) months will be considered terminated.

10.5 Termination

- 10.5.1
- A. A probationary or an "At-Will" employee may be terminated at any time, for any reason, with or without notice or cause.
 - B. A terminated employee will be paid only for work hours completed before their release.
 - C. An employee who is terminated may, upon request, be given written reasons for the action.
- 10.6 Resignation - The Village requests that an employee give their Department Manager at least two (2) weeks written notice prior to resignation.

- 10.6 Grievances - Any employee who wishes to file a grievance regarding any aspect of employment should do so in writing to the Department Manager no later than fourteen (14) calendar days following the incident. The Department Manager should immediately acknowledge receipt of the grievance and attempt to resolve the matter in Fourteen (14) calendar days. The Department Manager should also file a grievance response to the employee in writing within fourteen (14) calendar days. If the grievance is not satisfactorily resolved, the employee may appeal the Department Manager's decision to the Village Manager within fourteen (14) calendar days of the departmental decision. The Village Manager should respond within fourteen (14) calendar days. The decision of the Village Manager is final. An employee may write a rebuttal letter for the file.

In any decision adverse to the employee, the employee has the right to seek a review of the final decision from the Village Manager in accordance with the Administrative Review Act.

CHAPTER 11

PERSONNEL ITEMS

- 11.1 Personnel Records - Each employee's central Village personnel file will contain only such information as is needed by the Village in conducting its business or as required by law. This information normally will include, but is not limited to:
- A. Application form
 - B. Performance appraisals
 - C. Disciplinary records
- 11.1.1 Review of Personnel File - Each employee is allowed to inspect and retain copies of their personnel records. The employee is allowed access under the Employee Access to Personnel Records Act, P.A. 85-1393. A written request to do so should be directed to the Assistant Village Manager, who will schedule a time for inspection that is convenient for both the employee and Assistant Village Manager or designee
- 11.1.2 If after inspecting the personnel records, the employee believes that certain material is irrelevant, inaccurate, or obsolete, the employee may submit a written request to the Assistant Village Manager to remove the material from the file. The Assistant Village Manager will either remove the material or inform the employee why the material will remain in the file. If the employee is not satisfied with the decision, the employee shall be permitted to place a written statement of disagreement in the file and may pursue the matter further using the regular grievance procedure.
- 11.1.3 All requests from sources outside the Village for personnel information concerning applications for employment, current employees, and former employees shall be reviewed by the Village Attorney and the Assistant Village Manager. The Assistant Village Manager or designee will release information to outsiders in response to written

requests only after obtaining the written consent of the individual who is the subject of the inquiry.

- A. Employment dates
- B. Position held
- C. Wage and salary information
- D. Location of job site

11.1.4 Personnel files are kept in the office of the Village Assistant Manager and are locked when no one is present. Access to the files is on a need-to-know basis. Examples of individuals who would have a legitimate need to inspect personnel records include the Village Manager, the Assistant Village Manager and Department Manager. Employee medical records are kept separate from the personnel files as required by HIPAA legislation.

11.2 ~~Drug and Alcohol Testing – The Village and its residents have the right to expect that individuals employed by the Village will not report to work under the influence of drugs or alcohol. A Department Manager may require that employees submit to a drug/ alcohol test and/or other appropriate drug or substance abuse test, upon reasonable suspicion that the employee is using illegal controlled substances or abusing legal drugs or alcohol. Such reasonable suspicion shall be documented and a copy provided to the employee within a reasonable time after such test is ordered.~~

11.3 Employee Assistance Program (“EAP”) - The Village contracts with an Employee Assistance Program designed to assist employees and their family members (spouse, children) with support for a wide range of issues that they may encounter in their lives, such as ~~who are experiencing~~ substance abuse, legal/financial issues, emotional or personal/family problems which may adversely affect job performance. EAP can also provide assistance and resources related to child care/parenting needs, health and wellness, elder care, pet services, and personal finances. The EAP also offers a number of tools employees can use to strengthen professional and supervisory skills. There is no charge for an initial interview or conversation with the EAP.

 Employees are encouraged to voluntarily seek assistance from the EAP or other reputable treatment program before a problem leads to disciplinary action. However, use of the EAP or another treatment program will not excuse an employee from adhering to customary job performance standards and employee conduct rules. An employee or family member who desires confidential assistance for a personal problem or concern should contact the employee assistance counselor. The counselor will either provide the necessary information or assistance over the telephone or will arrange an appointment for further confidential consultation. A supervisor may refer an employee to the EAP to help resolve a problem which is affecting his/her work performance. All contacts, verbal or written communications or reports between the employee or family member and the counselor will be held in strict confidence unless the employee or family member requests, through a signed waiver, that the Village be notified.

Requests for assistance and all treatment information will be kept confidential in accordance with state and federal laws. Employees who come forward to request assistance will not be subject to discipline for seeking such assistance, but employees may not escape discipline by first requesting assistance after being selected for testing or after violating Village rules and policies.

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11.4 **Smoke-Free Workplace – In accordance with the “Smoke-free Illinois Act,**

Smoking Policy for Village Building and Work Places

- public or as a place of work.
- (b) No Village staff member will be permitted to smoke in any Village vehicle.
- (c) In accordance with state law, smoking areas **for the public** may be designated by those staff members responsible for the management of Village buildings.

11.5 Network/Computer Usage Policy - The effective use of the Village's Network and electronic resources is critical to the Village's mission. **11.4 NETWORK / COMPUTER USAGE POLICY** - This policy applies to all employees that utilize the network/computer resources of the Village of Glen Ellyn.

Purpose

The effective use of the Village of Glen Ellyn's Network/Computing resources is critical to the Village's mission to provide exceptional services to the residents of the community. The purpose of this administrative order is to provide policy guidelines which govern the use of these resources in a manner consistent with the village's goals.

Policy

On-the-job Internet access is a powerful tool that can help the employees of the Village of Glen Ellyn accomplish business objectives and achieve balance in their work and personal lives. In that spirit, employees may use company network and computing resources for both business and certain non-business purposes subject to the following policy.

Non-business use of these resources must be governed by good judgment and restraint, and must be limited to non-work time. The Village's network and computing resources must be available for business use and to serve customers at all times. Management will limit non-business use if it interferes with the productivity of individual employees or the overall availability of network and computing resources.

Use of these resources, whether in the office or at home, is not private. The company can and will monitor individual use of network services - including visits to specific web sites and individual email.

Those who use the Village's resources to access web sites containing sexually explicit material or content that could be construed as hostile or inconsistent with the Village's values are subject to discipline, up to and including dismissal. Employees who question whether a particular site is prohibited should check with their management.

These computer and network resources are business tools. As such, they must not be used to send or forward threatening or harassing messages or chain letters, or to express personal opinions on behalf of the village in on-line forums.

All use of the Village of Glen Ellyn's network and computing resources, including access to the Internet, must comply with the Village's policies and with all applicable local, state and country laws. Failure to comply will subject the user to discipline, up to and including dismissal.

If you have any questions concerning the use of this policy please contact your immediate supervisor for clarification.

11.5 SOCIAL MEDIA - The Village will use Social Media to deliver information to residents and businesses in a timely, fact oriented and engaging manner. The Village of Glen Ellyn's website will be the primary internet source. Social Media outlets will be secondary.

11.5.1 Approval and AdministrationThe Village's Communication Coordinator will:

- a. Oversee and confirm decisions regarding social media sites including authorization of sites
- b. Evaluate requests for usage
- c. Verify staff being authorized to use social media tools
- d. Maintain a list of social media domains, active account logins and passwords
- e. Change passwords or administrative rights if an employee is terminated

11.5.2 Social Media RestrictionsSocial media administrators must not use social networking sites to include:

- a. Content in support or opposition of political campaigns or ballot issues
- b. Content that fosters discrimination of any type
- c. Content that supports illegal activity
- d. Information that compromises public safety
- e. Content that violates legal ownership interest
- f. Content that seeks gift support inconsistent with the Village Ethics Policy
- g. Personal opinion or subjective information
- h. Direct conversations of any type

11.5.3 Comment PolicyThe Village reserves the right to delete the kinds of comments noted in the list below. This list is not exhaustive, but representative of the types of comments that may be deemed inappropriate:

- a. Comments containing vulgar or threatening language;
- b. Personal attacks of any kind;
- c. Comments that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability or sexual orientation;
- d. Comments not relevant to topic, or unintelligible comments;
- e. Spam or links to other sites;
- f. Comments that advocate illegal activity;
- g. Comments that promote particular services, products, or political organizations or causes;
- h. Comments that infringe on copyrights or trademarks;
- i. Comments that include personally identifiable medical information; or
- j. Comments that include information that may compromise the safety, security or proceedings of public systems or any criminal or civil investigations.

11.5.4 ComplianceAll authorized employees granted permission to post on these sites must be in compliance with all federal, state and local laws. This includes plagiarism and 1st Amendment privacy protections.11.5.5 Employee Personal Social Media Pages

Employees represent the Village of Glen Ellyn during and after work hours. Employees are allowed to have personal social networking sites. These sites must remain personal in nature and be used to share personal opinions or non-work related information. Their use should be guided by Village policies and expectations. Careful consideration should be given to all posts and photos. In addition, employees should never use their Village email account or password in conjunction with a personal social networking site.

~~Network and computing resources must be available for business use and to serve our customers at all times. The Village may monitor individual employee use, including email and visits to web sites. Use not compatible with the Village mission is subject to discipline, up to and including, dismissal.~~

~~The Network should never be used for threatening or harassing messages, chain letters or to~~

11.7 CONFIDENTIALITY

~~Like any business, the Village must maintain the confidentiality of various business records and information. All employees are strictly prohibited from using, copying, or disclosing confidential information except as necessary to perform their job duties for the Village. Confidential information includes all business and financial records or information regarding the Village; information or records regarding any of its past or present employees; correspondence or contracts with any manufacturers, distributors, or other entity; this Employee Handbook; or operating policies or procedures of the Village. All employees are expected to comply strictly with this important policy both during and after their employment with the Village.~~

11.7.1 IDENTITY PROTECTION POLICY

~~This policy is adopted pursuant to the Identity Protection Act (5 ILCS 179/1 *et seq.*) to protect social security numbers from unauthorized disclosure.~~

~~PROHIBITED ACTS. No Village employee may do any of the following:~~

- ~~(1) Publicly post or publicly display or otherwise intentionally communicate or otherwise intentionally make available to the general public in any manner an individual's social security number.~~
- ~~(2) Print an individual's social security number on any card required for the individual to access products or services provided by the Village.~~
- ~~(3) Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.~~
- ~~(4) Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless state or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope's having been opened.~~
- ~~(5) Collect, use, or disclose a social security number from an individual, unless:~~
 - ~~(i) required to do so under state or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities;~~
 - ~~(ii) the need and purpose for the social security number is documented before collection of the social security number; and~~
 - ~~(iii) the social security number collected is relevant to the documented need and purpose.~~
- ~~(6) Require an individual to use his or her social security number to access an Internet~~

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website.

(7) Use the social security number for any purpose other than the purpose for which it was collected.

(8) Encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this policy.

EXCLUSIONS FROM PROHIBITIONS. The above-listed prohibitions do not apply in the following circumstances:

(1) The disclosure of social security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under the Identity Protection Act on a governmental entity to protect an individual's social security number will be achieved.

(2) The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.

(3) The collection, use, or disclosure of social security numbers in order to ensure the safety of: state and local government employees; persons committed to correctional facilities, local jails, and other law enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a state or local government agency facility.

(4) The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.

(5) The disclosure of social security numbers by a state agency to any entity for the collection of delinquent child support or of any state debt or to a governmental agency to assist with an investigation or the prevention of fraud.

(6) The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

FREEDOM OF INFORMATION ACT REQUESTS. Consistent with the Illinois Freedom of Information Act, Village employees must redact social security numbers from information or documents being supplied to the public pursuant to a Freedom of Information Act request before allowing the public inspection or copying of the information or documents.

APPLICABILITY. This policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation. This policy does not apply to documents that are recorded with a county recorder or required to be open to the public under any state or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois.

If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, any Village employee that complies with the federal law shall be deemed to be in compliance with this policy.

IDENTITY PROTECTION PROCEDURES. All Village employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. The training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

Only Village employees who are required to use or handle information or documents that contain social security numbers have access to such information or documents.

Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.

When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the Village is collecting and using the social security number shall be provided to the individual.

DISTRIBUTION OF POLICY:

Each current Village employee shall be provided a copy of this policy. Each employee hereinafter hired by the Village shall be provided a copy of this policy upon commencing his or her employment. A copy of this policy shall be made available to any member of the public, upon request. If the Village amends this policy, the Village shall also advise all Village employees of the existence of the amended policy and make a copy of the amended policy available to each of its employees.

This policy is effective: June 1, 2011.

Chapter 12

ETHICS POLICY

12.1: PURPOSE OF THE GLEN ELLYN ETHICS POLICY -

It is the policy of the village of Glen Ellyn to uphold, promote, and demand the highest standards of ethical behavior from all elected and appointed civil servants. Accordingly, all elected officials, advisory commissioners and board members, appointed volunteers, employees, and others regulated in this chapter, shall maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties. All shall comply with all applicable laws, ordinances and policies, and never use their village position or powers improperly, or for personal or private gain. Undisclosed and unmanaged conflicts of interest are undesirable because they may lead to the appearance that a civil servant is placing his or her interests above the public interest.

The village of Glen Ellyn and its civil servants share a commitment to ethical conduct in service to the community. The purpose of this ethics policy is to ensure that all persons associated with the village as civil servants or others regulated in this chapter have clear guidance for carrying out their roles and responsibilities. (Ord. 5921, 2-28-2011)

12.2: APPLICATION OF LAWS AND POLICIES -

All civil servants of the village of Glen Ellyn, as defined herein, are subject to the provisions of this ethics policy and applicable state law addressing ethics. In addition, the actions of civil servants, to the extent applicable, shall be subject to the provisions of the village of Glen Ellyn personnel manual and any other rules of operation and performance, including written contracts, applicable to the performance of their duties. (Ord. 5921, 2-28-2011)

12.3: DEFINITIONS

For purposes of this policy, the following definitions shall apply:

CIVIL SERVANT: Any individual who serves the village of Glen Ellyn in an official capacity as an elected or appointed official, member of advisory commissions and boards, appointed volunteer

or employee.

FAMILY RELATIONSHIP OR FAMILY MEMBER: Any "relationship" defined as follows: spouse, domestic partner, parents, parents of spouse or domestic partner, siblings, siblings of spouse or domestic partner, children (including adopted), and children of spouse or domestic partner (including adopted).

FINANCIAL INTEREST: Any economic interest or relationship, whether by ownership, trust, purchase, sale, lease, contract, option, investment, employment, gift, fee or otherwise; whether present, promised or reasonably expected; whether direct or indirect, including interests as consultant, representative or other person receiving (or who may be receiving) remuneration, either directly or indirectly, as a result of a transaction; whether in the person itself or in a parent or subsidiary corporation, or in another subsidiary of the same parent; whether such interest is held directly or indirectly by the civil servant, the spouse or minor child of such civil servant, or any other person with a family relationship with such civil servant owning or sharing the same household as the civil servant. Interest shall not include: a) interest in a mutual fund or managed account; b) an ownership interest of less than five percent (5%) in any business entity; or c) an interest of general applicability affecting others in similar situations.

GIFT: Any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government civil servants or the official position of a civil servant.

NONFINANCIAL INTEREST: Any nonfinancial consideration that is substantial enough to affect a civil servant's judgment or that could lead to the appearance that the civil servant's judgment has been affected. Such interests may be direct or indirect, through business, investments, family or personal relationships.

PERSONAL RELATIONSHIP: Any personal relationship that would prevent an individual from acting with impartiality.

RECUSE: To refrain from participation in any official discussion, meeting or deliberation regarding a transaction and, where permitted to vote, to cast a vote of recusal when any vote is taken on such transaction.

TRANSACTION: Any matter, including, without limitation, contracts, work or business with the village, the sale or purchase of real estate by the village and any requests for zoning, development or subdivision approvals, including, without limitation, rezonings, variations and special use permits, licenses or other requests, pending before the village, with respect to which a civil servant performs an official act or action. (Ord. 5921, 2-28-2011)

12.4: ETHICS OFFICER_

12.4.1 The position of ethics officer is hereby established for the village. The ethics officer shall be appointed by the village president subject to the confirmation by the village board. The ethics officer must have training in the establishment and performance of ethical standards. The ethics officer shall receive the salary that is established by motion at the time of appointment or set from time to time.

Should an ethics complaint be filed, the ethics officer will:

1. Determine whether or not the complaint presents a basis for investigation.
2. If the complaint is determined to not present a basis for investigation, no further action will be

taken.

3. If the complaint is determined to present a basis for investigation, the ethics officer will conduct an investigation.
4. Upon the completion of the investigation, based on its findings, the ethics officer will either:
 - (a) Take no further action.
 - (b) Make a recommendation to the village president and village board for consideration of one of the following courses of action:
 - (1) Referral of the matter to the village prosecutor for prosecution of violation(s) of local ordinances.
 - (2) Some lesser action deemed appropriate.

The village board shall determine whether the matter should be referred to the village prosecutor, or whether some lesser action is appropriate.

The ethics officer shall also reply to requests seeking an opinion as to whether a matter may represent a potential conflict of interest, or an actual conflict or other questions regarding this chapter. The ethics officer shall also carry out such other duties within the scope of this chapter as shall be specifically directed in writing by the village president or action of the village board.

12.4.2 Any complaint that a violation of this chapter has taken place shall be in writing, shall be signed and shall be filed with the ethics officer. If any other civil servant should receive a written and signed complaint, which has been mistakenly given or sent, it shall be promptly filed with the ethics officer. (Ord. 5921, 2-28-2011)

12.5: CONFLICTS OF INTEREST -

All civil servants shall avoid situations that present a conflict of interest, or a potential conflict of interest. It is the responsibility of all civil servants to solely serve the public interest of the village of Glen Ellyn. To achieve that requirement it is necessary to avoid situations that present dual interests that can compromise, or appear to compromise the objectivity of decisions.

- (A) Prohibited Transactions: No civil servant shall participate in any transaction in which: 1) a "financial interest" as defined in this chapter would present a conflict of interest or a potential conflict of interest, 2) a "nonfinancial interest" as defined in this chapter would present a conflict of interest or a potential conflict of interest, 3) participation would constitute a conflict of interest under the statutes or common law of the state of Illinois.
- (B) Recusal: Any civil servant shall recuse himself or herself in connection with any transaction that comes before such civil servant in the course of his or her duties, whenever such civil servant has: 1) any interest in the transaction; 2) any family relationship with a person having an interest in such transaction; or 3) any interest in an applicant appearing before the civil servant in an official capacity, even if the civil servant does not have an interest in the transaction itself.
- (C) Notification: Upon becoming aware of any conflict of interest as described in subsection (A) of this section, any civil servant shall promptly provide written notification, within forty eight (48) hours, to the appropriate authority of such conflict and the civil servant's recusal from

any official action with respect to the transaction, as follows:

1. Employees, appointed officers or appointed volunteers shall notify the director of the department and the village manager;
2. The village manager shall notify the village president and the board of trustees;
3. Members of boards and commissions shall notify the chairperson of such board or commission;
4. Chairpersons of boards and commissions shall notify the village manager, village president and the board of trustees;
5. The village president shall notify the village manager and the board of trustees;
6. Any person serving in an elected position shall notify the village president, village manager and the other members of the board of trustees.

(D) Nonappearance Before Same Board Or Commission: No civil servant required to recuse himself or herself in connection with a transaction shall appear before the board or commission of which he or she is a member with respect to such transaction.

(E) Nonparticipation And Disclosure Before Other Board Or Commission: Any civil servant who has actual knowledge that he or she, individually or through a family relationship, has an interest in a transaction pending before a board or commission on which the civil servant does not serve as a member, either: 1) shall not appear or participate personally before the other board or commission on which he or she does not serve relating to such transaction; or 2) shall disclose such interest on the record prior to participating in any proceeding before a village board or commission.

(F) Potential Conflict Of Interest: The Glen Ellyn community has a right to expect that the public interest will be served by all individuals involved in local government. To maintain the public trust it is imperative that civil servants present an image of objectivity and fairness in all official actions. Civil servants have the continual and ongoing obligation to promptly disclose not only any known conflicts of interest but also to identify any issues that may have the potential for a conflict of interest, and if they are in doubt to seek the opinion of the ethics officer. When such advice is sought, the ethics officer will determine if the potential conflict requires the civil servant to take or refrain from taking some action. (Ord. 5921, 2-28-2011)

12.6: GIFT BAN-

No civil servant or family member shall accept any prohibited gift, favor or consideration from any person or entity directly or indirectly involved in business dealings with the village. Nor shall any civil servant accept any prohibited gift, favor or consideration of value that may influence, or has the appearance of influencing a civil servant in the performance of their public duties.

(A) Prohibited Gifts: Except as otherwise provided in this section, no civil servant shall intentionally solicit or accept any gift from any prohibited source or in violation of any federal or state statute, rule, or regulation. A prohibited source shall be any person or entity who is seeking an action or inaction from the village, is doing business or seeks to do business with the village, conducts activities regulated by the village or has interests that may be substantially affected by the performance or nonperformance of the civil servant. This ban applies to and includes the spouse of and immediate family living with the civil servant. No individual shall intentionally offer or make a gift that violates this section.

(B) Exceptions: The restrictions do not apply to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the civil servant pays the market value.
3. Any contribution that is lawfully made under the election code or under this chapter or activities associated with a fundraising event in support of a political organization or candidate.
4. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
5. Anything provided by an individual based on a personal friendship unless the civil servant has reason to believe that, under the circumstances, the gift was provided because of the civil servant's position and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship the civil servant shall consider the circumstances under which the gift was offered, such as:
 - (a) The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
 - (b) Whether to the actual knowledge of the civil servant the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
 - (c) Whether to the actual knowledge of the civil servant the individual who gave the gift also at the same time gave the same or similar gifts to other civil servants.
6. Intragovernmental and intergovernmental gifts. For the purpose of this section, "intragovernmental gift" means any gift given to a civil servant from another civil servant of the village, and "intergovernmental gift" means any gift given to a civil servant by an official of any other governmental entity.
7. If provided for in the village's budget, the recognition of a civil servant's life event such as birth, death, marriage, illness, or retirement such as flowers or a donation.
8. Bequests, inheritances, and other transfers at death.
9. Food or refreshments not exceeding seventy five dollars (\$75.00) per person in value on a single calendar day; provided that the food or refreshments are: a) consumed on the premises from which they were purchased or prepared or b) catered. For the purpose of this section, "catered" means food or refreshments that are purchased ready to eat and delivered by any means.
10. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than one hundred dollars (\$100.00).
11. Each of the exceptions listed in this section is mutually exclusive and independent of one another.

(C) Gift Ban; Disposition Of Gifts: A civil servant does not violate this section if the civil servant

promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under section 501(c)(3) of the internal revenue code of 1986, as now or hereafter amended, renumbered, or succeeded. (Ord. 5921, 2-28-2011)

12.7: POLITICAL ACTIVITY

(A) Political Activities: Employees shall not intentionally perform any political activity during any compensated time (other than vacation, personal, or compensatory time off). Employees shall not intentionally misappropriate any village property or resources by engaging in any political activity for the benefit of any campaign for elective office or any political organization.

(B) Coerced Political Activity: At no time shall any elected civil servant or supervisory employee intentionally misappropriate the services of any employee by requiring that employee to perform any political activity as part of that employee's duties, as a condition of village employment, or during any time off that is compensated by the village (such as vacation, personal, or compensatory time off).

(C) Compensated Political Activity: A village employee shall not be required at any time to participate in any political activity in consideration for that employee being awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise.

(D) Rewarded Political Activity: A village employee shall not be awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise, in consideration for the employee's participation in any political activity, which is prohibited under subsection (A), (B) or (C) of this section.

(E) Exceptions: Nothing in this section prohibits activities that are otherwise appropriate for a village employee to engage in as a part of his or her official employment duties or activities that are undertaken by an employee on a voluntary basis as permitted by law. (Ord. 5921, 2-28-2011)

12.8: TREATMENT OF CONFIDENTIAL AND SENSITIVE INFORMATION

No civil servant or former civil servant shall disclose or improperly utilize any confidential information learned during employment with the village without prior authorization. Authorization for disclosure by elected civil servants and the village manager shall be provided by the village president in writing. Authorization for disclosure by employees shall be provided by the village manager in writing.

"Confidential information" shall mean any nonpublic information, written or otherwise, including information exempt from disclosure pursuant to the open meetings act, the freedom of information act, or information exempt from disclosure pursuant to written agreement. (Ord. 5921, 2-28-2011)

12.9: USE OF AUTHORITY/INFLUENCE

(A) Use Of Position To Influence Employment For Others: No elected civil servant shall directly or indirectly communicate with staff seeking to influence the hiring or termination of an employee or contractor. Such discussions shall be conducted with the village president or village manager, or in accordance with the requirements of the open meetings act, with members of the village

board.

(B) **Use Of Position To Seek Favors For Self Or Others:** No civil servant shall directly or indirectly obtain or seek to obtain preferential treatment for himself or herself or any other individual or entity. Civil servants shall follow the same rules, regulations and processes that are applicable to the general public. Village staff shall maintain a record of all written or oral communications from all elected officials and department heads in which the requester appears to be directly or indirectly seeking to obtain preferential treatment for himself or herself or any other individual or entity. The communications from department heads should always be reported when they involve requests unrelated to that individual's duties in the village. All such requests should be reported to the village president and to the village manager, who may choose to inquire from the ethics officer or the prosecutor whether the communication constitutes a violation of this chapter. Village staff may also transmit communications from other civil servants which they believe may violate this code.

(C) **Use Of Position To Misrepresent Official Policy:** No civil servant shall utilize his or her role to intentionally misrepresent the policy or position of the village of Glen Ellyn.

(D) **Discrimination:** No civil servant shall engage in discriminatory behavior based upon race, age, sex, sexual orientation, gender identity, religious affiliation, marital status or any other protected status under applicable law. (Ord. 5921, 2-28-2011)

12.10: STATEMENT OF ECONOMIC INTEREST_

In accordance with state statutes, the village clerk annually prepares a list of civil servants who are required to file a statement of economic interest. All civil servants subject to the law are required to complete and file the statement in accordance with the deadlines established by the DuPage County clerk. (Ord. 5921, 2-28-2011)

12.11: VENDORS_

To the extent that vendors such as the supplier of goods or services to the village perform tasks as representatives or agents of the village, they shall be subject to the provisions of this chapter, as if they were civil servants. Their exposure as persons whose actions would subject them to violations of this chapter shall be limited to the actual times when they supply goods, or perform services for the village and interact with persons or entities who are seeking or resisting municipal actions. (Ord. 5921, 2-28-2011)

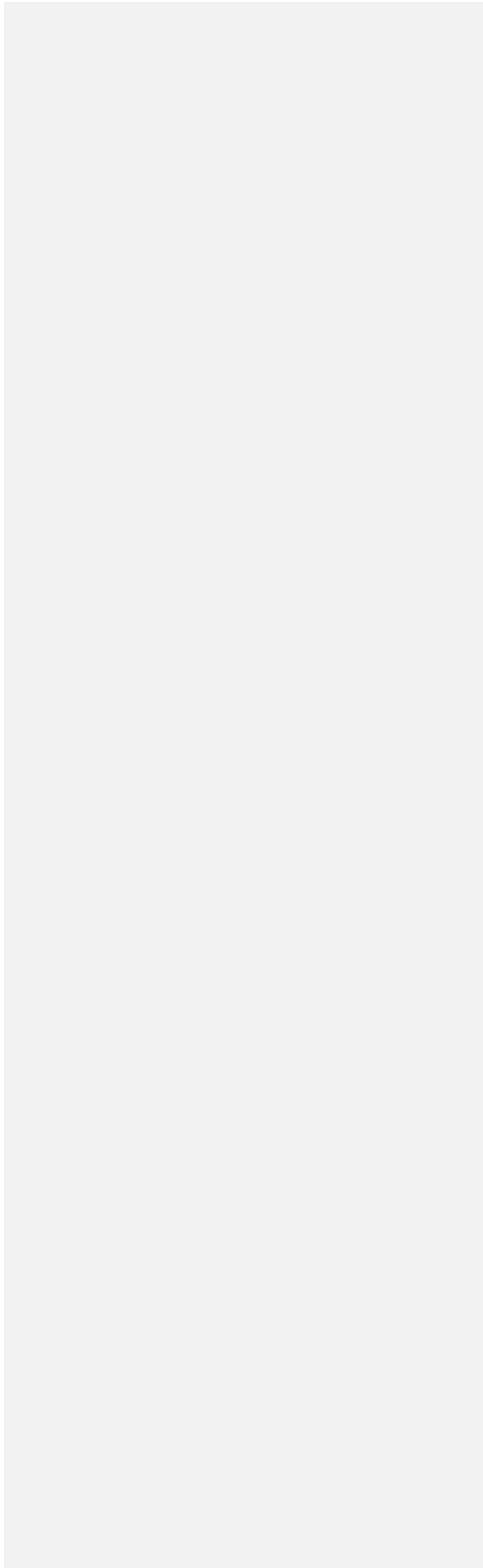
12.12: GENERAL PENALTY_

Any civil servant, excluding appointed volunteers, convicted of a violation of any section contained within this chapter shall be fined a sum of not more than seven hundred fifty dollars (\$750.00) for each violation. A violation committed shall be considered a separate offense each day. In addition, violations of the provisions of this chapter may be utilized to take disciplinary action up to and including discharge for civil servants who are employees, serve in appointed offices, or are appointed volunteers. Elected officials, who violate any provisions of this chapter, may, upon conviction, be fined as provided for in this section, and such violations may be utilized by the corporate authorities to determine whether that person's actions should be censured. (Ord. 5921, 2-28-2011)

EMPLOYEE BENEFITS ELIGIBILITY TABLE

<u>BENEFIT TYPE</u>	<u>FULL-TIME (EXEMPT AND NON-EXEMPT)</u>	<u>PART-TIME</u>	<u>SEASONAL TEMPORARY</u>	<u>ELIGIBILITY DATE</u>	<u>APPLICATION DUE DATE</u>	<u>PAGE</u>
<u>Health Insurance</u>	<u>Eligible</u>	<u>Must work >30hrs/week (i.e. 1,560 hrs/year)</u>	<u>Not eligible</u>	<u>1st day of month following date of hire</u>	<u>Within 30 days from start date</u>	
<u>Dental Insurance</u>	<u>Eligible</u>	<u>Must work >30hrs/week (i.e. 1,560 hrs/year)</u>	<u>Not eligible</u>	<u>1st day of month following date of hire</u>	<u>Within 30 days from start date</u>	
<u>Paid Leave</u>	<u>Eligible</u>	<u>Not Eligible</u>	<u>Not eligible</u>	<u>As earned/accrued</u>	<u>n/a</u>	
<u>Life/ AD&D Insurance (\$50K)</u>	<u>Eligible</u>	<u>Must work >30hrs/week (i.e. 1,560 hrs/year)</u>	<u>Not eligible</u>	<u>First date of employment</u>	<u>Within 30 days from start date</u>	
<u>Pension Benefits</u>	<u>Eligible</u>	<u>Eligible – IMRF (>1,000 hrs/yr)</u> <u>>Not eligible - Fire</u> <u>>Not eligible - Police</u>	<u>Not eligible</u>	<u>First date of employment</u>	<u>Within 30 days from start date</u>	
<u>Safety Incentive Incentive Award Award</u>	<u>Eligible</u>	<u>Eligible</u>	<u>Not eligible</u>	<u>First date of employment</u>	<u>Within 30 days from start date</u>	
<u>Optional Benefits</u>	<u>Eligible</u>	<u>Must work >30hrs/week (i.e. 1,560 hrs/year)</u>	<u>Not eligible</u>	<u>First date of employment(457b retirement plans, FSA, Credit Union, Group Universal Life & Accident Ins., IMRF Supplemental Term Life, IMRF-Voluntary Additional Contributions)</u>	<u>Anytime (457b retirement plans, Credit Union, & IMRF Voluntary Additional Contribution Plan);Within 30 30 days from start date (FSA, Group Universal Life) & Accident Ins.; Within 90 days from start date (IMRF Supp. Life)</u>	
<u>Continuation of Health Care (COBRA)</u>	<u>Eligible (must be enrolled in a health insurance plan)</u>	<u>Eligible (must be enrolled in a health insurance plan)</u>	<u>Not eligible</u>	<u>To be determined</u>	<u>Within 60 days of written notice</u>	
<u>Continuation of Statutory Health Health Care Retirement/ Disability</u>	<u>Eligible (must be enrolled in a health insurance plan and approved to receive retirement or disability benefits)</u>	<u>Eligible (must be enrolled in a health insurance plan and approved to receive retirement or disability benefits)</u>	<u>Not eligible</u>	<u>To be determined</u>	<u>Within 31 days of written notice</u>	

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EMPLOYEE BENEFITS

The benefits outlined in this chapter are specific to the period of January 1, 2016 through December 31, 2016. The Village reserves the right to change or terminate vendors, policies or procedures, with or without notice. In all instances the actual plan documents govern terms of participation and eligibility.

HEALTH CARE AND DENTAL BENEFITS

The Village provides a competitive health and dental insurance benefit plan for eligible employees. For information about each coverage type, plan highlights, summary plan descriptions, and insurance carrier contact information, please call Human Resources.

LIFE AND ACCIDENTAL DEATH/DISEMBLEMENT INSURANCE

Life and AD&D insurance is provided for all individuals employed by the Village on a full or part-time basis (at least 30 hours/week, 52 weeks/year). The amount of insurance is \$50,000 prior to age 70 and \$7,500 after age 70; coverage as an active employee ceases upon separation from Village service. The policy, however, is portable upon separation, with the individual responsible for 100 percent of the non-group rates. See Human Resources to obtain an information policy booklet.

PENSION BENEFITS AND SHORT/LONG-TERM DISABILITY

Employees (non-sworn) who work 1,000 hours per year or more (at least 20 hours/week, 52 weeks/year) are eligible for pension benefits through the Illinois Municipal Retirement Fund (IMRF). These benefits include retirement income, disability and death benefits and are payable to qualifying members. They are in addition to those provided by Social Security. Contributions are made by the individual and the Village. Employees are vested for pension benefits after eight (8) years of service credit for Tier 1, and ten (10) years for Tier 2 qualifying employees. The advantages of IMRF membership include:

- Guaranteed Return of 100 percent of member contributions;
- Retirement benefits based upon your final rate of earnings calculated over a defined period of time;
- Survivor benefits;
- Temporary/short-term disability benefits; and
- Total and permanent disability benefits.

For more information about the many benefits of IMRF participation, please contact IMRF directly. For pension and disability benefits of sworn Police employees, please contact your local Pension Board representative of the Police Pension Fund.

SERVICE RECOGNITION AWARDS

Regular full-time and part-time employees are eligible for periodic service awards based upon years of service, according to the following schedule. Awards are paid to the employee in the form of Glen Ellyn Chamber of Commerce Gift Certificates.

Years of Service	\$ (Gift Certificate)
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<u>5</u>	<u>50</u>
<u>10</u>	<u>75</u>
<u>15</u>	<u>100</u>
<u>20</u>	<u>125</u>
<u>25</u>	<u>150</u>
<u>30</u>	<u>175</u>
<u>35</u>	<u>200</u>
<u>40</u>	<u>225</u>

SAFETY INCENTIVE AWARDS PROGRAM:

The Village recognizes that its employees are key partners in the loss prevention equation. To evaluate and recognize employee's contributions to safety and loss prevention, the Village provides an incentive program, in which regular full-time and part-time employees are eligible to participate. The program is based upon a points system in which eligible employees may redeem for gifts/prizes via the Village's contract vendor. For further details, please contact Human Resources.

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OPTIONAL BENEFITS

The Village of Glen Ellyn offers the following optional programs that may be of benefit to you. These benefits are available to all full-time and part-time employees (at least 20 hours/week, 52 weeks/year) and participation is voluntary. For more information and enrollment materials, please contact Human Resources.

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DEFINED CONTRIBUTION RETIREMENT SAVINGS PLAN (457 PLAN)

The Defined Contribution Retirement Plan is a voluntary program that allows you to invest today for your retirement. Your contributions are subject to Pension (Fire, Police or IMRF) and FICA withholding. Federal income taxes are deferred until your assets are withdrawn. Your contributions are not subject to Illinois state income taxes nor will you be required to pay Illinois state income taxes upon withdrawal. Upon separation, if you reside or move to another state, please contact the Village's 457 provider for specific state tax information.

Participation is handled through payroll deduction so your taxes are reduced each pay period. The 457 plan allows you to increase, decrease, stop and restart contributions as often as you wish. There is no minimum amount required. Under Section 457 of the Internal Revenue Code, you may defer each year a maximum of 100 percent of your "gross compensation" or an annual dollar limit, whichever is less. For current year contribution dollar limits, contact Human Resources.

- **By participating in the 457 Plan, you have the advantage of:**
- **Deferred taxes.** You do not pay current Federal income taxes on money you defer. As a result, you pay less tax each year, and the money you would have paid in taxes is invested for your future security. You pay no taxes on the earnings in your account as they accrue.
- **A retirement plan.** A deferred compensation plan serves as an excellent way to supplement other retirement savings programs.
- **A flexible investment program.** Deferred compensation is invested according to your choice of a variety of investment vehicles. Earnings, also tax deferred, are invested as accrued.
- **It's portable.** If you change jobs, you can consolidate your savings in another public sector employer's 457 plan, a qualified 401(k) plan, a tax-sheltered 403(b) annuity plan, or a Traditional IRA.
- **If you retire or leave service early, there is no penalty for withdrawals.** You will pay Federal income taxes but not Illinois state income taxes. If you reside or move to another state, please contact ICMA for specific state tax information.

PAYROLL ROTH IRA's

The Village's defined contribution retirement plan also offers the advantage of another savings tool for your overall retirement savings portfolio. An Individual Retirement Account, or IRA, is a special tax-advantaged account that allows you to build savings for your retirement. One of the primary benefits of an IRA is that your investment's earnings compound tax-deferred. Another benefit is that because you contribute to a Roth IRA on an after-tax basis, you have the opportunity to withdraw earnings on a tax-free basis, assuming certain conditions are met. For further information about this benefit, please contact Human Resources. The Village encourages employees to consult with a licensed investment or tax professional to learn more about the advantages and disadvantages of a Roth IRA.

FLEXIBLE SPENDING ACCOUNTS (FSA)

FSAs assist individuals in reducing the cost of dependent care expenses, uninsured medical costs and insurance premiums. Since your deposits are not subject to Federal income taxes, State income taxes or FICA, this is the most tax advantaged way to pay for qualifying medical expenses. The Village uses a third-party administrator (TPA); see [Appendix Appendix A](#) for contact information. Section 125 of the Internal Revenue Code allows individuals to deposit a portion of their salary into a special reimbursement account.

Plan Features:

- **Direct Deposit** – Wire transfers from the Village to the TPA speed up the reimbursement process. You may also request that the TPA direct deposit your reimbursement checks to your bank.
- **Flex Convenience Card** – It works like a debit card and can be used nationwide where MasterCard is accepted.
- **Online Access**. You can create your own account and be able to review account information such as claim and payment history. You can also change your personal information. Through your on-line account, you can view your year-to-date deposits, current balances, claims, dates of reimbursements and summary information.

During open enrollment, you may declare the amount per paycheck that you want deposited for child care/dependent care or medical expenses for the following plan year. Employee health insurance premium contributions are automatically deducted pre-tax via payroll, and are excluded from an employee's annual medical expense pledge amount.

The decision to participate in FSA may not be changed after the start of the year, unless there is a qualifying event. The amount will be taken out of each pay check and credited to your account(s). Pursuant to IRS regulations, you may elect up to a maximum of \$2,500 per year on the unreimbursed medical section of your FSA. You may elect up to \$5,000 per year for qualified dependent care expenses. For the money to be drawn out of your account, you must have already paid for the services.

"Use it or Lose it"

Section 125 Internal Revenue code states, "Flexible spending accounts are 'use-it-or-lose-it' plans. This means that amounts in the account at the end of the plan year cannot be carried over to the next year. The Village is not permitted to refund any part of the balance to you. (More information regarding Section 125 regulations is available at <http://www.irs.gov/publications>).

Thus, it is important that your expenses for the plan year not be overestimated. If you do not actually have eligible expenses during the plan year that equal or exceed the amount you have on deposit, that money on deposit is lost. It cannot be drawn out to cover the next plan year's expenses and it cannot be drawn out in cash.

However, the Village's plan does provide for a grace period of up to 2½ months after the end of the plan year (January 1 – December 31). Any qualified medical expenses incurred in that period can be paid from any amounts left in the account at the end of the previous year. Claims can be incurred through March 15 of the following year. Deadline for submitting claims is March 31 of the following year. For more detailed information about this benefit, please refer to the Summary Plan Document, of copy of which may be obtained from Human Resources.

CREDIT UNION MEMBERSHIP

Through Village employment, you are eligible for participation in one of two credit unions. Some of the advantages of membership in these member-owned institutions include:

- Effortless saving through payroll deduction;
- Low cost loans.

For contact information, please see Appendix _____ or contact Human Resources.

GROUP UNIVERSAL LIFE, LONG-TERM CARE, AND ACCIDENT INSURANCE

The Village provides a voluntary life insurance program. Actual levels of coverage are determined by the participant, which affects the cost of the premium. Payments are made in the form of payroll deductions. Enrollment materials and coverage types can be obtained from Human Resources.

Each participant owns his or her policy. Should the individual leave the Village, the policy remains in effect at group rates and he or she will be billed directly at home. This program is based on group rates for the life insurance feature. The rates take into consideration the scope of occupational risks required by each employee's duties for the Village.

IMRF SUPPLEMENTARY LIFE - IMRF MEMBERS ONLY

The Village offers voluntary life insurance coverage through the National Conference on Public Employees Retirement Systems (NCPERS). It is available to IMRF members only. The monthly participation fee and payments are made in the form of payroll deductions. The effective date for this plan is the first of the month following your first payroll deduction. Enrollment materials and costs can be obtained from Human Resources.

Among the highlights of the program are:

- The NCPERS Plan is an affordable plan, regardless of your age.
- Coverage for your eligible dependents is included in your premium amount.
- You do not need to answer any health questions or take a medical exam if you enroll during the open enrollment period.

**VOLUNTARY ADDITIONAL CONTRIBUTION (VAC) RETIREMENT SAVINGS PROGRAM-
IMRF MEMBERS ONLY**

IMRF's Voluntary Additional Contribution (VAC) program is an easy way to help you save additional retirement income. Voluntary Additional Contributions:

Are limited to a maximum of 10% of your IMRF reportable earnings, up to the Tier 2 wage cap.

Are after tax, not tax-deferred.

Are a separate individual account consisting only of your contributions and any interest you earn on them. Employers do not make any contributions to your VA account.

Accrue interest differently than traditional saving accounts.

Continue to earn interest for as long as they are left on deposit with IMRF

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CONTINUATION OF HEALTH CARE COVERAGE (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires most employers with group health plans to offer employees the opportunity to temporarily continue their group health care coverage under their employer's plan if their coverage otherwise would cease due to termination, layoff, or other change in employment status (referred to as "qualifying events"). Per Village policy, individuals electing COBRA coverage are required to pay 102 percent of the total premium.

1. Specific Events ("Triggering Events") that can be Qualifying Events:

The statute specifies six triggering events that, if they result in a loss of coverage, can be qualifying events:

- Death of the covered employee;
- Voluntary or involuntary termination of the covered employee's employment other than by reason of gross misconduct (note that a retirement is considered a termination of employment);
- Reduction in hours of the covered employee's employment;
- Divorce or legal separation of the covered employee from the employee's spouse;
- Dependent child ceasing to be a dependent child under the generally applicable requirements of the plan; and
- An employer's bankruptcy, but only with respect to health coverage for retirees and their families.

The employee must notify Human Resources within 31 days of the date of the following qualifying events:

- Death of a covered employee;
- Termination or reduction of hours of the covered employee;
- The covered employee becomes entitled to Medicare; and
- The commencement of a bankruptcy proceeding of the employer.

The "qualifying event" in this context means the date of the triggering event, not the date that coverage is lost.

2. Length of COBRA continuation coverage available to a qualified beneficiary:

- Up to 18 months for covered employees, as well as their spouses and their dependents, when workers otherwise would lose coverage because of a termination or reduction of hours.
- Up to 29 months for employees who are determined to have been disabled at any time during the first 60 days of COBRA coverage and applies as well to the disabled employee's non-disabled qualified beneficiaries.
- Up to 36 months for spouses and dependents facing a loss of employer-provided coverage due to an employee's death, a divorce or legal separation, or certain other "qualifying events."

Qualified Beneficiaries:

Under the statute, a qualified beneficiary is someone who "is a beneficiary under the plan" (i.e., is covered under the plan) immediately prior to the qualifying event and who is:

- The spouse or dependent child of a covered employee; or
- A covered employee (but only if the qualifying event is a termination or reduction in hours of the covered employee's employment).

CONTINUATION OF HEALTH INSURANCE FOR RETIREES/DISABILITY

In compliance with 215 ILCS 5/367(b), at the time an employee becomes eligible for, or is approved to receive a pension, regardless of the commencement date of that pension, the employee becomes eligible to elect to continue coverage of one of the Village's health insurance plans at the employee's cost. Should the employee elect to continue coverage, coverage will remain in effect until the employee declines future coverage or fails to pay premiums when due. The election to continue or decline coverage must be made within 31 days after the effective date of retirement/disability. Once an individual declines enrollment, he/she shall be prohibited from future participation on the Village's group health plan.

Health Insurance Premium Payment in the Event of Disability/Sworn Police Personnel

Pursuant to the Public Safety Employee Benefits Act (820 IL CS 320/, section 10), and as amended, in the event that any sworn police officer of the Village of Glen Ellyn Police Department incurs a total permanent disability or is killed in the line of duty, the Village of Glen Ellyn will assume responsibility for payment of the entire premium of his/her Village sponsored health insurance coverage (individual or family) upon appropriate determination of eligibility by the Village based on the individual facts and circumstances of each injury. Such coverage will terminate if he/she becomes eligible for Medicare benefits, is able to return to work reasonably available to him/her, or dies. If the injured employee dies, the Village will continue to pay the entire health insurance premium for the surviving spouse until he or she remarries and for the dependent children, as defined by State statute. In any event, the Village of Glen Ellyn assumes no obligation to provide health insurance coverage should such coverage not be available through a Village-sponsored health insurance plan.

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APPENDIX : EMPLOYEE BENEFITS AND POLICIES OVERVIEW

BENEFIT/POLICY	SUMMARY	CONTACT INFORMATION	PAGE
<u>Bereavement Leave</u>	<u>Up to five (5) days of paid leave for the death of an immediate family member.</u>	<u>Contact Human Resources</u>	
<u>Childbirth/Adopt-ion Leave</u>	<u>Employees receive ten days of paid leave in connection with the birth or adoption of their own child.</u>	<u>Contact Human Resources</u>	
<u>Compensatory Time</u>	<u>Eligible, non-exempt employees may take comp time in lieu of overtime. One hour of overtime is equivalent to 1.5 hours of comp time. Maximum of 40 hours.</u>	<u>Check with your Supervisor or Human Resources for your eligibility status.</u>	
<u>Continuation of Health Care (COBRA)</u>	<u>Allows employees the opportunity to continue health coverage temporarily at full cost due to qualifying events such as termination, layoff, or other change in employment status.</u>	<u>HMO: (800) 892-2803</u> <u>PPO: (800) 458-6024</u> <u>www.bcbsil.com</u> <u>Group No:</u> <u>HMO: H</u> <u>PPO: P</u> <u>Express Scripts (Rx): IPBCRXG</u> <u>www.express-scripts.com</u>	<u>77</u>
<u>Continuation of Health Care Retirement/Disability</u>	<u>Allows retirees, or employees who become disabled, the opportunity to continue health coverage at full cost until Medicare eligible. At that time, they are eligible for a reduced rate.</u>	<u>HMO: (800) 892-2803</u> <u>PPO: (800) 458-6024</u> <u>www.bcbsil.com</u> <u>Group No:</u> <u>HMO: H</u> <u>PPO: P</u> <u>Express Scripts (Rx): IPBCRXG</u> <u>www.express-scripts.com</u>	
<u>Credit Union</u>	<u>Membership benefits include saving through payroll deduction, low cost loans.</u>	<u>DuPage CU: 800-323-2611</u> <u>https://www.dupagecu.com/</u> <u>Central CU of Illinois: (708) 649-6400</u> <u>https://www.centralcu.org/</u>	
<u>Defined Contribution 457b Retirement</u>	<u>Voluntary retirement savings plans provided through the ICMA Retirement Corporation (ICMA-RC) or AXA Equitable</u>	<u>ICMA-RC: 800-669-7400</u> <u>Web: www.icmarc.org</u> <u>Group #:</u> <u>457 Plan: 300093</u>	

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BENEFIT/POLICY	SUMMARY	CONTACT INFORMATION	PAGE
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<u>Dental Insurance</u>	Eligible employees may enroll in the PPO plan for dental insurance coverage through MetLife	MetLife: 800-942-0854 www.metlife.com Group #: 308421	
<u>Disability Pay</u>	For Police sworn personnel, disability pay (i.e. salary protection coverage) is provided through the Police Pension Fund's Board. For eligible non-sworn employees, the benefit is provided through the Illinois Municipal Retirement Fund (IMRF). Must have at least 12 consecutive months of IMRF service credit; benefits begin after the first 30 calendar days of a disability.	Contact the Police Chief's Office at 630-469-1187 IMRF 800-275-4673 www.imrf.org Group #:	
<u>Tuition Assistance Program (TAP)</u>	Available to eligible full-time and part-time employees who have completed one full year of service. The Village will reimburse job related tuition expenses at either 50% or 100% level up to a maximum of \$2,400 annually (not to exceed \$200/credit hour).	Contact Human Resources	
<u>Employee Assistance Program (EAP)</u>	24/7 professional assistance through the Village's contract vendor is available to all employees and their immediate families to help resolve difficult personal problems. This is a free service to all employees and is coordinated directly with the provider on a completely confidential basis.	Aetna Resources for Living 800-843-1327 www.mylifevalues.com U: village of glen Ellyn P: 8008431327 Group #: Village of Glen Ellyn	
<u>Flexible Spending Accounts (FSA)</u>	Enables employees to place pre-tax dollars into a spending account for qualified medical or dependent care.	HR Simplified: (888) 318-7472 www.hrsimplified.com Group #:	
<u>Floating Holidays</u>	To be used for personal reasons or holiday recognition not already provided for by the Village. Use them or lose them; must be used during the year they are awarded.	Contact Human Resources	
<u>Health Insurance</u>	Eligible employees have a choice between an HMO and PPO plans for health insurance coverage through Blue Cross/Shield.	HMO: (800) 892-2803 PPO: (800) 458-6024 www.bcbsil.com Group No: HMO: H PPO: P Express Scripts (Rx): IPBCRXG www.express-scripts.com	

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BENEFIT/POLICY	SUMMARY	CONTACT INFORMATION	PAGE
<u>IMRF's Voluntary Additional Contribution (VAC) Retirement Savings</u>	<u>Voluntary retirement savings plan that is available to IMRF members that is distinct from the pension benefit plan, and is completely funded by the employee via payroll deductions.</u>	<u>IMRF</u> <u>800-275-4673</u> <u>www.imrf.org</u> <u>Group #:</u>	
<u>Holidays</u>	<u>The Village observes New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, and Christmas Day.</u>	<u>Contact Human Resources</u>	
<u>IMRF Supplementary Life</u>	<u>This is available to IMRF members only. It is a voluntary supplementary life insurance coverage for employee, spouse and his/her dependent child(ren). Premiums are paid by employees via payroll deduction.</u>	<u>NCPERS: 877-202-5706</u> <u>www.ncpers.org</u>	
<u>Leave Allowances</u>	<u>The Village offers a number of types of paid and unpaid leave allowances including jury duty, military leave, family military leave, leave to vote, and family and medical leave (FMLA)</u>	<u>Contact Human Resources</u>	
<u>Life and AD&D Insurance (IPBC)</u>	<u>Standard \$50,000 coverage provided at no cost to eligible employees. Employee may also purchase additional life insurance for his/her qualifying dependent(s) at his/her own cost.</u>	<u>Contact Human Resources</u>	
<u>Service Recognition Awards</u>	<u>Eligible employees receive a recognition certificate and Glen Ellyn Chamber of Commerce gift card based upon years of service milestones.</u>	<u>Contact Human Resources</u>	
<u>Pension Benefits</u>	<u>Police benefit awards are determined by the Village of Glen Ellyn Police Pension Fund Board under the provisions of the Illinois State Statutes governing the administration of Police pensions.</u> <u>Eligible non-sworn employees participate in the Illinois Municipal Retirement Fund (IMRF).</u>	<u>Police Pension</u> <u>Contact the Chief's Office</u> <u>630-469-1187</u> <u>IMRF</u> <u>800-275-4673</u> <u>www.imrf.org</u> <u>Group #:</u>	
<u>Safety Incentive Award</u>	<u>The Village provides an incentive program, in which regular full-time and part-time employees are eligible to participate. The program is based upon a points system in which employees may redeem for gifts/prizes based upon safe work practices.</u>	<u>Contact Human Resources</u> <u>Program Vendor:</u> <u>C.A. Short Company</u> <u>www.cashort.com</u> <u>800-535-5690</u>	
<u>Sick Leave</u>	<u>Sick leave with pay may be taken in the</u>	<u>Contact Human Resources</u>	

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BENEFIT/POLICY	SUMMARY	CONTACT INFORMATION	PAGE
	<u>event of an employee's off the job illness, injury, or medical disability that is longer term.</u>		
<u>Annual Leave (i.e. Vacation Leave)</u>	<u>Accrued by full-time employees based on years of service.</u>	<u>Contact Human Resources</u>	
<u>Worker's Compensation</u>	<u>Available to employees injured on the job. For non-sworn employees, the Village will provide 100 percent of regular compensation (first 66 2/3 percent of pay is taxed) during this type of leave. For sworn employees, the Village will follow the PEDAs law. If the injury or illness is defined as a serious health condition under FMLA and the employee is eligible, the Workers' Comp. leave and FMLA will run concurrently.</u>	<u>Contact Human Resources</u>	

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