



Agenda
Village of Glen Ellyn
Regular Workshop Meeting
Monday, July 18, 2016
7:00 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. Proposed Update to Village Purchasing Policy: (Finance Director Coyle) (Discussion Only)

1. Finance Director Christina Coyle will lead the review of proposed updates to the Village Purchasing Policy.

F. Proposed Update to Village Personnel Manual: (Assistant Village Manager Stonitsch) (Discussion Only)

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

G. Proposed Salt Storage Facility Project: (Public Works Director Hansen) (Discussion Only)

1. Public Works Director Julius Hansen will present information regarding the proposed Salt Storage Facility Project.

H. Other Items

I. Adjournment



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

Meeting: 07/18/16 07:00 PM
Department: Finance
Department Head: Christina Coyle
Category: Policy
Prepared By: Christina Coyle

SCHEDULED

AGENDA ITEM (ID # 2337)

DOC ID: 2337

Finance Director Christina Coyle will lead the review of proposed updates to the Village Purchasing Policy.

Background

The Board last reviewed the proposed updates to the purchasing policy approximately one year ago. The purpose of the discussion at this July workshop is to revisit the proposed revisions to work towards finalizing a revised policy.

Subject

Attached to this item is a redlined version of the policy which includes changes from the 2013 revision. The agenda item from the July 20, 2015, workshop has also been attached for the Board's reference. The following changes have also been made to the policy subsequent to the July 2015 workshop and are included in the redlined version.

Local Preference - A section was added to state that every effort should be made to solicit one of three required quotes from a business located within the Glen Ellyn corporate boundaries.

Change Orders - The authority of the Village Manager to authorize change orders was reduced from \$20,000 to \$10,000 to state, "The Village Manager is authorized to approve any change order to a Village contract which is less than \$10,000. Any change order in excess of \$10,000 must be submitted to the Village Board as an agenda item for consideration."

The following concepts were mentioned by trustees at the July workshop but have not been expressly added to the policy.

Uniform and Boot Allowances - The policy for administration of uniforms and boots is addressed in the Village's Uniform Administrative Order and therefore has not been included in the purchasing policy. Starting in 2016, the Village did begin funding employee work boots as a stipend through payroll rather than paying direct bills through accounts payable.

Evaluation of Vendor Performance - Evaluation of vendor performance is ongoing and occurs for each vendor. However, at this time, the Village does not have a centralized method of tracking vendor performance, such as an e-procurement system.

Preference for Green Suppliers - This was not incorporated into the policy as staff did not discern that there was Board consensus on this item.

Automation of Purchasing Cards - Staff is working towards a more automated process for purchasing card transactions; however, this process is not in place at this time. Staff anticipates this will be done in 2016 or 2017. The purchasing policy will be updated at that time to reflect changes in the process due to automation.

Next Steps

Based upon the feedback received from the Village Board at the workshop, it may be necessary to update the Village code accordingly. If that step is necessary, those updates will be brought to a future Village Board meeting.

ATTACHMENTS:

- Agenda Item from July 20 2015 workshop (PDF)
- Purchasing Policy Redlined -2016-07-08 (PDF)



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

Meeting: 07/20/15 07:00 PM
Department: Finance
Department Head: Christina Coyle
Category: Policy
Prepared By: Christina Coyle

SCHEDULED

AGENDA ITEM (ID # 1837)

DOC ID: 1837

Finance Director Christina Coyle will lead the review of proposed updates to the Purchasing Policy.

Background

The Village's purchasing policy was last updated in September 2013. As a matter of best practice, it is recommended to review and revise such policies. The Village President and Village Board have also expressed the desire to review and update the purchasing policy to ensure compliance with state statutes as well as consistency with the Village Code.

Notable Items

Included with this memo is a redlined version of the purchasing policy, outlining the changes proposed. Besides adding additional language and detail to clarify particular points in the policy, the following proposed changes should be highlighted:

Purchasing Cards: This section was reorganized to highlight various subsections such as issuance of purchasing cards, use of purchasing cards, and submission of the monthly statement/expense report. The requirement was added for the department head to review and approve the purchasing card statements of his or her employees. Lastly, besides requiring a specific description of the purchase, all purchases of meals must highlight the benefiting individual or group.

Professional Service Contracts: Requirements specific to professional service contracts were added, including when competitive requests for proposals should be utilized. Also, a requirement was added that all professional service requests for proposals should contain a request for a proposed total fixed price for the contract work.

Competitive Bidding: The section on competitive bidding was reorganized. A specific requirement on the installation of equipment was added requiring consideration be given to separate requesting bids for the product versus installation. This section also provides for a review of the invitation for bids by the Village Attorney.

Local Preference: As part of the purchasing policy, it is required to obtain three quotes for purchases over \$1,000 when it is practical to do so. The proposed policy adds that every effort should be made to solicit one of the three quotes from a business located within the Glen Ellyn corporate boundaries.

Change Orders: Language was added to restrict the Village Manager's ability to approve change orders only to the amount within the contract contingency or total contract price.

Review Procedures for Vouchers: The former policy included the review procedures; however, they were not centralized in one location in the policy. This revision proposes centralizing the voucher review procedures into one area of the policy.

Future Steps

Based upon the feedback received from the Village Board at the workshop, it may be necessary to update the Village code accordingly. If that step is necessary, those updates will be brought to a Village Board meeting.

Staff is also working towards future improvements in the automation of the accounts payable process. In November 2015, the Village will be upgrading its financial software to a newer version. This version will have a purchasing card module which could assist in automating the purchasing card process. A test version of this upgraded module is in process of being deployed onto Village computers. Once staff is able to test the capabilities of this module, staff can determine if it will meet our needs for purchase card automation. For budget year 2016, staff anticipates budgeting dollars to automate the accounts payable workflow.

Feedback Requested

Staff is requesting feedback from the Village Board on the proposed changes in the purchasing policy. Staff would also like input from the Village Board if there are additional items the Board would like to see incorporated into the policy.

ATTACHMENTS:

- Purchasing Policy - Redlined Version with Proposed 2015 Revisions (PDF)

ADMINISTRATIVE ORDER NO. #3

Subject: Village Purchasing Policies and Procedures

Applicability

This policy shall apply to the procurement or purchase of goods, supplies, equipment, and services by the Village.

Purpose

The purpose of this policy is to assist in obtaining supplies, equipment and services as economically and efficiently as possible. It is intended to:

1. Simplify and clarify existing purchasing practices and policies;
2. Provide guidance for compliance with applicable purchasing rules;
3. Ensure the fair and equitable treatment of all persons who deal with purchasing activities;
4. Promote increased economy in purchasing activities;
5. Foster broad-based competition within the free enterprise system; and
6. Provide safeguards for the maintenance of a procurement system of quality and integrity.

Policy**A. ETHICAL CONDUCT**

1. Elected officials and employees shall adhere to the Village's Ethics Policy when making all purchasing decisions.
2. Elected officials and employees may not participate directly or indirectly in a purchase when the elected official or employee or any member of his immediate family will benefit. Any attempt by an employee to realize personal gain through public employment by conduct inconsistent with these policies is subject to discipline and/or dismissal.
3. No elected official or employee, either on that person's behalf or on behalf of any other person, shall have any financial or personal interest in any business or transaction with any Board, Commission, Committee or other public body of the Village unless that official or employee makes full public disclosure of the nature and full extent of such interest and disqualifies him or herself from participating

in and acting upon the resolution of the business or transaction.

4. Employees shall adhere to this policy consistent with the philosophy above to ensure cost savings and efficiency. When competitive bidding, employees shall attempt to solicit as many bids as reasonably possible. Employees shall not subdivide any contract or purchase with the intent to circumvent the bidding requirements or approval limits established within this policy.
5. If any portion of this policy is found to be in conflict with any federal, state or local law, the federal, state or local law shall apply. However, if this policy is more restrictive than the federal, state or local law, the policy shall apply.

B. AUTHORITY TO PURCHASE

1. **Up to \$5,000:** Department Directors may approve purchases up to \$5,000. It is the Department Director's responsibility to ensure budgeted funds are available and competitive pricing is obtained prior to purchase. A Department Director may delegate any level of purchasing authority under \$5,000 to other department employees with approval by the Village Manager and Finance Director.
2. **Up to \$20,000:** The Village Manager may approve purchases up to \$20,000. It is the Village Manager's responsibility to ensure budgeted funds are available and competitive pricing is obtained prior to purchase.
 - a. The Village Manager is authorized to approve any change order to a Village contract which is less than \$20,000, provided that it is included within the contingency or included within the total contract amount.
 - b. The Village Manager may authorize disposal of any Village property valued up to \$20,000 in a manner deemed most beneficial to the Village. All items above \$20,000 must be authorized for disposal by the Village Board.
3. **Greater than \$20,000:** ~~Purchases over \$20,000 in the aggregate (annually) require Village Board approval. Any single purchase or contract with a single vendor over \$20,000 requires Village Board approval.~~ Glen Ellyn Village Code (1-10-1) requires that all contracts for labor, services or work, or for the purchase of personal property, materials, equipment or supplies involving amounts estimated to be in excess of \$20,000 shall be let only by competitive bidding after advertisement for bids to the lowest responsible bidder submitting a bid in conformance with the advertisement. ~~Once total spending with a particular vendor approaches \$20,000 in a year, Bi-annually,~~ the Village Manager and Finance Director will review cumulative spending with the Village's vendors to identify if the scope of products and/or services provided by said vendor to

determine if the aggregate purchases should be considered for approval by the Village Board. The Village Manager and Finance Director will base his or her decisions on this administrative order.

4. **Payments greater than \$20,000 not requiring current purchase order or explicit Village Board approval:** Required or routine payments will be made through the normal check issuance procedures, without the need for prior purchase order or explicit Village Board authorization, under the following circumstances:

- a. *Government or utility payments.* The Village is required to make payments to regulatory agencies or other governments with authority over the Village or Village activity. Examples include, but are not limited to: the State of Illinois, Federal Government, County of DuPage, each in their official or oversight capacity, the Illinois Department of Employment Security (unemployment insurance), the Illinois Municipal Retirement Fund, and the Illinois Department of Revenue (sales tax remittances), and utility companies. These payments are not limited to the amount budgeted, but amounts spent over the budget amount will be reported to the Village Board in a timely manner as appropriate.
- b. *Village Contracts.* The Village Board periodically approves contracts or service agreements that span multiple years, which later require periodic and ongoing payments that exceed \$20,000 individually or in aggregate. Examples include, but are not limited to, DuComm, DuPage Water Commission, Glenbard Wastewater Authority, GIS Consortium legal services, insurance providers, debt service principal and interest, and waste haulers. Payments for these Village Contracts are not limited to the amount budgeted, but amounts spent over the budget amount will be reported to the Village Board in a timely manner as appropriate.
- c. *Village support of other organizations.* Payments are made to various service providers, such as the Glen Ellyn Volunteer Fire Company, and the Downtown Alliance of Glen Ellyn. For such arrangements, payments for service shall be limited to the original Village Board approval and/or the Village budget for such services.

~~c.d.~~ *Subdividing or Split Purchases.* Purchases shall not be split or subdivided to avoid a level of review or approval or to avoid competitive selection.

5. **Rule of Three:** In order to ensure competitive pricing, at least three quotes shall be obtained prior to a purchase over \$1,000 whenever practical to do so. If a purchase of goods or services is recurring and/or ongoing, a quote may be obtained once every three years, so long as the cost remains competitive and there is no significant (i.e. 10%) change to the scope of goods/services.

Documentation of quotes should be retained by the purchasing department for three years subsequent to the date of purchase.

a. *Selection of Lowest Price:* Invoices submitted for payment greater than \$1,000 must include the three quotes obtained. If the lowest price quote is not selected, there must be justification included on why the lowest price was not chosen.

a.b. *Local Preference:* Every effort should be made to solicit one of the three quotes from a business located in the Glen Ellyn corporate boundaries.

6. **Transportation and Delivery Charges:** The Department Director shall make every effort to determine any transportation or delivery charges prior to proceeding with a purchase. Transportation charges must be included when determining cost of a purchase.

7. **Maximum Practicable Competition:** All specifications for purchases shall be drafted so as to promote overall economy for the purposes and encourage competition in satisfying the Village's needs, and shall not be unduly restrictive.

6-8. **Contracts:** All contracts must be reviewed and approved by the Village Attorney prior to execution. Contracts under \$5,000 may be signed by a Department Head. Contracts \$5,000 to under \$20,000 may be signed by the Village Manager. Contracts greater than \$20,000 must be approved by the Village Board and signed by the Village President.

7. **Exceptions to Competitive Bidding:** A purchase or contract over \$20,000 that is by its nature not adapted to award by competitive bidding may be approved by a 2/3rd vote of the Village Board.

Commented [CC1]: This section was not deleted and was moved below.

Examples of exceptions to competitive bidding are listed below.

a. *Professional services* requiring individual skill or expertise shall be excluded from the requirements of competitive bidding. Such services include, but are not limited to, engineers, financial advisors, search firms, accountants, architects, inspectors, attorneys, and professional consultants. Whenever possible, professional services firms will be selected through an RFQ process, pursuant to state law. Firms may be prequalified through a selection process. Whenever possible, the Village will secure proposals from multiple prequalified firms to secure the services that are in the best interest of the Village.

- ~~b. Emergency purchases, shall be authorized if timing is critical. The Village Manager shall report to the Village Board regarding emergency purchases as soon as practicable.~~
- ~~c. State or federal contracts are exempted from the competitive bidding process. The Village may take advantage of the favorable prices obtained under a State contract whenever practical to do so.~~
- ~~d. Cooperative purchases, defined as more than one unit of government purchasing goods and services together, is strongly encouraged and may be exempted from the bidding process.~~
- ~~e. Single Source purchases, defined as material or services that are available from only one vendor but are deemed necessary to Village operations may be exempted from bidding requirements.~~
- ~~f. Standardization purchases, defined as technical nature of certain items or services may result in the standardization of a particular supplier's specifications being necessary or desirable to Village operations. Competitive bidding may be waived if the Village requires compatibility with existing software, machinery or other existing equipment.~~
- ~~g. Certain items are purchased by the Village Links for resale. These items are generally offered for resale in the Pro Shop or food/hospitality products. Merchandise items are chosen for their marketability and public demand and cannot be purchased through the formal bidding process. Food and hospitality items may be purchased based on immediate need or demand, product quality, availability schedule, or other factors deemed necessary to properly run the food and hospitality functions of the Department. The management of the Village Links will make every effort to obtain these items at the best possible prices.~~

C. COMPETITIVE SEALED BIDDING

An openly publicized competitive process for the procurement of goods, supplies, equipment, services, and construction, is the most effective means of determining the lowest cost from a responsible source and should be utilized whenever possible.

1. **Exceptions to Competitive Bidding:** A purchase or contract over \$20,000 that is by its nature not adapted to award by competitive bidding may be approved by a 2/3rd vote of the Village Board.

Examples of exceptions to competitive bidding are listed below.

- a. Professional services requiring individual skill or expertise shall be governed by the policy on professional services in Section D. Such services include, but are not limited to, engineers, financial advisors, search firms, accountants, architects, inspectors, attorneys, and professional consultants.
- b. Emergency purchases are purchases obtained in circumstances which include threats to public health or safety, where immediate repairs to Village property are required to protect or prevent against further loss or damage, or where immediate action is needed to prevent or minimize serious disruption to Village services. Emergency purchases shall be authorized if timing is critical. The Village Manager shall report to the Village Board regarding emergency purchases as soon as practicable.
- c. State or federal contracts are exempted from the competitive bidding process. The Village may take advantage of the favorable prices obtained under a State contract whenever practical to do so.
- d. Cooperative purchases, defined as more than one unit of government purchasing goods and services together by competitive bid.
- e. Single Source purchases, defined as material or services that are available from only one vendor but are deemed necessary to Village operations may be exempted from bidding requirements.
- f. Standardization purchases, defined as technical nature of certain items or services may result in the standardization of a particular supplier's specifications being necessary or desirable to Village operations. Competitive bidding may be waived if the Village requires compatibility with existing software, machinery or other existing equipment.
- g. Certain items are purchased by the Village Links/Reserve 22 for resale. These items are generally offered for resale in the Pro Shop or food/hospitality products. Merchandise items are chosen for their marketability and public demand and cannot be purchased through the formal bidding process. Food and hospitality items may be purchased based on immediate need or demand, product quality, availability schedule, or other factors deemed necessary to properly run the food and hospitality functions of the Department. The management of the Village Links/Reserve 22 will make every effort to obtain these items at the best possible prices.

1. Procedures for Competitive Bidding

- a. **Invitations for Bids:** An Invitation for Bids shall be issued and shall include a purchase description, and all necessary contractual terms, specifications, and conditions applicable to the purchase.
- b. **Bids for Installation of Equipment:** For all bids for the installation of products and equipment, consideration shall be given to requesting bids for the product or equipment separate from bids for the labor involved in installing the equipment in order to reduce the overall costs.
- ~~a-c.~~ **Review by Village Attorney:** When practicable, all invitations for bids shall be reviewed and approved by the Village Attorney prior to being issued.
- ~~b-d.~~ **Public Notice:** Adequate public notice of the Invitation for Bids shall be given at a reasonable time prior to the date set for the opening of bids. It is the policy of the Village to seek as broad an advertisement for bids as is practical under the circumstances. As a minimum, advertisement for bids shall be as follows:
- a. Notice inviting bids shall be published once in at least one newspaper of general circulation in the village and at least ten (10) days prior to the last day set for the receipt of bid proposals.
 - b. The newspaper notice required herein shall include at least a general description of the work to be performed or the articles to be purchased, shall state where bid proposals forms and detailed specifications may be secured, and shall state the time and place for opening bids.
 - c. Bids and proposals shall, to the extent possible, be solicited from all responsible prospective suppliers who have requested to be notified of purchases of the type being proposed or who are known to the village to do work or provide supplies of the type being sought, by sending those responsible prospective suppliers a copy of the notice to acquaint them with the proposed purchase or sale.
 - d. Bid announcements shall be advertised on the Village website.
- ~~e-e.~~ **Requirement for Bid Security:** Bid Security will be required for all competitive sealed bidding for construction contracts. Bid security shall be a bond provided by a surety company authorized to do business in the State of Illinois, or a certified check, bank draft, or cashier check, or other form satisfactory to the Village.
- f. **Amount of Bid Security:** Bid security amount is to be determined by the requisitioning department and shall be in an amount no less than 5% of the bid and no more than 10% of the bid.

~~e.g.~~ **Bid Opening:** Bids shall be opened publicly by the ~~Village Clerk~~Finance Director
or the Finance Director's designee and in the presence of one or more witnesses
at the time and place designated in the Invitation for Bids. The amount of each
bid, together with the name of each bidder, shall be recorded, and the record of
each bid shall be open to public inspection.

~~e-h.~~ **Bid Evaluation and Acceptance:** Bids shall be unconditionally accepted without alteration or correction, except as addressed in this policy statement. Bids shall be evaluated based on the requirements described in the Invitation for Bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. The Invitation for Bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluation that is not set out in the Invitation for Bids. At no time should any information be made available to any prospective bidder which is not available to all prospective bidders.

~~f-i.~~ **Correction or Withdrawal of Bids:** After a bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the Village or fair competition shall be permitted. Decisions to permit correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes prior to approval by the Village Board should be based upon the following criteria:

a. A bidder ~~should~~will not be permitted to correct a bid mistake after bid opening that would cause the bidder to have the low bid, unless the mistake is clearly evident from examining the bid document, and is supported by proof that has evidentiary value--for example, extension of unit prices or errors in addition.

~~b.~~ A low bidder ~~should~~will not be permitted to correct a bid for errors in judgment.

~~b-c.~~ In lieu of bid correction, the Village ~~should~~may permit a low bidder alleging a material mistake of fact to withdraw its bid when there is reasonable proof that a mistake was made and the intended bid cannot be ascertained with reasonable certainty.

~~e-d.~~ After bid opening, an otherwise low bidder ~~should~~will not be permitted to delete exceptions to the bid conditions which affect price or ~~of~~f substantive obligations.

~~d-e.~~ A suspected mistake by a bidder requires that the Village request confirmation of a bid. In such an instance, the bidder may correct the bid or withdraw it after acknowledgement that a mistake was made. If the Village suspects a mistake has been made by a bidder, it may request confirmation of a bid.

- g-i. Award:** Contracts shall be awarded to the lowest responsible bidder. In determining "lowest responsible bidder", in addition to the price, the Village may consider the following factors:
- a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 - c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - d. The quality of performance of previous contracts or services;
 - e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 - f. The sufficiency of the financial resources and the ability of the bidder to perform the contract or provide the service;
 - g. The quality, availability and adaptability of the supplies or contractual services to the particular use required by the village;
 - h. The ability of the bidder to provide future maintenance and service for the use of the contract; and
 - i. The number and scope of conditions attached to the bid, if any.
- h-k.** After approval by the Village Board, the award shall be processed with reasonable promptness by written notice to the successful bidder.
- i-l. Non-monetary Change Orders:** The Village Manager may execute change orders to extend the length of a construction contract by up to 30 days or other terms and conditions of a contract deemed necessary or in the best interest of the Village.

D. PROFESSIONAL SERVICES

1. All professional services contracts related to Architectural, Engineering, and Land Surveying Services will be governed by the requirements of the Local Government Professional Services Selection Act (50 ILCS 510/1 et seq.). Proposals shall be evaluated based upon the requirements set forth in the request for proposals, which may include qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to

meet time and budget requirements, location, workload of the firm, work on similar projects, past performance with the Village, and financial stability. Cost may be considered, but may not alone determine the provider of the professional services. Competitive proposals are required where the total contract is \$20,000 or greater. Where the cost is less than \$20,000, the respective Department Head and the Village Manager shall determine whether such contract will be awarded on the basis of obtaining at least three quotes or on the basis of competitive request for proposals.

2. All requests for proposals for professional services shall contain a request for a proposed Total Fixed Price for the contract work.
3. For professional services **other** than architectural, engineering, and land surveying services, where the cost is less than \$20,000, the respective Department Head and the Village Manager shall determine whether such contract will be awarded on the basis of obtaining at least three quotes or on the basis of competitive request for proposals. For those where the cost is \$20,000 or greater, the contract shall be awarded based upon a competitive request for proposal, unless it is determined that an exception listed in Section C(1) applies. The Village Attorney shall determine if an exception is applicable.

C.E. RECEIPT

The person signing and approving the invoice for payment must determine that goods or services have been received in good order. By approving the invoice for payment with their signature, the individual is verifying proper receipt of goods or services has occurred.

~~D.F.~~ SALES TAX EXEMPTION

The Village is a sales tax exempt organization in the State of Illinois. When making purchases for the Village, all reasonable attempts should be made to make purchases exempt from sales tax, which may require presenting the Village's sales tax exempt certificate and completing forms or other documentation. Village policy is that we do not pay sales tax or reimburse employees for sales tax paid out of pocket. In those unusual situations when sales tax payments are reasonably unavoidable, Department Managers can authorize payment or reimbursement of a nominal amount sales tax.

~~E.G.~~ PAYMENT

1. **Checks:** Invoices for payment by check shall be submitted to the Finance Department. Invoices must be coded with the appropriate budget account and signed by the Department Director or valid designee. The invoice must also clearly state the purpose of the purchase. Purchases of food or meals must include a list of the individuals or groups receiving the food or meal. If purchase exceeds \$5,000, the Village Manager must also sign the invoice, except utilities, postage, ~~impact fees~~developer donations, DCE, SSA revenue, health insurance and routine refunds. All invoices must describe the Village business purpose for which the goods or services were purchased. Lien waivers from all contractors and subcontractors must be included with invoices for construction contracts and submitted to the Village Attorney before any payment will be authorized.

All invoices will be reviewed by the ~~AP Fiscal Clerk~~Accounts Payable Coordinator for proper approval and coding and entered into the accounting system. The Assistant Finance Director will review and approve the invoices and reports for proper approvals and accuracy prior to printing checks.

Checks will be printed every Friday. All invoices to be included in a Friday check run must be submitted to the Finance Department by 5PM the Wednesday before the check run. If the schedule is adjusted, Finance will alert departments as early as practical. Checks will not be sent out until all required signatures and documentation are received by the Finance Department. The Finance Department will distribute checks via U.S. mail. If a vendor wishes to pick up a check, the individual will need to provide identification sufficient to show their affiliation with the vendor, and will be required to sign a log provided by the Finance Department.

2. **Purchasing Cards:** Purchasing cards are issued to improve efficiency and make additional vendors available to provide goods for the Village through internet sales.

a. Issuance of Purchasing Cards: Employees may be issued a purchasing card upon request by the Department Director and approval by Finance Director and the Village Manager. Each card has a monthly purchase limit based upon the purchasing requirements of the employee. Employees must sign an agreement that they will use the card only for Village related purchases.

a.b. Use of Purchasing Cards: Use of a purchasing card does not change the approval structure established in Section ~~EB~~ of this policy.

Each employee provided a Purchasing Card is responsible for the security of the card and should not permit its use for means other than those permitted by this policy. If an employee's card is used for egregious or repeated unauthorized purposes or uses, monthly reporting is not made in a timely manner, or it is used outside of the permissions of this policy, the employee's purchasing card may be immediately suspended or revoked, temporarily or permanently. If such action is taken, the employee's supervisor will be advised of the action and reasons for such action.

As with all purchases made on the Village's behalf, goods purchased with a purchasing card are exempt from sales tax. This is indicated on the front of all cards and should be pointed out to the vendor to prevent sales tax from being charged on any purchases made with the card. Depending on the vendor, card holders may still need to present the tax exempt letter or complete other documentation in order to receive the exemption.

The Village's purchasing card shall be used for Village purchases only. Absent approval from the Village Manager or Finance Director, the purchasing cards shall not be used for purchases for other people or organizations, even if the Village is reimbursed for the purchase.

b.c. Submission of Purchasing Card Expense Reports: Each month, the ~~AP Fiscal Clerk~~ Accounts Payable Coordinator will receive a summary of all employee charges. Individual statements will be sent to each card holder for coding and ~~sign-off~~ approval. Card holders must review their monthly statement and return it to the Finance Department with their signature and an itemized invoice or receipt for each purchase. Department heads must review and approve the purchasing card statements of their employees. Such information shall be submitted to the Finance Department no later than 3 business days prior to the due date on the statement, unless other arrangements are agreed upon, in advance, with the Finance Department. Each month, the Finance Department will advise card holders of the due date via email, providing at least one week notice. All receipts or invoices must describe the Village business purpose for which the goods or services were purchased. All purchases of food or meals must list the individuals or groups that benefited from the meal.

The ~~AP Fiscal Clerk~~Accounts Payable Coordinator will review all card purchases for proper approval, coding and documentation and enter the charges into the accounting system. The Assistant Finance Director will review the invoices and accounting system reports for proper approvals and accuracy. All monthly purchasing card statements will be reviewed and signed off by the Department Director, Finance Director and the Village Manager.

2.3. **Open Accounts:** To allow for the efficient procurement of routine supplies, the Village has established a limited number of open accounts at local vendors. Only employees authorized by their Department Director may utilize an open account. When available, purchasing cards should be utilized rather than charging an item to an open account. The Department Director is responsible for ensuring all purchases made on an open account are utilized only for Village business purposes.

Use of an open account does not exempt an employee from obtaining quotes for items over \$1,000. If an item is over \$1,000, quotes must still be obtained as required in Section B (4).

Employees must submit receipts for all purchases made on an open account to the Finance Department. Receipts must describe the Village business purpose for which the items were purchased and include the signature of the employee approving the purchase.

3.4. **Petty Cash:** Petty cash has been established to expedite miscellaneous purchases and paying of small bills which need not be handled through check payment. These funds are to be used by all departments for facilitating purchases and are not to be used for the purpose of circumventing normal purchasing procedures.

Petty cash requests shall be limited to \$50, unless approved by the Finance Director. Any amount above \$50 must be reimbursed via a check request submitted to the Finance Department.

Each petty cash location shall have a designated custodian who is responsible for disbursing and maintaining the petty cash funds.

The petty cash custodian shall ensure that all petty cash disbursements are properly approved and that a record of each disbursement includes the following information:

- a. Description of purchase.
- b. Budget account.
- c. Signature of employee approving disbursement.
- d. Signature of petty cash custodian.
- e. Signature of petty cash recipient.
- f. Original itemized receipt.

As petty cash is depleted, the custodian shall submit a request to replenish petty cash to the Finance Department. The request shall include all the required

documentation for disbursements made since the previous request. The AP Fiscal Clerk will review all purchases for proper approval, coding and documentation and enter the charges into the accounting system. The Assistant Finance Director will review the invoices and accounting system reports for proper approvals and accuracy and a check will then be issued to the petty cash custodian. The Finance Department may conduct periodic cash counts and/or audits of petty cash.

5. **Review of Vouchers:**

- a. Accounts Payable Coordinator: The Accounts Payable Coordinator will review invoices submitted for payment to ensure proper documentation, amount, account coding, and approval.
- b. Assistant Finance Director: The Assistant Finance Director will perform a detailed review of the vouchers after the Accounts Payable Coordinator to ensure proper documentation, amount, account coding, and approval.
- c. Finance Director: The Finance Director will receive from the Accounts Payable Coordinator a list of the vouchers for review. The Finance Director shall review the list and pose questions and request documentation as he or she deems necessary.
- d. Village Attorney: The Village Attorney shall review the vouchers in advance of the board meeting to review items of a legal nature.
- e. Village Manager: The Accounts Payable Coordinator will provide the Village Manager with a listing of paid invoices for inclusion on a Village Board Agenda. The Village Manager shall review said listing.

~~a.~~

- 4-6. **Village Board Approval of Vouchers:** All payments will be approved by the Village Board. The ~~AP Fiscal Clerk~~ Accounts Payable Coordinator will provide the Village Manager's office with a listing of paid invoices for inclusion on a Village Board meeting agenda. The invoice list will also be provided to all Trustees and a Trustee will be designated to review the invoices prior to Village Board payment approval. To ensure prompt payment, checks will be released prior to the Village Board meeting if the purchase has been properly approved and all required signatures and documentation have been received by the Finance Department.

F.H. **MANAGEMENT CONTROLS**

1. **Purchase Orders:** Purchase orders will be created for amounts greater than \$20,000, which require board approval prior to purchasing. Purchase orders may be issued for lower dollar amounts if requested by a department. The ~~AP Fiscal Clerk~~ Accounts Payable Coordinator will create the purchase orders in the accounting system following board approval of a purchase. The purchase order is then sent to the ~~Assistant~~ Finance Director for review. A copy of the original

purchase order is forwarded to the department making the purchase. The purchase order number must be included on all payment requests.

2. **Inspection and Testing:** The inspection and testing of delivered materials or equipment should occur at the time of delivery. Department Directors are responsible for ensuring that the quantity and quality of the delivered goods are as ordered and that all purchases made within their department are received and utilized solely for Village business. In the case of items for inventory or resale, Department Directors are responsible for maintaining an ongoing inventory record of such items. The Finance Department may review inventory records on a periodic basis and as part of the annual audit process.
3. **Internal Audits:** The Finance Department will conduct periodic audits of purchases. It shall be the responsibility of each Department Director to provide the Finance Department with the necessary information to verify any purchases chosen for an audit.
4. **External Audits:** The Village will engage an external public accounting firm to perform an annual audit of the financial statements. Such an audit will include an assessment of internal controls related to purchasing.
5. **Treasurer's Report:** The Village will produce an annual Treasurer's Report in accordance with State statutes, which includes all payments to vendors for the past year. The report will be reviewed to assess potential areas to increase purchasing efficiencies.
6. **Public Disclosures:** The Village will produce and publish other reports and disclosures related to payments and disbursements, which may be published on the Village website, hard copy available for public inspection or in another manner as required or allowed by law.
7. **Additional Policies:** Village Management will periodically review and revise additional policies related to purchasing including, but not limited to, uniforms, travel, and cell phones. Such policies may be implemented as administrative orders.

Mark Franz, Village Manager

Revision Date

Original order approved December 7, 2011, revised September 16, 2013, and July XX, 2015

ADMINISTRATIVE ORDER NO. #3

Subject: Village Purchasing Policies and Procedures

Applicability

This policy shall apply to the procurement or purchase of goods, supplies, equipment, and services by the Village.

Purpose

The purpose of this policy is to assist in obtaining supplies, equipment and services as economically and efficiently as possible. It is intended to:

1. Simplify and clarify existing purchasing practices and policies;
2. Provide guidance for compliance with applicable purchasing rules;
3. Ensure the fair and equitable treatment of all persons who deal with purchasing activities;
4. Promote increased economy in purchasing activities;
5. Foster broad-based competition within the free enterprise system; and
6. Provide safeguards for the maintenance of a procurement system of quality and integrity.

Policy**A. ETHICAL CONDUCT**

1. Elected officials and employees shall adhere to the Village's Ethics Policy when making all purchasing decisions.
2. Elected officials and employees may not participate directly or indirectly in a purchase when the elected official or employee or any member of his immediate family will benefit. Any attempt by an employee to realize personal gain through public employment by conduct inconsistent with these policies is subject to discipline and/or dismissal.
3. No elected official or employee, either on that person's behalf or on behalf of any other person, shall have any financial or personal interest in any business or transaction with any Board, Commission, Committee or other public body of the Village unless that official or employee makes full public disclosure of the nature and full extent of such interest and disqualifies him or herself from participating

in and acting upon the resolution of the business or transaction.

4. Employees shall adhere to this policy consistent with the philosophy above to ensure cost savings and efficiency. When competitive bidding, employees shall attempt to solicit as many bids as reasonably possible. Employees shall not subdivide any contract or purchase with the intent to circumvent the bidding requirements or approval limits established within this policy.
5. If any portion of this policy is found to be in conflict with any federal, state or local law, the federal, state or local law shall apply. However, if this policy is more restrictive than the federal, state or local law, the policy shall apply.

B. AUTHORITY TO PURCHASE

1. **Up to \$5,000:** Department Directors may approve purchases up to \$5,000. It is the Department Director's responsibility to ensure budgeted funds are available and competitive pricing is obtained prior to purchase. A Department Director may delegate any level of purchasing authority under \$5,000 to other department employees with approval by the Village Manager and Finance Director.
2. **Up to \$20,000:** The Village Manager may approve purchases up to \$20,000. It is the Village Manager's responsibility to ensure budgeted funds are available and competitive pricing is obtained prior to purchase.
 - a. The Village Manager is authorized to approve any change order to a Village contract which is less than ~~\$20,000~~ \$10,000. Any change order in excess of \$10,000 must be submitted to the Village Board as an agenda item for the Board's consideration.
 - b. The Village Manager may authorize disposal of any Village property valued up to \$20,000 in a manner deemed most beneficial to the Village. All items above \$20,000 must be authorized for disposal by the Village Board.
3. **Greater than \$20,000:** ~~Purchases over \$20,000 in the aggregate (annually) require Village Board approval. Any single purchase or contract with a single vendor over \$20,000 requires Village Board approval.~~ Glen Ellyn Village Code (1-10-1) requires that all contracts for labor, services or work, or for the purchase of personal property, materials, equipment or supplies involving amounts estimated to be in excess of \$20,000 shall be let only by competitive bidding after advertisement for bids to the lowest responsible bidder submitting a bid in conformance with the advertisement. ~~Once total spending with a particular vendor approaches \$20,000 in a year, Bi-annually,~~ the Village Manager and Finance Director will review cumulative spending with the Village's vendors to

identify if the scope of products and/or services provided by said vendor to determine if the aggregate purchases should be considered for approval by the Village Board. The Village Manager and Finance Director will base his or her decisions on this administrative order.

4. **Payments greater than \$20,000 not requiring current purchase order or explicit Village Board approval:** Required or routine payments will be made through the normal check issuance procedures, without the need for prior purchase order or explicit Village Board authorization, under the following circumstances:

- a. Government or utility payments. The Village is required to make payments to regulatory agencies or other governments with authority over the Village or Village activity. Examples include, but are not limited to: the State of Illinois, Federal Government, County of DuPage, each in their official or oversight capacity, the Illinois Department of Employment Security (unemployment insurance), the Illinois Municipal Retirement Fund, and the Illinois Department of Revenue (sales tax remittances), and utility companies. These payments are not limited to the amount budgeted, but amounts spent over the budget amount will be reported to the Village Board in a timely manner as appropriate.
- b. Village Contracts. The Village Board periodically approves contracts or service agreements that span multiple years, which later require periodic and ongoing payments that exceed \$20,000 individually or in aggregate. Examples include, but are not limited to, DuComm, DuPage Water Commission, Glenbard Wastewater Authority, GIS Consortium legal services, insurance providers, debt service principal and interest, and waste haulers. Payments for these Village Contracts are not limited to the amount budgeted, but amounts spent over the budget amount will be reported to the Village Board in a timely manner as appropriate.
- c. Village support of other organizations. Payments are made to various service providers, such as the Glen Ellyn Volunteer Fire Company, and the Downtown Alliance of Glen Ellyn. For such arrangements, payments for service shall be limited to the original Village Board approval and/or the Village budget for such services.
- ~~e.d.~~ Subdividing or Split Purchases. Purchases shall not be split or subdivided to avoid a level of review or approval or to avoid competitive selection.

5. **Rule of Three:** In order to ensure competitive pricing, at least three quotes shall be obtained prior to a purchase over \$1,000 whenever practical to do so. If a purchase of goods or services is recurring and/or ongoing, a quote may be obtained once every three years, so long as the cost remains competitive and

there is no significant (i.e. 10%) change to the scope of goods/services. Documentation of quotes should be retained by the purchasing department for three years subsequent to the date of purchase.

a. *Selection of Lowest Price:* Invoices submitted for payment greater than \$1,000 must include the three quotes obtained. If the lowest price quote is not selected, there must be justification included on why the lowest price was not chosen.

~~a-b.~~ *Local Preference:* Every effort should be made to solicit one of the three quotes from a business located in the Glen Ellyn corporate boundaries.

6. **Transportation and Delivery Charges:** The Department Director shall make every effort to determine any transportation or delivery charges prior to proceeding with a purchase. Transportation charges must be included when determining cost of a purchase.

7. **Maximum Practicable Competition:** All specifications for purchases shall be drafted so as to promote overall economy for the purposes and encourage competition in satisfying the Village's needs, and shall not be unduly restrictive.

8. **Budget:** Careful consideration of the budget must be undertaken when purchasing. It is the Department Manager's responsibility to ensure they are within their budget constraints. If an item would cause the fund to exceed budget, then it should be taken to the Village Board along with a budget amendment.

~~6-9.~~ **Contracts:** All contracts must be reviewed and approved by the Village Attorney prior to execution. Contracts under \$5,000 may be signed by a Department Head. Contracts \$5,000 to under \$20,000 may be signed by the Village Manager. Contracts greater than \$20,000 must be approved by the Village Board.

~~7. **Exceptions to Competitive Bidding:** A purchase or contract over \$20,000 that is by its nature not adapted to award by competitive bidding may be approved by a 2/3rd vote of the Village Board.~~

Examples of exceptions to competitive bidding are listed below.

a. *Professional services* requiring individual skill or expertise shall be excluded from the requirements of competitive bidding. Such services include, but are not limited to, engineers, financial advisors, search firms, accountants, architects, inspectors, attorneys, and professional consultants. Whenever possible, professional services firms will be selected through an RFQ process, pursuant to state law. Firms may be

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~~prequalified through a selection process. Whenever possible, the Village will secure proposals from multiple prequalified firms to secure the services that are in the best interest of the Village.~~

- ~~b. *Emergency purchases*, shall be authorized if timing is critical. The Village Manager shall report to the Village Board regarding emergency purchases as soon as practicable.~~
- ~~c. *State or federal contracts* are exempted from the competitive bidding process. The Village may take advantage of the favorable prices obtained under a State contract whenever practical to do so.~~
- ~~d. *Cooperative purchases*, defined as more than one unit of government purchasing goods and services together, is strongly encouraged and may be exempted from the bidding process.~~
- ~~e. *Single Source purchases*, defined as material or services that are available from only one vendor but are deemed necessary to Village operations may be exempted from bidding requirements.~~
- ~~f. *Standardization purchases*, defined as technical nature of certain items or services may result in the standardization of a particular supplier's specifications being necessary or desirable to Village operations. Competitive bidding may be waived if the Village requires compatibility with existing software, machinery or other existing equipment.~~
- ~~g. *Certain items are purchased by the Village Links for resale*. These items are generally offered for resale in the Pro Shop or food/hospitality products. Merchandise items are chosen for their marketability and public demand and cannot be purchased through the formal bidding process. Food and hospitality items may be purchased based on immediate need or demand, product quality, availability schedule, or other factors deemed necessary to properly run the food and hospitality functions of the Department. The management of the Village Links will make every effort to obtain these items at the best possible prices.~~

C. COMPETITIVE SEALED BIDDING

An openly publicized competitive process for the procurement of goods, supplies, equipment, services, and construction, is the most effective means of determining the lowest cost from a responsible source and should be utilized whenever possible.

1. **Exceptions to Competitive Bidding:** A purchase or contract over \$20,000 that is by its nature not adapted to award by competitive bidding may be approved by a 2/3rd vote of the Village Board.

Examples of exceptions to competitive bidding are listed below.

- a. Professional services requiring individual skill or expertise shall be governed by the policy on professional services in Section D. Such services include, but are not limited to, engineers, financial advisors, search firms, accountants, architects, inspectors, attorneys, and professional consultants.
- b. Emergency purchases are purchases obtained in circumstances which include threats to public health or safety, where immediate repairs to Village property are required to protect or prevent against further loss or damage, or where immediate action is needed to prevent or minimize serious disruption to Village services. Emergency purchases shall be authorized if timing is critical. The Village Manager shall report to the Village Board regarding emergency purchases as soon as practicable.
- c. State or federal contracts are exempted from the competitive bidding process. The Village may take advantage of the favorable prices obtained under a State contract whenever practical to do so.
- d. Cooperative purchases, defined as more than one unit of government purchasing goods and services together by competitive bid.
- e. Single Source purchases, defined as material or services that are available from only one vendor but are deemed necessary to Village operations may be exempted from bidding requirements.
- f. Standardization purchases, defined as technical nature of certain items or services may result in the standardization of a particular supplier's specifications being necessary or desirable to Village operations. Competitive bidding may be waived if the Village requires compatibility with existing software, machinery or other existing equipment.
- g. Certain items are purchased by the Village Links/Reserve 22 for resale. These items are generally offered for resale in the Pro Shop or food/hospitality products. Merchandise items are chosen for their marketability and public demand and cannot be purchased through the formal bidding process. Food and hospitality items may be purchased based on immediate need or demand, product quality, availability schedule, or other factors deemed necessary to properly run the food

and hospitality functions of the Department. The management of the Village Links/Reserve 22 will make every effort to obtain these items at the best possible prices.

1. Procedures for Competitive Bidding

a. Invitations for Bids: An Invitation for Bids shall be issued and shall include a purchase description, and all necessary contractual terms, specifications, and conditions applicable to the purchase.

b. Bids for Installation of Equipment: For all bids for the installation of products and equipment, consideration shall be given to requesting bids for the product or equipment separate from bids for the labor involved in installing the equipment in order to reduce the overall costs.

a-c. Review by Village Attorney: When practicable, all invitations for bids shall be reviewed and approved by the Village Attorney prior to being issued.

b-d. Public Notice: Adequate public notice of the Invitation for Bids shall be given at a reasonable time prior to the date set for the opening of bids. It is the policy of the Village to seek as broad an advertisement for bids as is practical under the circumstances. As a minimum, advertisement for bids shall be as follows:

- a. Notice inviting bids shall be published once in at least one newspaper of general circulation in the village and at least ten (10) days prior to the last day set for the receipt of bid proposals.
- b. The newspaper notice required herein shall include at least a general description of the work to be performed or the articles to be purchased, shall state where bid proposals forms and detailed specifications may be secured, and shall state the time and place for opening bids.
- c. Bids and proposals shall, to the extent possible, be solicited from all responsible prospective suppliers who have requested to be notified of purchases of the type being proposed or who are known to the village to do work or provide supplies of the type being sought, by sending those responsible prospective suppliers a copy of the notice to acquaint them with the proposed purchase or sale.
- d. Bid announcements shall be advertised on the Village website.

e-e. Requirement for Bid Security: Bid Security will be required for all competitive sealed bidding for construction contracts. Bid security shall be a bond provided by a surety company authorized to do business in the State of Illinois, or a certified check, bank draft, or cashier check, or other form satisfactory to the Village.

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f. Amount of Bid Security: Bid security amount is to be determined by the requisitioning department and shall be in an amount no less than 5% of the bid and no more than 10% of the bid.

~~e.g.~~ **Bid Opening:** Bids shall be opened publicly by the ~~Village Clerk~~Finance Director ~~or the Finance Director's designee~~ and in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. The amount of each bid, together with the name of each bidder, shall be recorded, and the record of each bid shall be open to public inspection.

~~e-h.~~ **Bid Evaluation and Acceptance:** Bids shall be unconditionally accepted without alteration or correction, except as addressed in this policy statement. Bids shall be evaluated based on the requirements described in the Invitation for Bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. The Invitation for Bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluation that is not set out in the Invitation for Bids. At no time should any information be made available to any prospective bidder which is not available to all prospective bidders.

~~f.i.~~ **Correction or Withdrawal of Bids:** After a bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the Village or fair competition shall be permitted. Decisions to permit correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes prior to approval by the Village Board should be based upon the following criteria:

a. A bidder ~~should~~will not be permitted to correct a bid mistake after bid opening that would cause the bidder to have the low bid, unless the mistake is clearly evident from examining the bid document, and is supported by proof that has evidentiary value--for example, extension of unit prices or errors in addition.

b. A low bidder ~~should~~will not be permitted to correct a bid for errors in judgment.

~~b-c.~~ In lieu of bid correction, the Village ~~should~~may permit a low bidder alleging a material mistake of fact to withdraw its bid when there is reasonable proof that a mistake was made and the intended bid cannot be ascertained with reasonable certainty.

~~e-d.~~ After bid opening, an otherwise low bidder ~~should~~will not be permitted to delete exceptions to the bid conditions which affect price ~~or~~f substantive obligations.

~~d-e.~~ A suspected mistake by a bidder requires that the Village request confirmation of a bid. In such an instance, the bidder may correct the bid or withdraw it after acknowledgement that a mistake was made. If the Village suspects a mistake has been made by a bidder, it may request confirmation of a bid.

~~g.i.~~ **Award:** Contracts shall be awarded to the lowest responsible bidder. In determining "lowest responsible bidder", in addition to the price, the ~~V~~village may consider the following factors:

- a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
- b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- d. The quality of performance of previous contracts or services;
- e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- f. The sufficiency of the financial resources and the ability of the bidder to perform the contract or provide the service;
- g. The quality, availability and adaptability of the supplies or contractual services to the particular use required by the village;
- h. The ability of the bidder to provide future maintenance and service for the use of the contract; and
- i. The number and scope of conditions attached to the bid, if any.

~~h.k.~~ After approval by the Village Board, the award shall be processed with reasonable promptness by written notice to the successful bidder.

~~i.l.~~ **Non-monetary Change Orders:** The Village Manager may execute change orders to extend the length of a construction contract by up to 30 days or other terms and conditions of a contract deemed necessary or in the best interest of the Village.

D. PROFESSIONAL SERVICES

1. All professional services contracts related to Architectural, Engineering, and Land Surveying Services will be governed by the requirements of the Local Government Professional Services Selection Act (50 ILCS 510/1 et seq.). Proposals shall be evaluated based upon the requirements set forth in the request for proposals, which may include qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time and budget requirements, location, workload of the firm, work on

similar projects, past performance with the Village, and financial stability. Cost may be considered, but may not alone determine the provider of the professional services. Competitive proposals are required where the total contract is \$20,000 or greater. Where the cost is less than \$20,000, the respective Department Head and the Village Manager shall determine whether such contract will be awarded on the basis of obtaining at least three quotes or on the basis of competitive request for proposals.

2. All requests for proposals for professional services shall contain a request for a proposed Total Fixed Price for the contract work.

3. For professional services **other** than architectural, engineering, and land surveying services, where the cost is less than \$20,000, the respective Department Head and the Village Manager shall determine whether such contract will be awarded on the basis of obtaining at least three quotes or on the basis of competitive request for proposals. For those where the cost is \$20,000 or greater, the contract shall be awarded based upon a competitive request for proposal, unless it is determined that an exception listed in Section C(1) applies. The Village Attorney shall determine if an exception is applicable.

C.E. RECEIPT

The person signing and approving the invoice for payment must determine that goods or services have been received in good order. By approving the invoice for payment with their signature, the individual is verifying proper receipt of goods or services has occurred.

~~D.F.~~ SALES TAX EXEMPTION

The Village is a sales tax exempt organization in the State of Illinois. When making purchases for the Village, all reasonable attempts should be made to make purchases exempt from sales tax, which may require presenting the Village's sales tax exempt certificate and completing forms or other documentation. Village policy is that we do not pay sales tax or reimburse employees for sales tax paid out of pocket. In those unusual situations when sales tax payments are reasonably unavoidable, Department Managers can authorize payment or reimbursement of a nominal amount sales tax.

~~E.G.~~ PAYMENT

1. **Checks:** Invoices for payment by check shall be submitted to the Finance Department. Invoices must be coded with the appropriate budget account and signed by the Department Director or valid designee. The invoice must also clearly state the purpose of the purchase. Purchases of food or meals must include a list of the individuals or groups receiving the food or meal. If purchase exceeds \$5,000, the Village Manager must also sign the invoice, except utilities, postage, ~~impact fees~~developer donations, DCE, SSA revenue, health insurance and routine refunds. All invoices must describe the Village business purpose for which the goods or services were purchased. Lien waivers from all contractors and subcontractors must be included with invoices for construction contracts and submitted to the Village Attorney before any payment will be authorized.

All invoices will be reviewed by the ~~AP Fiscal Clerk~~Accounts Payable Coordinator for proper approval and coding and entered into the accounting system. The Assistant Finance Director will review and approve the invoices and reports for proper approvals and accuracy prior to printing checks.

Checks will be printed every Friday. All invoices to be included in a Friday check run must be submitted to the Finance Department by 5PM the Wednesday before the check run. If the schedule is adjusted, Finance will alert departments as early as practical. Checks will not be sent out until all required signatures and documentation are received by the Finance Department. The Finance Department will distribute checks via U.S. mail. If a vendor wishes to pick up a check, the individual will need to provide identification sufficient to show their affiliation with the vendor, and will be required to sign a log provided by the Finance Department.

2. **Purchasing Cards:** Purchasing cards are issued to improve efficiency and make additional vendors available to provide goods for the Village through internet sales.

a. Issuance of Purchasing Cards: Employees may be issued a purchasing card upon request by the Department Director and approval by Finance Director and the Village Manager. Each card has a monthly purchase limit based upon the purchasing requirements of the employee. Employees must sign an agreement that they will use the card only for Village related purchases.

a-b. Use of Purchasing Cards: Use of a purchasing card does not change the approval structure established in Section ~~CB~~ of this policy.

Each employee provided a Purchasing Card is responsible for the security of the card and should not permit its use for means other than those permitted by this policy. If an employee's card is used for egregious or repeated unauthorized purposes or uses, monthly reporting is not made in a timely manner, or it is used outside of the permissions of this policy, the employee's purchasing card may be immediately suspended or revoked, temporarily or permanently. If such action is taken, the employee's supervisor will be advised of the action and reasons for such action.

As with all purchases made on the Village's behalf, goods purchased with a purchasing card are exempt from sales tax. This is indicated on the front of all cards and should be pointed out to the vendor to prevent sales tax from being charged on any purchases made with the card. Depending on the vendor, card holders may still need to present the tax exempt letter or complete other documentation in order to receive the exemption.

The Village's purchasing card shall be used for Village purchases only. Absent approval from the Village Manager or Finance Director, the purchasing cards shall not be used for purchases for other people or organizations, even if the Village is reimbursed for the purchase.

b-c. Submission of Purchasing Card Expense Reports: Each month, the ~~AP-Fiscal Clerk~~Accounts Payable Coordinator will receive a summary of all employee charges. Individual statements will be sent to each card holder for coding and ~~sign-off~~approval. Card holders must review their monthly statement and return it to the Finance Department with their signature and an itemized invoice or receipt for each purchase. Department heads must review and approve the purchasing card statements of their employees. Such information shall be submitted to the Finance Department no later than 3 business days prior to the due date on the statement, unless other arrangements are agreed upon, in advance, with the Finance Department. Each month, the Finance Department will advise card holders of the due date via email, providing at least one week notice. All receipts or invoices must describe the Village business purpose for which the goods or services were purchased. All purchases of food or meals must list the individuals or groups that benefited from the meal.

| The ~~AP Fiscal Clerk~~Accounts Payable Coordinator will review all card purchases for proper approval, coding and documentation and enter the charges into the accounting system. The Assistant Finance Director will review the invoices and accounting system reports for proper approvals and accuracy. All monthly purchasing card statements will be reviewed and signed off by the Department Director, Finance Director and the Village Manager.

2.3. **Open Accounts:** To allow for the efficient procurement of routine supplies, the Village has established a limited number of open accounts at local vendors. Only employees authorized by their Department Director may utilize an open account. When available, purchasing cards should be utilized rather than charging an item to an open account. The Department Director is responsible for ensuring all purchases made on an open account are utilized only for Village business purposes.

Use of an open account does not exempt an employee from obtaining quotes for items over \$1,000. If an item is over \$1,000, quotes must still be obtained as required in Section B (4).

Employees must submit receipts for all purchases made on an open account to the Finance Department. Receipts must describe the Village business purpose for which the items were purchased and include the signature of the employee approving the purchase.

3.4. **Petty Cash:** Petty cash has been established to expedite miscellaneous purchases and paying of small bills which need not be handled through check payment. These funds are to be used by all departments for facilitating purchases and are not to be used for the purpose of circumventing normal purchasing procedures.

Petty cash requests shall be limited to \$50, unless approved by the Finance Director. Any amount above \$50 must be reimbursed via a check request submitted to the Finance Department.

Each petty cash location shall have a designated custodian who is responsible for disbursing and maintaining the petty cash funds.

The petty cash custodian shall ensure that all petty cash disbursements are properly approved and that a record of each disbursement includes the following information:

- a. Description of purchase.
- b. Budget account.
- c. Signature of employee approving disbursement.
- d. Signature of petty cash custodian.
- e. Signature of petty cash recipient.
- f. Original itemized receipt.

As petty cash is depleted, the custodian shall submit a request to replenish petty cash to the Finance Department. The request shall include all the required documentation for disbursements made since the previous request. The AP

Fiscal Clerk will review all purchases for proper approval, coding and documentation and enter the charges into the accounting system. The Assistant Finance Director will review the invoices and accounting system reports for proper approvals and accuracy and a check will then be issued to the petty cash custodian. The Finance Department may conduct periodic cash counts and/or audits of petty cash.

5. Review of Vouchers:

- a. Accounts Payable Coordinator: The Accounts Payable Coordinator will review invoices submitted for payment to ensure proper documentation, amount, account coding, and approval.
- b. Assistant Finance Director: The Assistant Finance Director will perform a detailed review of the vouchers after the Accounts Payable Coordinator to ensure proper documentation, amount, account coding, and approval.
- c. Finance Director: The Finance Director will receive from the Accounts Payable Coordinator a list of the vouchers for review. The Finance Director shall review the list and pose questions and request documentation as he or she deems necessary.
- d. Village Attorney: The Village Attorney shall review the vouchers in advance of the board meeting to review items of a legal nature.
- e. Village Manager: The Accounts Payable Coordinator will provide the Village Manger with a listing of paid invoices for inclusion on a Village Board Agenda. The Village Manager shall review said listing.
- a.—

4-6. Village Board Approval of Vouchers: All payments will be approved by the Village Board. The ~~AP Fiscal Clerk~~Accounts Payable Coordinator will provide the Village Manager's office with a listing of paid invoices for inclusion on a Village Board meeting agenda. The invoice list will also be provided to all Trustees and a Trustee will be designated to review the invoices prior to Village Board payment approval. To ensure prompt payment, checks will be released prior to the Village Board meeting if the purchase has been properly approved and all required signatures and documentation have been received by the Finance Department.

F.H. MANAGEMENT CONTROLS

- 1. **Purchase Orders:** Purchase orders will be created for amounts greater than \$20,000, which require board approval prior to purchasing. Purchase orders may be issued for lower dollar amounts if requested by a department. The ~~AP Fiscal Clerk~~Accounts Payable Coordinator will create the purchase orders in the accounting system following board approval of a purchase. The purchase order is then sent to the ~~Assistant~~ Finance Director for review. A copy of the original purchase order is forwarded to the department making the purchase. The purchase order number must be included on all payment requests.

2. **Inspection and Testing:** The inspection and testing of delivered materials or equipment should occur at the time of delivery. Department Directors are responsible for ensuring that the quantity and quality of the delivered goods are as ordered and that all purchases made within their department are received and utilized solely for Village business. In the case of items for inventory or resale, Department Directors are responsible for maintaining an ongoing inventory record of such items. The Finance Department may review inventory records on a periodic basis and as part of the annual audit process.
3. **Internal Audits:** The Finance Department will conduct periodic audits of purchases. It shall be the responsibility of each Department Director to provide the Finance Department with the necessary information to verify any purchases chosen for an audit.
4. **External Audits:** The Village will engage an external public accounting firm to perform an annual audit of the financial statements. Such an audit will include an assessment of internal controls related to purchasing.
5. **Treasurer's Report:** The Village will produce an annual Treasurer's Report in accordance with State statutes, which includes all payments to vendors for the past year. The report will be reviewed to assess potential areas to increase purchasing efficiencies.
6. **Public Disclosures:** The Village will produce and publish other reports and disclosures related to payments and disbursements, which may be published on the Village website, hard copy available for public inspection or in another manner as required or allowed by law.
7. **Additional Policies:** Village Management will periodically review and revise additional policies related to purchasing including, but not limited to, uniforms, travel, and cell phones. Such policies may be implemented as administrative orders.

 Mark Franz, Village Manager

 Revision Date

Original order approved December 7, 2011, revised September 16, 2013, and July XX, 2016



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

Meeting: 07/18/16 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Discussion Item
Prepared By: Al Stonitsch

SCHEDULED

AGENDA ITEM (ID # 2338)

DOC ID: 2338

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 Asst. Spt. with School District 87. He, Assistant Village Manager Stonitsch, and Village Attorney 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 Manger’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:

- Revised Personnel Manual (DRAFT) (PDF)
- Personnel Manual REDLINE (PDF)

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.

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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/mailing 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 USEAGE 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
2013

Ordinance #4459-VC

Revised By The
Village Board of Trustees

November 13, 2007

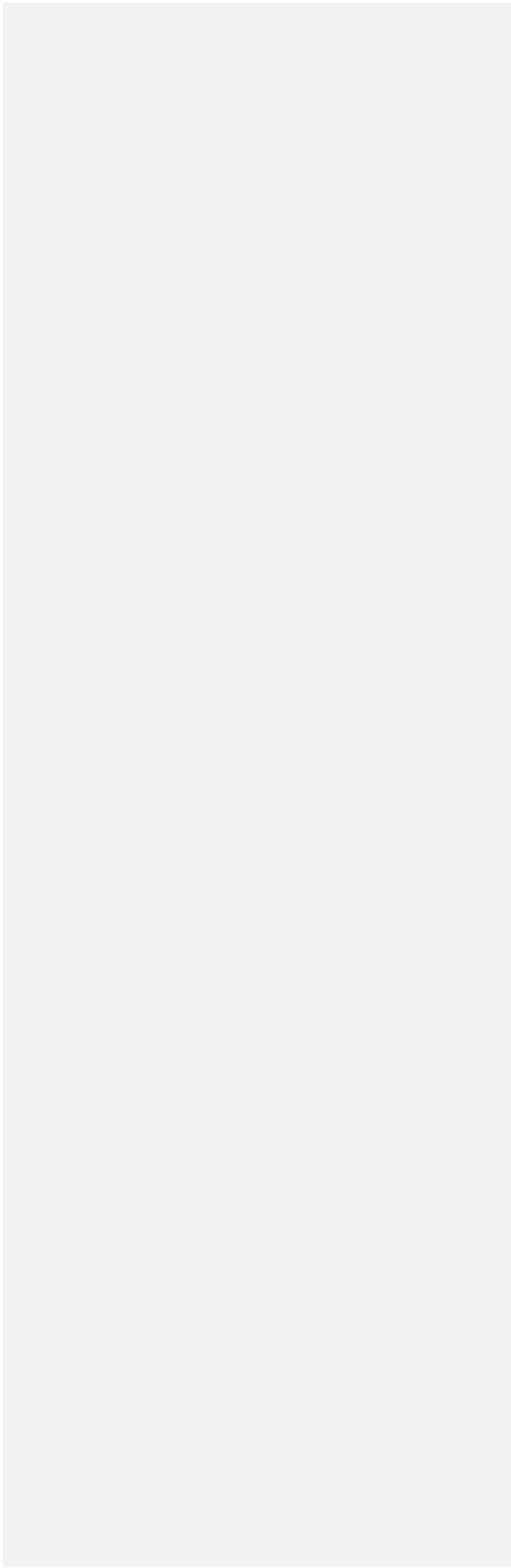
Ordinance #5624-VC

Revised by The
Village

January 14,

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

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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.

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~~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.

- o 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.
- o Glen Ellyn offers diverse housing, historic and new, on tree-lined streets, close to excellent schools, parks and recreation.
- o Glen Ellyn is a safe community, easily reached by road, train and trail, with easy access to Chicago.
- o 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 OHSA 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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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.

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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 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 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 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 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:

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

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

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.

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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/mailing 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.

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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.

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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.

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~~ the 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 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;

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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 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

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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.

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- **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.

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.

G. _____

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

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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.

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.

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

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.

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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 they 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

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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
- 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 memorandum 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.~~

~~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~~

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

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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.

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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.

11.4 Smoke-Free Workplace – In accordance with the “Smoke-free Illinois Act,

Smoking Policy for Village Building and Work Places

- (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.

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 USEAGE 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 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

11.5.2 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

11.5.3 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.

11.5.4 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.

11.5.5 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 express personal opinions in on-line forums. Non-business use must be governed by good judgement and should be limited to non-work time.

11.6 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. 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.

Village Social media posts should not 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

Employee Personal Social Media Pages

Employees represent the Village of Glen Ellyn during and after work hours. Their use should be guided by Village policies and expectations. Careful consideration should be given to all posts and photos. When using social media for personal or private use employees must make clear that they are acting as a private citizen and not as a representative of the Village.

11.7 CONFIDENTIALITY

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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

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

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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 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)

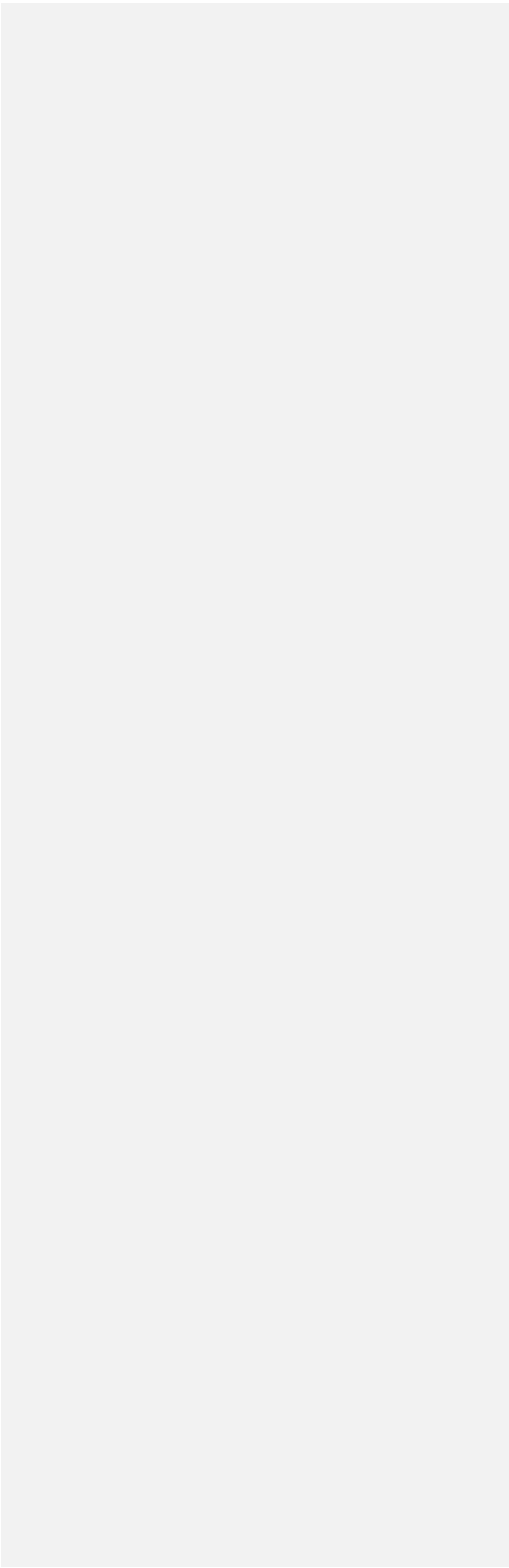
12.11: VENDORS:

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)

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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 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 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 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.

<u>Years of Service</u>	<u>\$ (Gift Certificate)</u>
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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.

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.

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.

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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 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 5/367j(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.

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APPENDIX : EMPLOYEE BENEFITS AND POLICIES OVERVIEW

<u>BENEFIT/POLICY</u>	<u>SUMMARY</u>	<u>CONTACT INFORMATION</u>	<u>PAGE</u>
<u>Bereavement Leave</u>	Up to five (5) days of paid leave for the death of an immediate family member.	Contact Human Resources	
<u>Childbirth/Adoption Leave</u>	Employees receive ten days of paid leave in connection with the birth or adoption of their own child.	Contact Human Resources	
<u>Compensatory Time</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.	Check with your Supervisor or Human Resources for your eligibility status.	
<u>Continuation of Health Care (COBRA)</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.	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	77
<u>Continuation of Health Care Retirement/Disability</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.	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	
<u>Credit Union</u>	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/	
<u>Defined Contribution 457b Retirement Plan</u>	Voluntary retirement savings plans provided through the ICMA Retirement Corporation (ICMA-RC) or AXA Equitable	ICMA-RC: 800-669-7400 Web: www.icmarc.org Group #: 457 Plan: 300093 AXA'	

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BENEFIT/POLICY	SUMMARY	CONTACT INFORMATION	PAGE
<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	
<u>IMRF's Voluntary</u>	Voluntary retirement savings plan that is	IMRF	

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BENEFIT/POLICY	SUMMARY	CONTACT INFORMATION	PAGE
<u>Additional Contribution (VAC) Retirement Savings</u>	<u>available to IMRF members that is distinct from the pension benefit plan, and is completely funded by the employee via payroll deductions.</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 PEDA 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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Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 07/18/16 07:00 PM
Department: Public Works
Department Head: Julius Hansen
Category: Discussion Item
Prepared By: Julius Hansen

SCHEDULED

AGENDA ITEM (ID # 2286)

DOC ID: 2286

Public Works Director Julius Hansen will present information regarding the proposed Salt Storage Facility Project.

Background

On July 2, 2014 a bid opening was conducted for the construction of a 5,000 sq. ft. addition to the north end of the Public Works building. The proposed addition to the building would have been a salt storage structure that would increase the existing 2,500 sq. ft. salt storage capacity from 800 tons to over 2000 tons of salt. The much larger capacity of 2000 tons equals the average annual tonnage of salt needed by the village to keep streets safe the entire winter. It is a "best management practice" to stockpile all the salt required for an average winter prior to the winter season in case the salt supply is disrupted as history has demonstrated. The old salt storage area would have been converted to heated vehicle storage as part of the originally proposed project. The project objective was to improve these two major storage inadequacies (salt and vehicles) at the Public Works facility.

The low bid in 2014 was \$1,210,000 making the project much higher than the estimated cost. All bids were rejected because the amount was far more than what had been budgeted. To reduce the cost of this project the concept of an addition to the public works building was replaced with the less expensive alternative of constructing an outbuilding as a more cost effective solution. The outbuilding would need to be built at a different location than the originally proposed north side of the Public Works building. That specific location is best suited for future vehicle storage only and not for salt storage or any combination of those uses as was proposed.

Subject

After the rejection of bids, different types of salt storage structures were considered to find the best option that would meet the specifications for a cost effective outbuilding. The cost of the salt storage structures to contain 2000 tons of salt without concrete or other expenses are as follows; 50' x 100' steel building (\$40 per sq. ft.), a 50' x 100' fabric structure (\$23 per sq. ft.) and a conventional 72 foot diameter salt dome (\$27 per sq. ft.). Furthermore, the best location to build the structure needed to be determined. Based on the location selected additional costs will be incurred. The amount of the additional expense is different for each of the two most feasible locations that have now been identified.

The closer the salt is stockpiled to the public works facility the better the logistics during the entire winter season especially in an ongoing emergency snow removal operation. Therefore, locations adjacent to or in close relationship with the public works facility were considered the best case scenario and first priority. An Environmental Assessment Review of six different locations adjacent to the public works facility were evaluated as depicted on a map (see attachment #1 of Environmental Assessment Review for all locations). Only two of the six locations are recommended as viable options to construct a salt storage structure.

The first viable location (North of Lambert Lake) is the NWC corner of the public works facility.

This would be next to Taft within the existing chain link perimeter fence. The second location (South of Lambert Lake) is between the gravel parking lot at the end of Wilson and Lambert lake.

A detailed look at these two sites is shown on the map titled "Salt Storage Facility Location Exhibit" (see attachment). On this map the location North of Lambert Lake is labeled site #2. This location requires the floor of the salt storage structure to be elevated slightly over 3 feet above the existing grade of the parking lot. This grade differential is problematic because of the close proximity to the gate, employee parking and the fuel point. The grade difference along the short distance could create too great a slope to be functional in this highly active location. A salt storage structure in this location would displace employee parking and various items currently stored there and may require closing or reconfiguring the gate entrance. This location would require the construction of compensatory storage for storm water, and a different parking area for some employees.

On the same map the location South of Lambert Lake is labeled site #1. This location requires a road to be constructed that extends Wilson directly to the salt storage structure. The new road would also be connected to the existing parking lot serving a dual purpose. This location would require various trees to be removed and locates this in the center of the Lambert Lake park area.

Budget Impact

In the 2016 fiscal year \$500,000 has been budgeted for the construction of a Salt Storage Structure. This information can be found in the Capital Projects Fund on page 10-11 of the 2016 budget. Option 1 is projected to cost approximately \$555,000 and Option 2 is projected to cost approximately \$530,000. Additional funds needed could be budgeted for next fiscal year, if approved by the Village Board.

As part of this project the old salt storage on the north side of the public works building could be easily converted to become heated vehicle storage for a slightly additional expense. An existing concrete wall that separates the old salt storage area from the main vehicle storage area could be removed along with the three concrete wall partitions. The removal of this concrete would cost \$35,000. The four bay openings could be enclosed for an additional \$15,000. The estimated cost to convert the old salt storage to become heated vehicle storage equals \$50,000 or \$20.00 per sq. ft. for 2500 sq. ft. of additional heated vehicle storage. However, this additional work could also be completed in 2017 if approved in the budget for the next fiscal year. Conservatively, staff would budget \$75,000 for this expense.

Strategic Plan Initiative

Strategic Issue V: INFRASTRUCTURE. Invest in infrastructure to meet key needs, including downtown access, Village facilities, storm water issues and technology improvement. **Action Step:** Create a plan and funding approach to make needed improvements to the Civic Center, Fire Stations, Village-owned parks, PW building (Salt Dome) and DuComm Facilities by December 1, 2016.

Recommendation

The construction of a salt storage structure at either of the identified locations adjacent to Public Works.

Action Requested

Direct Public Works to consider the preferred option and potentially conduct a bid opening in 2016 for the construction of a salt storage structure at either of the two specific locations identified.

ATTACHMENTS:

- Updated Salt Storage Environmental Assessment Review (PDF)
- Salt Dome Specifications 72 ft. dia. (PDF)
- Preliminary Estimate for Salt Storage Facility (DOCX)
- PW Salt Storage Facility Location Exhibit-Layout1 (PDF)



INTEGRITY

ENVIRONMENTAL SERVICES, INC.

1240 IROQUOIS DRIVE
SUITE 102
NAPERVILLE, IL 60563

630-718-9133
FAX 630-718-9114

May 3, 2016

C-11810rev

Mr. Julius Hansen
Public Works Director
Village of Glen Ellyn
30 South Lambert Road
Glen Ellyn, Illinois 60137

Dear Julius:

Updated Salt Storage Environmental Assessment Review
Public Works Facility
Village of Glen Ellyn
30 South Lambert Road
Glen Ellyn, Illinois
IES No. 875-03

This letter has been prepared to present our professional assessment of six (6) proposed locations for a new salt storage building for the Glen Ellyn Public Works Facility referenced above. A map showing the six (6) proposed locations is provided as ***Attachment 1***.

Integrity Environmental Services, Inc. reviewed the National Pollution Discharge Elimination System (NPDES) requirements for potential applicability at/for these locations. It does not appear that a standard covered salt storage building would trigger a NPDES permit requirement. However, the USEPA does provide recommended Best Management Practices (BMP's) for municipal facilities with salt storage with respect to the NPDES. The EPA BMP's have been included as ***Attachment 2*** for your reference. In addition, it should be noted that several States have implemented or are in the process of implementing regulations regarding salt storage and it is likely Illinois will eventually implement similar regulations. These regulations generally codify BMPs as requirements.

The Village of Glen Ellyn submitted a request to the Kane-DuPage Soil and Water Conservation District (SWCD) to prepare a land use opinion for the proposed salt dome. Based on the report, the SWCD recommended that a wetlands expert delineate and assess the wetlands in the vicinity prior to any improvements. In addition, it indicated that some soil in the vicinity of the proposed salt dome locations is "very limiting" for the proposed development. A copy of the SWCD Land Use Opinion is provided as ***Attachment 3***.

Mr. Julius Hansen
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April 28, 2016
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Location 1:

The first location is adjacent to the water reservoir is approximately 200 feet from Glen Ellyn Community Water Supply Well (CWS) No. 6. As before, when Integrity Environmental Services, Inc. (IES) performed a salt dome location environmental assessment in 2013, the regulations have not changed significantly. Therefore, the review of this location remains approximately the same, with a slight modification due to the revised DuPage County flood zones and the grade change that was performed for the stockpile areas adjacent to the CWS.

The Illinois Environmental Protection Agency (IEPA) Environmental Protection Act, (Chapter 415 of the Illinois Compiled Statutes (ILCS) Part 5) defines potential primary sources and potential secondary sources. Within those definitions, deicing agents in excess of 50,000 lbs. are defined as a potential secondary source (415 ILCS 5/3.355 (5)).

As you are aware, the IEPA regulations contain CWS setback zone restrictions. The minimum setback zone for a CWS is 200 feet for confined aquifers and 400 feet for unconfined aquifers. The Village of Glen Ellyn would have to review the CWS No. 6 well log geological data or perform a geotechnical investigation in the vicinity of the CWS in order to accurately define what type of aquifer the CWS is drawing groundwater from. A professional geologist would be recommended to review the geologic data and make the determination if CWS No. 6 is confined or unconfined.

The setback zone restrictions limit both where a new CWS can be installed and where new potential primary and secondary sources of contamination can be constructed. 415 ILCS 5/14.1 restricts the installation of new CWS within 200 feet or 400 feet of an existing potential primary source and/or an existing potential secondary source of contamination. The IEPA Groundwater Protection Act (415 ILCS 55) Subpart 9.(v) restricts the construction and operation of new potential primary sources and/or new potential secondary sources within the setback zone of an existing CWS.

Despite the above CWS regulations, it is possible to apply for an exception to the setback zone restrictions. This process is described in Title 35 of the Illinois Administrative Code (IAC) Part 616.104(d) and involves filing a petition with the Illinois Pollution Control Board (IPCB) and the Environmental Protection Agency (IEPA) for an exception. The owner (the Village) of the new potential secondary source would have to prove that complying with the existing setback restrictions (by not building a new salt storage building at Location 1) would cause a hardship on the owner. In addition the owner is required to outline the preventative measures that will be implemented to prevent contamination of the CWS. Furthermore, the owner of a new potential secondary source would be required to implement a groundwater monitoring program with quarterly sampling and reporting to assure that the groundwater is not being adversely impacted by the new potential secondary source.

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The DuPage County Stormwater and Flood Plain Ordinance generally requires that all structures within a flood plain be flood proof. This can be accomplished by constructing the new salt storage building above the flood plain elevation. As noted below by the Village of Glen Ellyn Storm Water Engineer, any fill placed within the flood zone of Lambert Lake would require compensatory storage elsewhere at a ratio of 1.5 cubic yards of compensatory storage added for every 1 cubic yard of fill placed in the flood zone. In addition, no construction can be developed within fifty (50) feet of the base shoreline of Lambert Lake.

Recently, DuPage County revised the flood plain maps. The map showing the proposed salt dome locations includes an approximate outline of the revised flood plain area. Labert Lake is at an elevation of approximately 749 feet. The revised flood plain around Lambert Lake appears to include any areas at or below 754 feet. The south access road and the adjacent stockpile area (where Location 1 is shown) are approximately two (2) feet below the flood plain elevation (752 feet). Access to a new salt storage building at Location 1 would have to include an increased elevation for both the access drive to the salt dome, as well as an increased elevation for the salt dome itself in order to bring both areas above the flood plain.

Location 2

The second proposed location is at the northwest corner of the Public Works parking lot, approximately 600-700 feet northwest of the CWS. As such, the CWS regulations cited for Location 1 would not apply.

This area appears to be within the flood plain and currently is developed as a retention basin. The elevations shown on the DuPage GIS website are from the year 2006 and do not include the recent construction of the Taft Avenue extension. It is unknown how far below/above the flood plain Location 2 currently is, but it appears to be the same elevation as the public works parking lot, which is approximately 752 feet.

The DuPage County Stormwater and Flood Plain Ordinance requirements would also have to be taken into consideration at this location. This can be accomplished by constructing the new salt storage building above the flood plain elevation. The revised flood plain map shows Taft Avenue below the flood plain from Lambert Road to approximately 400 feet west of Lambert Road. As such, this location would have to be raised approximately two (2) feet above the existing elevation. In addition, the existing retention basin would have to be relocated further west along Taft Avenue.

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Location 3

The third proposed location is at the south side of Wilson Avenue, adjacent to the southwest corner of the Public Works property, and approximately 210 feet south of the CWS. The CWS regulations cited for Location 1 would apply if it is determined that the well is located in an unconfined aquifer, which would make the setback zone 400 feet from the CWS. This location is at an elevation above the revised DuPage County flood zone, and as such, no additional elevation modification would be necessary.

The property south of Wilson Avenue is subject to an agreement by the Village that no land development can be conducted at Location 3. As such, a variance to that agreement would need to be secured in order to build a salt dome in this location. In addition, wetlands are located in close vicinity to Location 3, as shown in **Attachment 4**.

Location 4

The fourth proposed location is at the south side of Lambert Lake, approximately 430 feet west of the CWS, near a small outcropping of the lake. The distance from the CWS places this location outside of the maximum setback zone. It is also north of Wilson Avenue in an area that the Village of Glen Ellyn owns and has no restrictions on development. However, this area is within the revised flood plain at an elevation of approximately 750-752 feet. As such, this location would have to be raised approximately two (2) to four (4) feet above the existing elevation. Furthermore, an access drive would have to be constructed that is suitable for full capacity salt trucks to use on a regular basis.

Location 5

The fifth proposed location is also at the south side of Lambert Lake, approximately 550 feet west of the CWS. The difference between this location and Location 4 is that this location is approximately 100 feet further west and is located at an elevation of approximately 755, which is above the revised flood plain. As with Location 4, an access drive would have to be constructed that is suitable for full capacity salt trucks to use on a regular basis. The DuPage Water Commission (DWC) has a water main that runs north of and along Wilson Avenue, and is in close vicinity to Location 5, as shown in the DWC map provided as **Attachment 5**. A protection monitoring well (photo included with **Attachment 5**) is located at the end of the DWC water main.

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Location 6

The sixth proposed location is at the north side of Lambert Lake, approximately 360 feet west of the Public Works parking lot. It is the furthest location from the CWS and is at an elevation of 756-760 feet, which is the location that is the furthest above the flood plain. However, this location would be the closest to Taft Avenue, is the most visible to the public, and does not appear to have enough room to allow trucks to enter and exit the salt dome facility.

IES Summary

All locations are potentially feasible for the construction of a new salt storage building, with the exception of Location 6, however, each location presents some negative qualities, such as variance requirements, visibility, and additional costs (i.e. construction of a new road). The table below summarizes the pro's and con's of each location.

Location		Pros	Cons
1	Behind Public Works	Least public visibility; Located within the public works property	Potential CWS setback issue; Within flood plain; Cannot use existing south access drive, must construct new
2	NW Corner of Public Works parking Lot	Very close to public works property; Easy access to Taft Avenue	Very visible to public; Within flood plain; Must re-locate retention basin
3	South of Wilson Avenue	Low public visibility; Above flood plain; Easy access to Wilson Avenue	Within no-construction agreement area; Potentially within CWS setback area
4	South Side of Lambert Lake	Low public visibility; Large area for building layout; No CWS setback issues; No no-construction agreement issues	Within flood plain; Requires construction of heavy duty access driveway; Located in a public recreation area
5	South Side of Lambert Lake	Low public visibility; Large area for building layout; Above flood plain; No CWS setback issues; No no-construction agreement issues	Requires construction of heavy duty access driveway; Located in a public recreation area
6	North Side of Lambert Lake	Furthest above flood plain; No CWS setback issues; Easy Access to Taft Avenue	Highest public visibility, not enough room for trucks to enter/exit

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Village Storm Water Engineer Comments

The Village of Glen Ellyn Storm Water Engineer, Mr. Raymond G Ulreich, P.E., P.L.S., also reviewed each location and made the following comments.

General comment pertaining to all sites:

The regulatory Base Flood Elevation (BFE) for Lambert Lake is 754.5. The required flood protection elevation (FPE) for the salt storage facility would be 755.5. For any site where fill is placed on the ground below the 754.5 elevation, compensatory storage will need to be provided at a ration 1.5:1. (i.e. for each cubic yard of fill, 1.5 cubic yard of cut needs to be provided to offset the fill volume).

A specific comment regarding each site is as follows:

Location 1

Since this site is within the 100 year floodplain, the salt dome will need to be raised to 755.5. Fill for the construction of the dome and all access roads will need to be provided.

Location 2

A compensatory storage basin was constructed on this site to offset the fill impacts from Taft Road at this location. The bottom of the basin is at about 746.5 or 9' below the BFE, thus considerable fill would need to be placed at this site and considerable compensatory storage volume would need to be provided.

Location 3

There are no storm water regulations that would impact the selection of this site.

Location 4

Based on the report the site is about 4 feet below the BFE so a considerable amount of fill will need to be placed to construct the dome and access roads. This fill will need to be offset by compensatory storage at the 1.5:1 ratio as previously noted. A 50 feet buffer will also need to be provided from the edge of the lake.

Location 5

Per the report the ground elevation is at 755 which is above the BFE and so no compensatory storage would be required for the placement of any fill in this area. A 50 foot buffer will need to be provided from the perimeter of the lake.

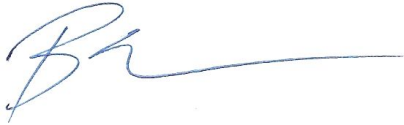
Mr. Julius Hansen
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Location 6

This site has the same restrictions as Location 5.

As always, if you have any questions, please feel free to contact the undersigned at (630) 718-9133.

INTEGRITY ENVIRONMENTAL SERVICES, INC.

A handwritten signature in blue ink, appearing to read 'BK', followed by a long horizontal line.

Benjamin Kelderhouse, P.E.
Vice President, Environmental Division

Attachments

ATTACHMENT 1



INTEGRITY ENVIRONMENTAL SERVICES, INC.

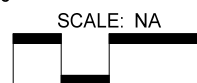
1240 IROQUOIS DRIVE, SUITE 102
NAPERVILLE, ILLINOIS 60563
(630) 718-9133
(630) 718-9114 (FAX)

PROJECT: PUBLIC WORKS FACILITY
VILLAGE OF GLEN ELLYN
30 SOUTH LAMBERT ROAD
GLEN ELLYN, ILLINOIS

OWNER: VILLAGE OF GLEN ELLYN
30 SOUTH LAMBERT ROAD
GLEN ELLYN, ILLINOIS

DRAWN BY: BK
DATE: 3/6/16

IES NO.: 875-03



SCALE IN FEET



NORTH

PROPOSED SALT
DOME LOCATIONS MAP

ATTACHMENT 2



U.S. ENVIRONMENTAL PROTECTION AGENCY

National Pollutant Discharge Elimination System (NPDES)

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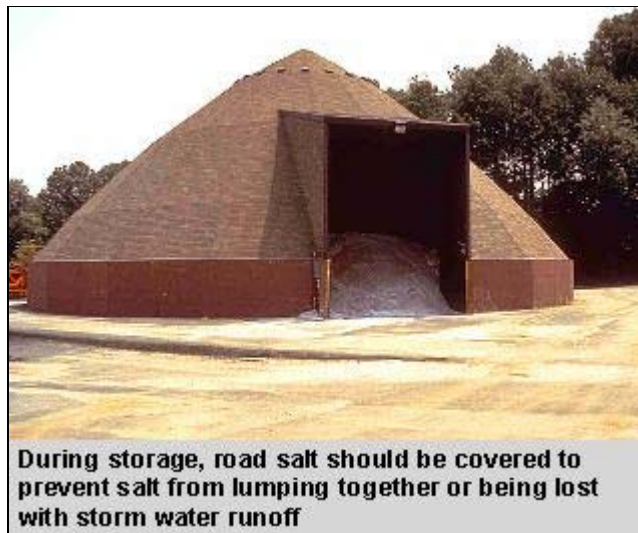
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Road Salt Application and Storage

[Click here to comment on this fact sheet](#)**Minimum Measure:** Pollution Prevention/Good Housekeeping for Municipal Operations**Subcategory:** Municipal Activities

Description

The application and storage of deicing materials, most commonly salts such as sodium chloride, can lead to water quality problems for surrounding areas (Koppelman et al., 1984). Salts, gravel, sand, and other materials are applied to highways and roads to reduce the amount of ice during winter storm events. Salts lower the melting point of ice, allowing roadways to stay free of ice buildup during cold winters. Sand and gravel increase traction on the road, making travel safer.



During storage, road salt should be covered to prevent salt from lumping together or being lost with storm water runoff

Applicability

This practice occurs in areas that receive snowfall in winter months and require deicing materials. Municipalities in these areas must ensure proper storage and application for equipment and materials.

Siting and Design Considerations

Many of the problems associated with contamination of local waterways stem from the improper storage of deicing materials (Koppelman et al., 1984). Salts are very soluble when they come into contact with stormwater. They can migrate into ground water used for public water supplies and also contaminate surface waters.

More information about road deicing materials can be found at the [American Association of State Highway and Transportation Officials](#) [EXIT Disclaimer](#) website.

Limitations

Road salt is the least expensive material for deicing operations; however, once the full social costs are taken into account, alternative products and better management and application of salts become increasingly attractive options.

Table 1. Deicing Alternatives (Keating, 2004)

Substance	Cost	Characteristics
Calcium Chloride (CaCl_2)	Flake \$290/ton, pellet \$340/ton	• Melts ice at temperatures of -25°F • If used as recommended, will not harm vegetation
Magnesium Chloride (MgCl_2)	Flake \$260/ton, pellet \$300/ton	• Lowest practical temperature: 5°F • If used as recommended, will not harm vegetation; however, MgCl_2, on a percentage basis, contains 17-56% more chloride ion than other salt-type deicers
Potassium Chloride (KCl)	\$240/ton	• Lowest practical temperature: 12°F • Will not harm vegetation
Urea	\$280/ton	• Lowest practical temperature: 15°F • Will not harm vegetation
Calcium Magnesium Acetate (CMA)	\$2,000/ton	• Will work below 0°F • Low toxicity and biodegradable

Maintenance Considerations

Covering stored road salts may be costly; however, the benefits are greater than the perceived costs. Properly storing road salts prevents the salt from lumping together, which makes it easier to load and apply. In addition, covering salt storage piles reduces salt loss from stormwater runoff and potential contamination to streams, aquifers, and estuarine areas. Salt storage piles should be located outside the 100-year floodplain for further protection against surface water contamination.

If used during road salt application, certain best management practices can produce significant environmental benefits. The amount of road salt applied should be regulated to prevent oversalting of roadways and increasing runoff concentrations. The amount of salt applied should be varied to reflect site-specific characteristics, such as road width and design, traffic concentration, and proximity to surface waters. Calibration devices mounted in the cabs of spreader-trucks help maintenance workers apply the proper amount of road salt. Alternative materials, such as sand or gravel, should be used in especially sensitive areas.

Cost Considerations See Table 1 for the costs of different deicing alternative

substances.

References

American Association of State Highway and Transportation Officials. 2000. *AASHTO: Transportation Center of Excellence*. [www.transportation.org EXIT Disclaimer]. Accessed September 15, 2005.

Keating, Janis. 2004. Stormwater. *Deicing Salt: Still on the Table* [www.forester.net/sw_0106_deicing.html EXIT Disclaimer]. Accessed October 17, 2005.

Koppelman, L.E., E. Tanenbaum, and C. Swick. 1984. *Nonpoint Source Management Handbook*. Long Island Regional Planning Board, Hauppauge, NY.

USEPA. 1995. *Planning Considerations for Roads, Highways and Bridges*. U.S. Environmental Protection Agency, Office of Water, Washington, DC. [www.epa.gov/OWOW/NPS/education/planroad.html].

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Last updated on May 24, 2006

URL: <http://cfpub.epa.gov/npdes/stormwater/menuofbmps/index.cfm>

ATTACHMENT 3

KANE-DUPAGE SOIL AND WATER CONSERVATION DISTRICT

LAND USE OPINION 14-17



March 20, 2014

**Prepared for:
Village of Glen Ellyn**

**Petitioner:
Village of Glen Ellyn
Public Works Department
30 South Lambert Road
Glen Ellyn, IL 60137**

2315 Dean Street, Suite 100, St. Charles, IL 60175 | Phone: (630) 584-7961 | Fax: (630) 584-9534

14-17

Executive Summary

March 20, 2014

Petitioner: Village of Glen Ellyn, Public Works Department, 30 South Lambert Road, Glen Ellyn, IL 60137

Contact Person: Julius Hansen, 630-469-5000

Unit of Government Responsible for Permits: Village of Glen Ellyn

Acreage: 11.76

Location of Parcel: Section 22, Township 39 N, Range 10 E

Property Address/PIN#: 30 South Lambert Road

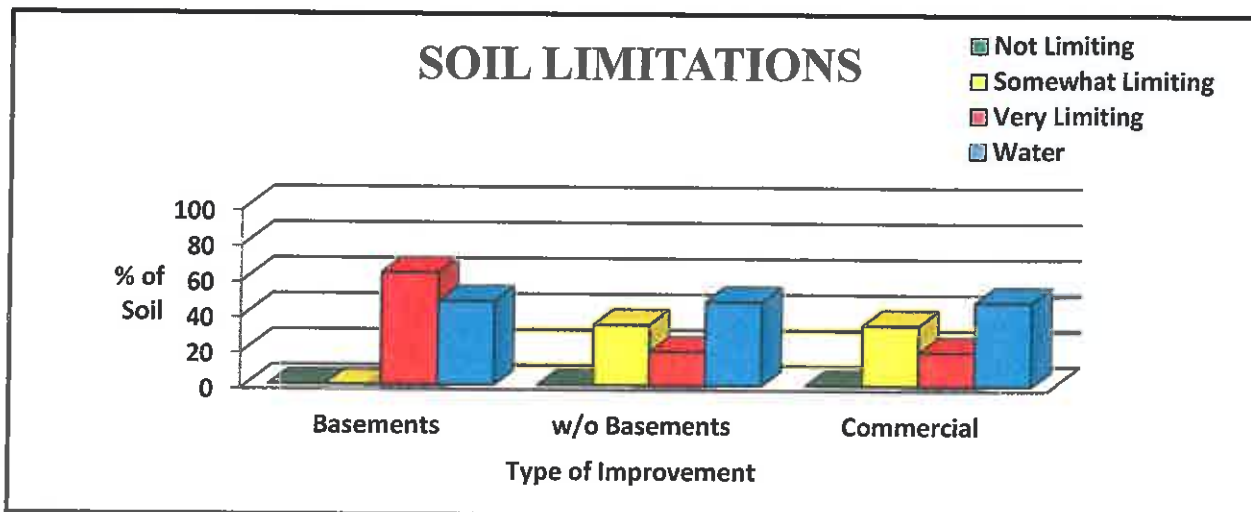
Existing Land Use: Public Works Facility

Surrounding Land Use: Commercial/Recreational

Proposed Land Use: Special Use/Improvements

Natural Resource Concerns

Soils Limitations: Soils at this site contain limitations for dwellings with basements, dwellings without basements, and small commercial buildings. See soils information pages, and attached soils tables. All information is from the Soil Survey of DuPage County, Illinois.



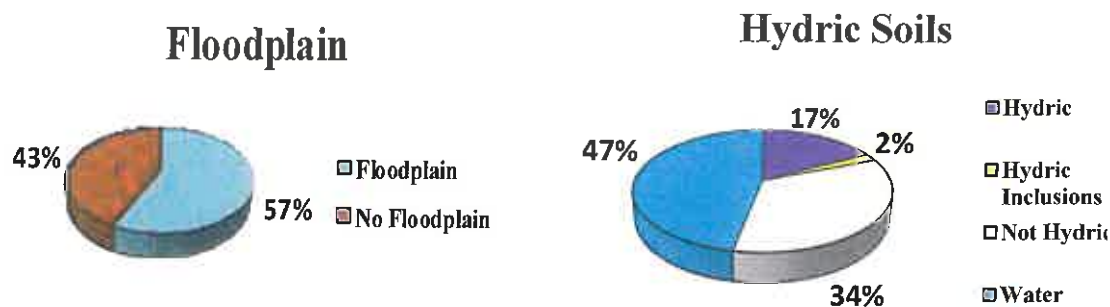
Aquifer Sensitivity: According to Illinois State Geological Survey, Environmental Geology Report, published 1995, there are no aquifers that may be adversely impacted by this project. (See page 4 and Appendix A)

Septic Absorption Systems: There are no septic absorption systems proposed for this site. (See page 4 for more information)

Wetlands: The National Wetland Inventory map does identify wetland areas on this site. **Therefore, a wetland delineation specialist who is recognized by the U.S. Army Corps of Engineers should determine the exact boundaries and value of any wetlands.** (See page 5 for more wetland information.)

Floodplain: There are floodplain areas identified on this site. (See page 7)

Soil Data: There are hydric soils, and soils with hydric inclusions identified on this site. Hydric soils and soils with hydric inclusions may be prone to ponding. The soil data from SSURGO (or NASIS) is part of a national dataset. The hydric rating used in this report has been modified to reflect local interpretations with guidance from the Area Soil Scientist. (See page 7)



Stormwater: The District encourages the use of on-site detention for stormwater runoff, and recommends the use of a 0.10cfs/acre release rate for on-site detention ponds. (See page 8 for more information concerning stormwater planning on this site.)

Sediment and Erosion Control: Development on this site should include a sedimentation and erosion control plan. (See page 10)

Woodlands: The District encourages the preservation of native woodland species. (See page 10)

NPDES Permits: An NPDES (National Pollution Discharge Elimination System) permit is required by the EPA for all construction sites over 1 acre. (See page 11)

LAND USE OPINION

Land Use Opinion: This site contains the following concerns: **Wetlands, Soil Limitations, Floodplain, Wooded Areas, Soil Erosion and Sediment Control, and Stormwater Management.** Based on the information in this report, it is the opinion of the Kane-DuPage Soil and Water Conservation District Board that this site **is not suited** for the proposed use **unless** the previously mentioned concerns are addressed.

14-17

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PURPOSE AND INTENT

This report presents natural resource information to officials of the local governing body and other decision makers. Decisions concerning variations, amendments or relief of local zoning ordinance may reference this report. Also, decisions concerning the future of a proposed subdivision of vacant or agricultural lands and the subsequent development of these lands because of these decisions may reference this report. This report is a requirement under the SWCD Act contained in ILCS 70, 405/1 ET seq.

This report intends to present the most current natural resource information available in an understandable format. It contains a description of the present conditions and resources available and their potential impact on each other. This information comes from standardized data, on-site investigations and other information furnished by the petitioner. Please read the entire report to coordinate and inter-relate all natural resource factors considered. This report, when used properly, will provide the basis for good land use change decisions and proper development while protecting the natural resource base of the county.

The conclusion of this report in no way indicates the impossibility of a certain land use. However, it should alert the reader to possible problems that may occur if the capabilities of the land are ignored. Please direct technical questions about data supplied in this report to: **Kane-DuPage**

Soil and Water Conservation District
2315 Dean Street
Suite 100
St. Charles, IL 60175
Phone: (630) 584-7961

SOILS INFORMATION

IMPORTANCE OF SOILS INFORMATION

Soils information is taken from the Soil Survey of DuPage County, Illinois, United States Department of Agriculture, Natural Resource Conservation Service. This information is important to all parties involved in determining the suitability of the proposed land use change. **Each soil polygon has a number. That number is a symbol for a map unit that will be described in detail in the Soils Interpretations section of this report found on page 11.**

SOIL MAP UNITS

The soil survey map of this area (Figure 1) indicates soil map units. Each soil map unit has limitations for a variety of land uses such as septic systems, and buildings site development, including dwellings with and without basements. Approximately 53% of the soils contain **very limiting** conditions for building site development. See Soils Interpretations section and attached Soil Tables.

The Soil Survey Geographic (SSURGO) data base was produced by the U.S. Department of Agriculture, Natural Resources Conservation Service and cooperating agencies for the Soil Survey of DuPage County, Illinois. The soils were mapped at a scale of 1:12,000. The enlargement of these maps to scales greater than that at which they were originally mapped can cause misunderstanding of the detail of the mapping. If enlarged, maps do not show the small areas of contrasting soil that could have been shown at a larger scale. The depicted soil boundaries and interpretations derived from them do not eliminate the need of onsite sampling, testing, and detailed study of specific sites for intensive uses. Thus, this map and its interpretations are intended for planning purposes only.

LIST OF SOIL MAP UNITS

SOIL MAP UNIT	PERCENT OF PARCEL	ACRES
531B- Markham	16%	1.89
531C2-Markham	18%	2.13
232A- Ashkum	5%	0.56
146A- Elliott	2%	0.20
4904A- Muskego and Peotone	12%	1.45
W- Water	37%	4.31
830-Landfill	10%	1.22
Table 1: Soil Map Units Total		11.76

All percentages and acreages are approximate.

We suggest that a geotechnical engineer conduct an on site investigation. This should determine, specifically, what soils type is present at a particular location, along with its associated limitations or potential for a particular use. It will also assist in determining which types of engineering procedures are necessary to account for the limitations of the soil on the site.

SOILS INFORMATION

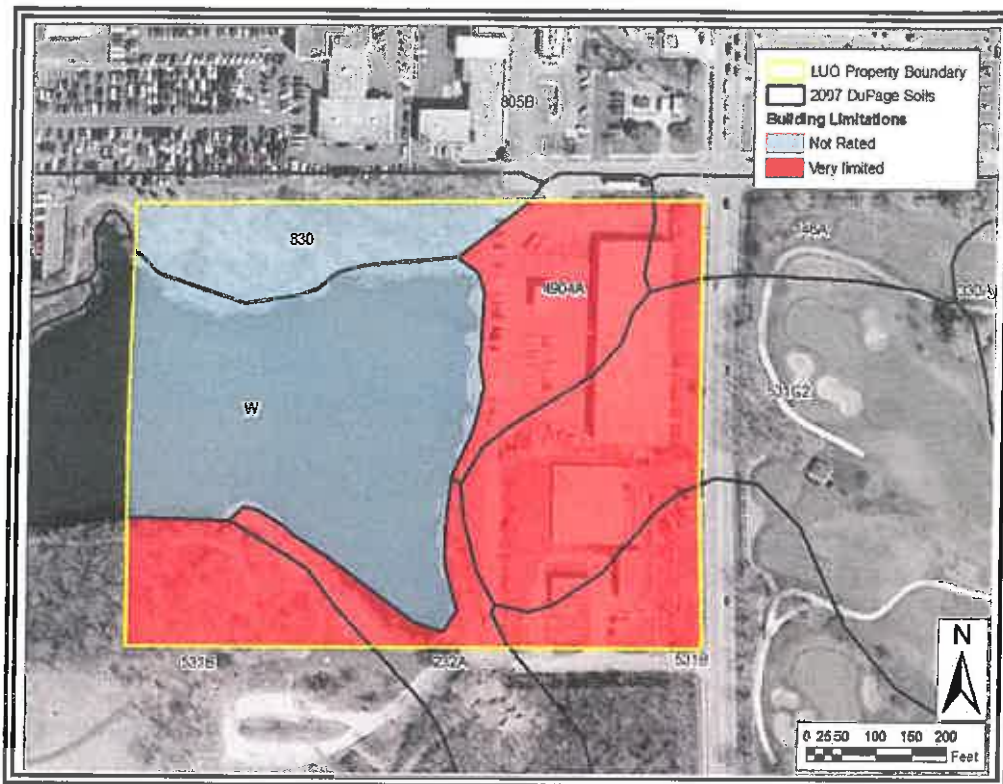


Figure 1: Soil Survey Map

United States Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS), Kane County SSURGO soil layer certified in 2007 and DuPage County SSURGO soil layer certified in 2007. Areas shaded red represent VERY LIMITING limitations for building site development, and areas shaded yellow represent SOMEWHAT LIMITING limitations for building site development.

AQUIFER IMPACT

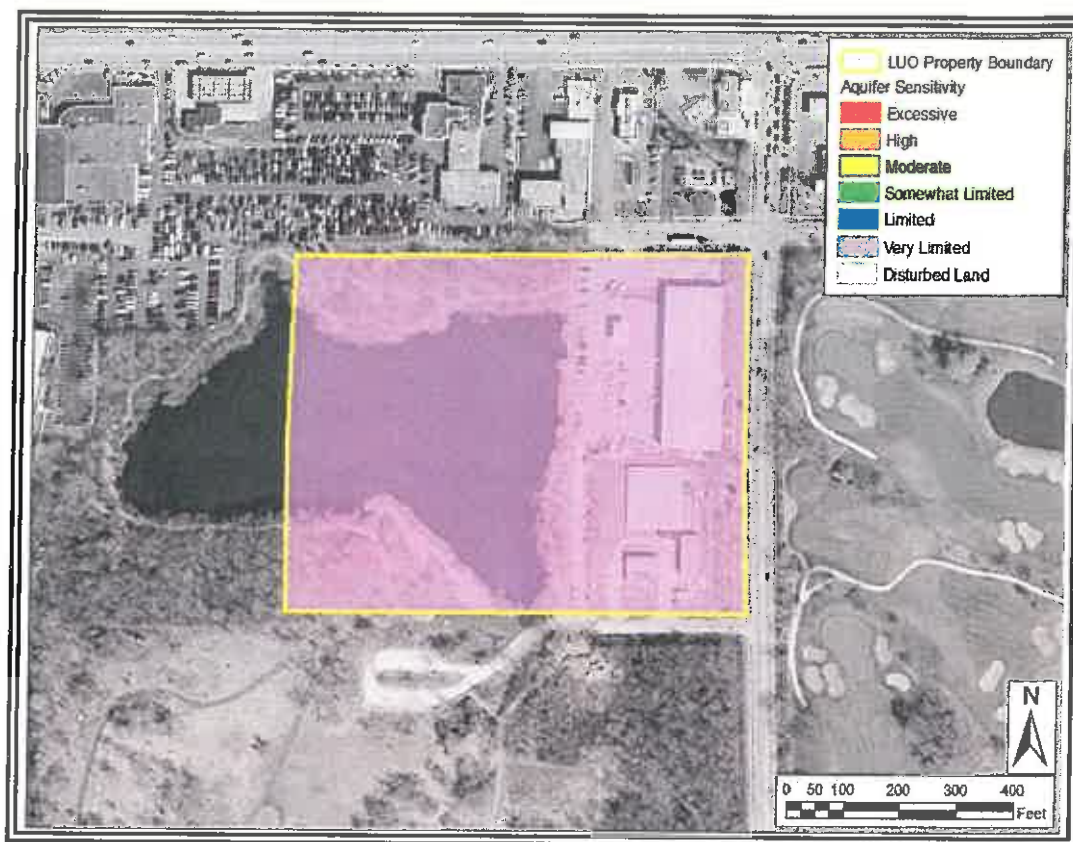


Figure 2: Aquifer Sensitivity Map

According to the Potential for Agricultural Chemical Contamination of Aquifers in Illinois; 1995 Revision Environmental Geology 148 prepared by the Department of Energy and Natural Resources, Illinois

State Geological Survey, this site lies completely within a zone rated as **very limited** with respect to potential for contamination from spilled or applied substances to the soil surface.

SEPTIC ABSORPTION SYSTEMS

There are no septic absorption systems proposed for this site.

WETLANDS



Figure 3: National Wetland Inventory Map

United States Department of the Interior, Fish and Wildlife Service, National Wetlands Inventory, Photo Year 1983-1984, Digitized 1985-1986.

There are wetlands within the boundaries of this site. This has been determined through the use of the National Wetlands Inventory map. The types of wetlands identified on this site include: **(PUBGx-Palustrine, Unconsolidated Bottom, Intermittently Exposed, Excavated)**. A wetland delineation specialist who is recognized by the U.S. Army Corps of Engineers should determine the exact boundaries and value of these wetlands.

Wetlands function in many ways to benefit mankind. They control flooding by offering a slow release of excess water downstream or through the soil. They cleanse water by filtering out sediment and some pollutants. In addition, they may function as rechargers of our valuable groundwater. They are also essential breeding, rearing, and feeding grounds for many species of wildlife. This organization believes that such valuable resources should remain in a natural state.

Wetlands often need to receive some runoff in order to sustain vegetation and wetland conditions. In fact, low value wetlands may actually be enhanced by receiving more storm water and with selective plantings. Diversion of storm water away from wetlands may dry the wetland. However, there is a problem with using high value wetlands as a significant storm water control device. Urban storm water runoff can carry high volumes of sediment and pollutants, which do not benefit wetlands and water quality. Management of storm water and plant diversity could greatly enhance the value of the wetlands on this property.

The U.S. Army Corps of Engineers has been given jurisdiction over the utilization of our wetland resources. The responsibilities and regulatory authorities of the Corps of Engineers are based on Section 404 of the Clean Water Act (33 U.S.C. 1344). Section 301 of the Act prohibits the discharge of dredged or fill material into waters or other wetland areas without a permit from the Corps.

Figure 4: Wetland Photograph Location Map



Figure 5: Photograph of Wetland
Photograph taken facing north.



FLOODPLAINS



Figure 6: Floodplain Map

Federal Emergency Management Agency, National Flood Insurance Program, Q3 Flood Data, Disc 6, 2011.

According to the Flood Insurance Rate Map, approximately 57 % of this site is within the boundaries of a 100-year floodplain.

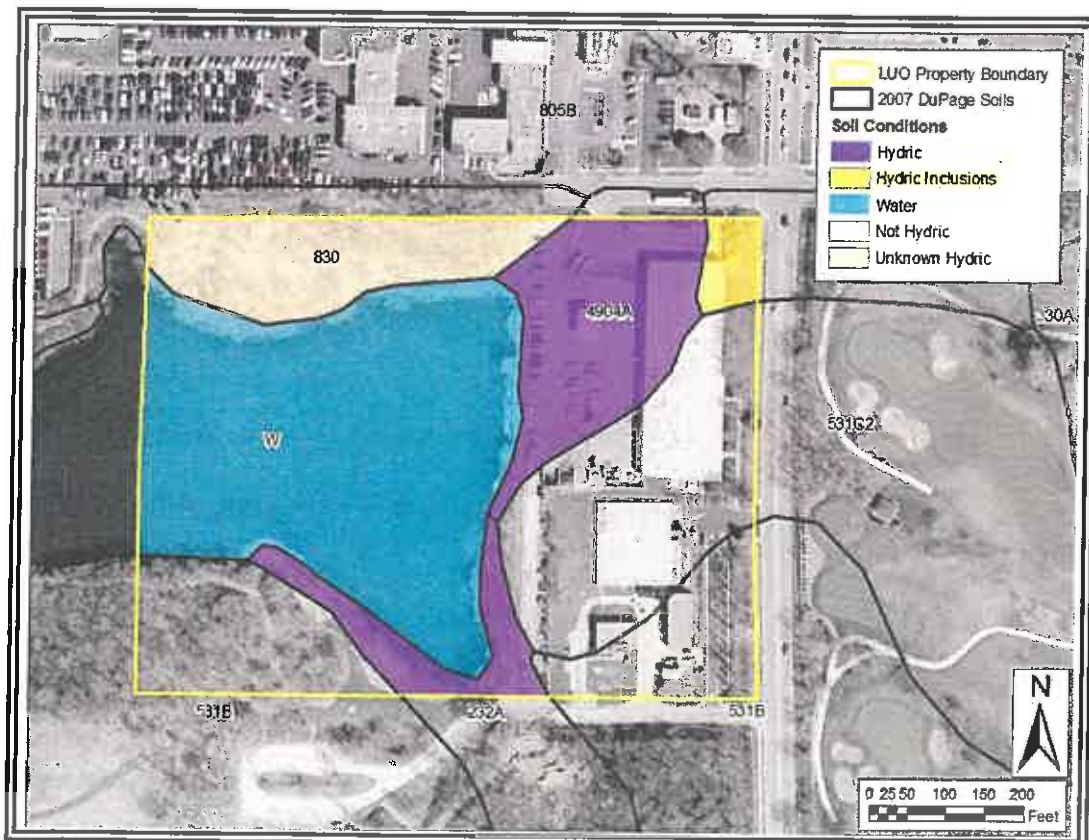
This development may impede the beneficial functions of the floodplain. These functions include the temporary storage and the slow release of floodwaters. This disturbance could adversely affect other properties in the watershed.

Another indication of flooding potential can be found in the soils information. Figure 7 indicates the hydric soils mapped for the site. Hydric soils by definition have potential ponding problems.

Development in floodplains/floodways is regulated by the Department of Natural Resources, Office of Water Resources. A copy of this report is being sent to the Division Office in Bartlett.

Figure 7: Hydric Soils

Hydric soils are shaded purple and soils with hydric inclusions are shaded yellow.



WETLAND AND FLOODPLAIN REGULATIONS

PLEASE READ THE FOLLOWING IF YOU ARE PLANNING TO DO ANY WORK NEAR A STREAM (THIS INCLUDES SMALL UNNAMED STREAMS, LAKES, WETLANDS, AND FLOODWAYS.

The laws of the United States and the State of Illinois assign certain agencies specific and different regulatory roles to protect the waters within the State's boundaries. These roles, when considered together, include protection of navigation channels and harbors, protection against floodway encroachment, maintenance and enhancement of water quality, protection of fish and wildlife habitat As well as recreational resources. Unregulated use of waters within the State of Illinois could permanently destroy or alter the character of these valuable resources and adversely impact the public. Therefore, please contact the proper regulatory authorities when planning any work associated with Illinois waters so that proper consideration and approval can be obtained.

Who Must Apply:

Anyone proposing to dredge, fill, riprap, or otherwise alter the banks or beds of, or construct, operate, or maintain any dock, pier, wharf, sluice, dam, piling, wall, fence, utility, floodplain or floodway subject to State or Federal regulatory jurisdiction should apply for agency approvals.

REGULATORY AGENCIES:

- **Wetland/U.S. Waters:** U.S. Army Corps of Engineers, Chicago District, 111 North Canal Street, Chicago, IL 60606-7206. Phone: (312) 353-4117.
- **Floodplains:** Illinois Department of Natural Resources\Office of Water Resources, 2050 W. Sterns Road, Bartlett, IL 60103. Phone: (847) 608-3100

Coordination: We recommend early coordination with the regulatory agencies **BEFORE** finalizing work plans. This allows the agencies to recommend measures to mitigate/compensate for adverse impacts. Also, the agency can make possible environmental enhancement provisions early in the project planning stage. This could reduce time required to process necessary approvals.

CAUTION: Contact with the United States Army Corps of Engineers is strongly advised before commencement of any work in or near a water of the United States. This could save considerable time and expense. Persons responsible for willful and direct violation of Section 10 of the River And Harbor Act of 1899 or Section 404 of the Federal Water Pollution Control Act are subject to fines ranging up to \$25,000 per day of violation and imprisonment for up to one year or both.

STORMWATER

The proposed removal of vegetation, compaction of soil, and addition of impervious surfaces (rooftops, roadways, etc.) will greatly increase the amount of storm water runoff generated on this site. We strongly recommend the use of on-site storm water management. All additional runoff should be retained in on-site detention ponds and released at a rate that approximates natural, undisturbed runoff conditions. The S.W.C.D. encourages the use of a .10 cfs/acre release rate. Insufficient storm water management on this site will threaten the storm water capacity of the floodplain. This has the potential to cause or aggravate flooding conditions on surrounding properties or elsewhere in the watershed.

If detention ponds are constructed, the S.W.C.D. strongly encourages incorporating as many of the natural attributes of the existing wetlands as possible.

Natural waterway features provide many benefits that sterile detention ponds do not. These include: 1) flood control by slow release of excess water through the soil, 2) water purification by vegetation, 3) groundwater recharge, and 4) habitat for wildlife. However, there are concerns associated with allowing urban storm water flow to enter natural wetland features. If the runoff generated by impervious surfaces, such as rooftops and roadways, is loaded into these natural features, their flood control capabilities could be overburdened and flooding damage could result. Therefore, care must be used to insure that the natural features are not damaged or destroyed when used as part of a storm water detention plan.

Topography and Drainage

TOPOGRAPHY refers to the general shape of the land surface, and the position of its natural and manmade features. It includes the presence or absence of hills, and the slopes or difference in elevation between hilltops and valleys of a given region. Topography influences natural drainage. The force of gravity causes water to move down slopes towards depressions or streams, and pulls free or standing water downward through the soil. Soils on hills tend to be dry and soils in depressions and valleys often are wet or saturated.

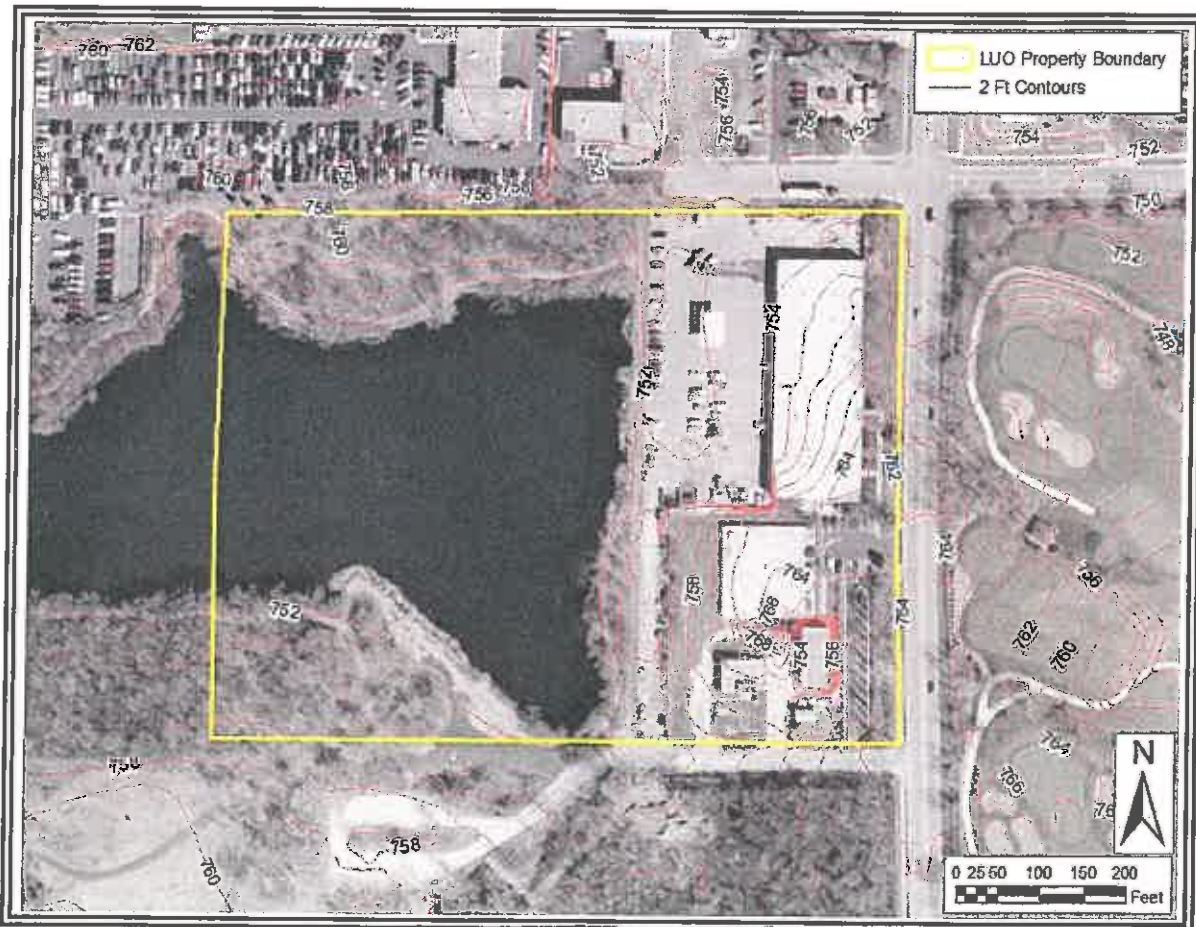
The amount of moisture in the soil while it is developing, affects the rate of weathering and the development of soil colors. Soil colors are a reflection of the saturation status of the soil during development. Well-drained soils have uniformly brownish or yellowish brown subsoils; poorly drained soils have grayish subsoils; somewhat poorly drained soils have mottled brownish yellowish and

grayish subsoils. Differences in natural soil drainage are typically associated with topography.

USGS Topographic maps and other topographic surveys give information on elevations, which are important to determine slopes, natural drainage directions, and watershed information. Elevations determine the area of impact of flooding. Slope information determines steepness and erosion potential of the site. Slope has the greatest impact in determining the erosion potential of a site during construction activities. Drainage directions determine where water leaves the property in question, possibly impacting surrounding natural resources.

The high point of this property is located in the southeastern portion of the site at an elevation of 768 feet above mean sea level. The property generally drains in all directions via overland to a wetland located on-site at the lowest elevation on the property at 752 feet above sea level.

Figure 8: Municipalities 2 ft Contours



EROSION

Development on this site should include the use of a soil erosion and sedimentation control plan. Due to the soil type and slope of the site, the S.W.C.D. believes that the potential for soil erosion during and after this proposed construction could be **large**. Furthermore, the erosion and sedimentation may become a primary non-point source of water pollution. Eroded soil during the construction phase can create unsafe conditions on roadways, degrade water quality, and destroy aquatic ecosystems lower in the watershed. Soil erosion also increases the risk of flooding due to choking culverts, ditches, and storm sewers, and by reducing the capacity of natural and man-made detention facilities.

Erosion and sedimentation control measures include:

1) staging the construction to minimize the amount of disturbed areas present at the same time, 2) maintaining or planting vegetative groundcover, and 3) keeping runoff velocities low. Wise placement and protection of soil stockpiles is also helpful. Siltation fences are useful controls only if they are properly installed and maintained. Soil erosion and

sedimentation control plans, including maintenance responsibilities, should be clearly communicated to all contractors working on the site. Debris basins and siltation ponds can also be used to prevent suspended sediment from leaving the property or damaging the wetland areas. On this property special care must be taken to protect any wetland features from sedimentation damage.

Detailed information on the most appropriate methods of controlling erosion and sedimentation in urbanizing areas can be found in the publication "Procedures and Standards for Urban Soil Erosion and Sedimentation Control in Illinois" (The Green Book) and the "Illinois Urban Manual". These manuals and additional technical assistance may be obtained by contacting this office. A copy of the Illinois Environmental Protection Agency "Standards and Specifications for Soil Erosion and Sediment Control" can be obtained by contacting the National Technical Information Service, 5285 Port Royal Rd, Spring, VA, 22161, (703) 487-4650.

WOODLANDS

The S.W.C.D. encourages preserving as much of the wooded character of this site as possible. Long-term preservation of the trees will require taking certain precautions during and after construction. The ground around each tree to be saved should be flagged or fenced off. Also, it should be protected from heavy machinery. This area should be at least as wide as the area covered by the spread of the tree branches. Soil compaction around the roots of the trees can permanently interfere with the uptake of oxygen, nutrients, and water. This may cause the premature death of the trees. The placement of fill material around the trunks of trees can have the same

adverse effects. Other construction practices to avoid near the trees are: cutting and filling, raising the soil level, and removing neighboring trees. Contractors and construction crews should be informed of all tree preservation efforts.

Careful protection of this area around the trees may also preserve some of the natural woodland groundcover. In general, native plants are hardy, and islands of such vegetation around the bases of trees could prove to be an attractive, inexpensive, and low maintenance form of landscaping.

NATIONAL POLLUTANT DISCHARGE ELIMINATION

Discharges of storm water from construction sites, which disturb 1 or more acres of land, must be covered by an NPDES permit. Under the NPDES General Permits for Storm Water Discharges from Construction Sites, the EPA requires the development and implementation of a pollution prevention plan. A pollution prevention plan for construction is designed to reduce pollution at the construction site before it can cause environmental problems. Many of the practices and measures required for the pollution

prevention plan represent the standard operating procedure at many construction sites. Storm water management controls, erosion and sediment controls, inspection and maintenance have all been used at a number of construction projects. The General NPDES permit can be obtained through the Illinois Environmental Protection Agency, Division of Water Pollution Control, 2200 Churchill Road, P.O. Box 19276, Springfield, Illinois 62794-9276.

SOILS INTERPRETATIONS

The soil interpretation information and a summary of the soil limitations for this site are derived from the SSURGO certified soil layers for Kane and DuPage Counties, IL.

The soil limitation ratings are used mainly for engineering designs of dwellings with or without basements, local streets and roads, small commercial buildings, septic tank absorption fields, and etc. The ratings of not limiting, somewhat limiting, and very limiting are based on national averages and are defined and used as follows:

Not Limiting (Slight) - This limitation rating indicates that the soil properties are generally

favorable for the specified use and that any limitations are minor and easily overcome.

Somewhat Limiting (Moderate) - This rating indicates that the soil properties and site features are unfavorable for the specified use, but that the limitations can be overcome or minimized with special planning and design.

Very Limiting (Severe) - This indicates that one or more soil properties or site features are very unfavorable and difficult. A major increase in construction effort, special designs, or intensive maintenance is required. These costly measures may not be feasible for some soils that are rated as severe.

SOIL LIMITATION INTERPRETATIONS

Flooding is the temporary covering of soil surface by flowing water from any source, such as streams overflowing their banks, runoff from adjacent or surrounding slopes, inflow from high tides, or any combination of sources.

Ponding is standing water in a closed depression. The water is removed only by percolation, transpiration, or evaporation.

Frost heave potential and **shrink-swell** actions are concerns when constructing paved surfaces, such as foundations and roadways.

Frost heave is the result of moisture freezing in the soil and forming ice lenses. The ice lenses cause the soil to expand, leading to the premature deterioration of paved surfaces.

Shrink-swell action is related to the type and percentage of clay present. Clays are capable of absorbing large quantities of soil moisture because of their greater surface area. Absorption of soil moisture results in the swelling of the clay horizons. Upon drying, the soil tends to shrink. The expansion and contraction exerts stress on foundations, footings, and paved surfaces due to the changes in soil moisture conditions.

Soils limited by **wetness** indicates the presence of a seasonally high water table. A seasonally **high water table** is a zone of saturation at the highest average depth during the wettest season. It is at least 6 inches thick, persists in the soil for more than a few weeks, and is within 6 feet of the soil surface.

Our opinion is based on information from the following sources:

United States Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS), Kane County, IL SSURGO soil layer certified in 2007, and DuPage County, IL SSURGO soil layer certified in 2007 and accompanying interpretations.

Federal Emergency Management Agency, National Flood Insurance Program, Q3 Flood Data, Disc 6, 2011.

United States Department of the Interior, Fish and Wildlife Service, National Wetlands Inventory, Photo Year 1983-1984, Digitized 1985-1986.

Potential for Agricultural Chemical Contamination of Aquifers in Illinois: 1995 Revision Environmental Geology 148 prepared by the Department of Energy and Natural Resources, Illinois State Geological Survey.

U.S. Geological Survey, Illinois Digital Orthophoto Quadrangles, 2006 photos, Published: Champaign, Illinois State Geological Survey, 2006.

U.S. Geological Survey, National Elevation Dataset, Published: Sioux Falls, SD, 2006.

An on-site investigation conducted by the SWCD Resource Analyst, Ashley Jennings on March 10, 2014.

We respectfully submit this information in compliance with the Illinois Soil and Water Conservation Districts Act (ILCS 70, 405/1 et seq). The District Board reviews proposed developments. Ashley Jennings, Resource Analyst, prepared this report.

cc: Village of Glen Ellyn
Public Works Department
30 South Lambert Road
Glen Ellyn, IL 60137

ecc: Wayne Gorski, USEPA
IDNR, Office of Water Resources

APPENDIX A

Soil Tables

SOIL REPORT

LUO 14-17

Dwellings With Basements

Aggregation Method: Dominant Condition
Tie-break Rule: Higher

DuPage County, Illinois
Survey Area Version and Date: 8 - 01/20/2012

Map symbol	Map unit name	Rating	Component name and % composition Rating reasons
146A	Elliott silt loam, 0 to 2 percent slopes	Very limited	Elliott 90% Depth to saturated zone Shrink-swell
232A	Ashkum silty clay loam, 0 to 2 percent slopes	Very limited	Ashkum 90% Depth to saturated zone Shrink-swell
531B	Markham silt loam, 2 to 4 percent slopes	Very limited	Markham 92% Depth to saturated zone
531C2	Markham silt loam, 4 to 6 percent slopes, eroded	Very limited	Markham, eroded 96% Depth to saturated zone
830	Landfills	Not rated	Orthents, landfill 100%
4904A	Muskego and Peotone soils, ponded, 0 to 2 percent slopes	Very limited	Muskego, ponded 53% Ponding Subsidence Depth to saturated zone Organic matter content Shrink-swell Peotone, ponded 42% Ponding Depth to saturated zone Shrink-swell
W	Water	Not rated	Water 100%

Dwellings With Basements

Rating Options

Attribute Name: Dwellings With Basements

Dwellings are single-family houses of three stories or less. For dwellings with basements, the foundation is assumed to consist of spread footings of reinforced concrete built on undisturbed soil at a depth of about 7 feet.

The ratings for dwellings are based on the soil properties that affect the capacity of the soil to support a load without movement and on the properties that affect excavation and construction costs. The properties that affect the load-supporting capacity include depth to a water table, ponding, flooding, subsidence, linear extensibility (shrink-swell potential), and compressibility. Compressibility is inferred from the Unified classification of the soil. The properties that affect the ease and amount of excavation include depth to a water table, ponding, flooding, slope, depth to bedrock or a cemented pan, hardness of bedrock or a cemented pan, and the amount and size of rock fragments.

The ratings are both verbal and numerical. Rating class terms indicate the extent to which the soils are limited by all of the soil features that affect the specified use. "Not limited" indicates that the soil has features that are very favorable for the specified use. Good performance and very low maintenance can be expected. "Somewhat limited" indicates that the soil has features that are moderately favorable for the specified use. The limitations can be overcome or minimized by special planning, design, or installation. Fair performance and moderate maintenance can be expected. "Very limited" indicates that the soil has one or more features that are unfavorable for the specified use. The limitations generally cannot be overcome without major soil reclamation, special design, or expensive installation procedures. Poor performance and high maintenance can be expected.

Numerical ratings indicate the severity of individual limitations. The ratings are shown as decimal fractions ranging from 0.01 to 1.00. They indicate gradations between the point at which a soil feature has the greatest negative impact on the use (1.00) and the point at which the soil feature is not a limitation (0.00).

The map unit components listed for each map unit in the accompanying Summary by Map Unit table in Web Soil Survey or the Aggregation Report in Soil Data Viewer are determined by the aggregation method chosen. An aggregated rating class is shown for each map unit. The components listed for each map unit are only those that have the same rating class as listed for the map unit. The percent composition of each component in a particular map unit is presented to help the user better understand the percentage of each map unit that has the rating presented.

Other components with different ratings may be present in each map unit. The ratings for all components, regardless of the map unit aggregated rating, can be viewed by generating the equivalent report from the Soil Reports tab in Web Soil Survey or from the Soil Data Mart site. Onsite investigation may be needed to validate these interpretations and to confirm the identity of the soil on a given site.

Dwellings Without Basements

Aggregation Method: Dominant Condition
Tie-break Rule: Higher

DuPage County, Illinois
Survey Area Version and Date: 8 - 01/20/2012

Map symbol	Map unit name	Rating	Component name and % composition Rating reasons
146A	Elliott silt loam, 0 to 2 percent slopes	Very limited	Elliott 90% Depth to saturated zone Shrink-swell
232A	Ashkum silty clay loam, 0 to 2 percent slopes	Very limited	Ashkum 90% Depth to saturated zone Shrink-swell
531B	Markham silt loam, 2 to 4 percent slopes	Somewhat limited	Markham 92% Shrink-swell
531C2	Markham silt loam, 4 to 6 percent slopes, eroded	Somewhat limited	Markham, eroded 96% Shrink-swell Depth to saturated zone
830	Landfills	Not rated	Orthents, landfill 100%
4904A	Muskego and Peotone soils, ponded, 0 to 2 percent slopes	Very limited	Muskego, ponded 53% Ponding Subsidence Depth to saturated zone Organic matter content Peotone, ponded 42% Ponding Depth to saturated zone Shrink-swell
W	Water	Not rated	Water 100%

Dwellings Without Basements

Rating Options

Attribute Name: Dwellings Without Basements

Dwellings are single-family houses of three stories or less. For dwellings without basements, the foundation is assumed to consist of spread footings of reinforced concrete built on undisturbed soil at a depth of 2 feet or at the depth of maximum frost penetration, whichever is deeper.

The ratings for dwellings are based on the soil properties that affect the capacity of the soil to support a load without movement and on the properties that affect excavation and construction costs. The properties that affect the load-supporting capacity include depth to a water table, ponding, flooding, subsidence, linear extensibility (shrink-swell potential), and compressibility. Compressibility is inferred from the Unified classification of the soil. The properties that affect the ease and amount of excavation include depth to a water table, ponding, flooding, slope, depth to bedrock or a cemented pan, hardness of bedrock or a cemented pan, and the amount and size of rock fragments.

The ratings are both verbal and numerical. Rating class terms indicate the extent to which the soils are limited by all of the soil features that affect the specified use. "Not limited" indicates that the soil has features that are very favorable for the specified use. Good performance and very low maintenance can be expected. "Somewhat limited" indicates that the soil has features that are moderately favorable for the specified use. The limitations can be overcome or minimized by special planning, design, or installation. Fair performance and moderate maintenance can be expected. "Very limited" indicates that the soil has one or more features that are unfavorable for the specified use. The limitations generally cannot be overcome without major soil reclamation, special design, or expensive installation procedures. Poor performance and high maintenance can be expected.

Numerical ratings indicate the severity of individual limitations. The ratings are shown as decimal fractions ranging from 0.01 to 1.00. They indicate gradations between the point at which a soil feature has the greatest negative impact on the use (1.00) and the point at which the soil feature is not a limitation (0.00).

The map unit components listed for each map unit in the accompanying Summary by Map Unit table in Web Soil Survey or the Aggregation Report in Soil Data Viewer are determined by the aggregation method chosen. An aggregated rating class is shown for each map unit. The components listed for each map unit are only those that have the same rating class as listed for the map unit. The percent composition of each component in a particular map unit is presented to help the user better understand the percentage of each map unit that has the rating presented.

Other components with different ratings may be present in each map unit. The ratings for all components, regardless of the map unit aggregated rating, can be viewed by generating the equivalent report from the Soil Reports tab in Web Soil Survey or from the Soil Data Mart site. Onsite investigation may be needed to validate these interpretations and to confirm the identity of the soil on a given site.

Small Commercial Buildings

Aggregation Method: Dominant Condition
Tie-break Rule: Higher

DuPage County, Illinois
Survey Area Version and Date: 8 - 01/20/2012

Map symbol	Map unit name	Rating	Component name and % composition Rating reasons
142A	Elliott silt loam, 0 to 2 percent slopes	Very limited	Elliott 90% Depth to saturated zone Shrink-swell
232A	Ashkum silty clay loam, 0 to 2 percent slopes	Very limited	Ashkum 90% Depth to saturated zone Shrink-swell
531B	Markham silt loam, 2 to 4 percent slopes	Somewhat limited	Markham 92% Shrink-swell
531C2	Markham silt loam, 4 to 6 percent slopes, eroded	Somewhat limited	Markham, eroded 98% Shrink-swell Slope Depth to saturated zone
830	Landfills	Not rated	Orthents, landfill 100%
4904A	Muskego and Peotone soils, ponded, 0 to 2 percent slopes	Very limited	Muskego, ponded 53% Ponding Subsidence Depth to saturated zone Organic matter content Peotone, ponded 42% Ponding Depth to saturated zone Shrink-swell
W	Water	Not rated	Water 100%

Small Commercial Buildings

Rating Options

Attribute Name: Small Commercial Buildings

Small commercial buildings are structures that are less than three stories high and do not have basements. The foundation is assumed to consist of spread footings of reinforced concrete built on undisturbed soil at a depth of 2 feet or at the depth of maximum frost penetration, whichever is deeper. The ratings are based on the soil properties that affect the capacity of the soil to support a load without movement and on the properties that affect excavation and construction costs. The properties that affect the load-supporting capacity include depth to a water table, ponding, flooding, subsidence, linear extensibility (shrink-swell potential), and compressibility (which is inferred from the Unified classification of the soil). The properties that affect the ease and amount of excavation include flooding, depth to a water table, ponding, slope, depth to bedrock or a cemented pan, hardness of bedrock or a cemented pan, and the amount and size of rock fragments.

The ratings are both verbal and numerical. Rating class terms indicate the extent to which the soils are limited by all of the soil features that affect the specified use. "Not limited" indicates that the soil has features that are very favorable for the specified use. Good performance and very low maintenance can be expected. "Somewhat limited" indicates that the soil has features that are moderately favorable for the specified use. The limitations can be overcome or minimized by special planning, design, or installation. Fair performance and moderate maintenance can be expected. "Very limited" indicates that the soil has one or more features that are unfavorable for the specified use. The limitations generally cannot be overcome without major soil reclamation, special design, or expensive installation procedures. Poor performance and high maintenance can be expected.

Numerical ratings indicate the severity of individual limitations. The ratings are shown as decimal fractions ranging from 0.01 to 1.00. They indicate gradations between the point at which a soil feature has the greatest negative impact on the use (1.00) and the point at which the soil feature is not a limitation (0.00).

The map unit components listed for each map unit in the accompanying Summary by Map Unit table in Web Soil Survey or the Aggregation Report in Soil Data Viewer are determined by the aggregation method chosen. An aggregated rating class is shown for each map unit. The components listed for each map unit are only those that have the same rating class as listed for the map unit. The percent composition of each component in a particular map unit is presented to help the user better understand the percentage of each map unit that has the rating presented.

Other components with different ratings may be present in each map unit. The ratings for all components, regardless of the map unit aggregated rating, can be viewed by generating the equivalent report from the Soil Reports tab in Web Soil Survey or from the Soil Data Mart site. Onsite investigation may be needed to validate these interpretations and to confirm the identity of the soil on a given site.

APPENDIX B

Contact List

CONTACT LIST

Federal Agencies

U. S. Army Corps of Engineers
Regulatory Branch
111 North Canal Street, Suite 600
Chicago, Illinois 60606
(312) 846-6400
<http://www.usace.army.mil>

**U. S. D. A. Natural Resources
Conservation Service**
2315 Dean Street Suite 100
St. Charles, Illinois 60175
(630)584-7961 ext. 3
<http://www.il.nrcs.usda.gov/>

U. S. Fish & Wildlife Service
Chicago Illinois Field Office
1250 South Grove Street Suite 103
Barrington, Illinois 60010
(847) 381-2253
<http://www.fws.gov/>

U. S. Environmental Protection Agency
Region 5
77 West Jackson Boulevard
Chicago, Illinois 60604
(312) 353-2000
<http://www.epa.gov/region5/>

State Agencies

Illinois Department of Natural Resources
1 Natural Resources Way
Springfield, Illinois 62702-1271
(217) 782-6302
<http://dnr.state.il.us/>

Illinois Environmental Protection Agency
1021 North Grand Avenue East
P.O. Box 19276
Springfield, Illinois 62794-9276
(217) 782-3397
<http://www.epa.state.il.us/>

Illinois Department of Transportation
2300 West Dirksen Parkway
Springfield, Illinois 62764-0001
<http://www.dot.state.il.us/>

Illinois Natural History Survey
1816 South Oak Street
Champaign, Illinois 61820
(217) 333-6880
<http://www.inhs.uiuc.edu/>

County Offices

DuPage County

Administration Building
421 North County Farm Road
Wheaton, Illinois 60187
<http://www.co.dupage.il.us/>
630-407-6500

Development Department
(630) 407-6700

**Environmental Concerns Department
Stormwater Management Division**
(630) 407-6700

Solid Waste Department
(630) 407-6700

Health Department
111 North County Farm Road
Wheaton, Illinois 60187
(630) 682-7400

Forest Preserve District
3 S 580 Naperville Road,
Wheaton, Illinois 60189
(630) 933-7200

Kane County

Government Center
719 S. Batavia Ave.
Geneva, IL 60134
<http://www.co.kane.il.us/>
630-232-3400

Development Department
(630) 232-3492

Department of Environmental Management
630-208-5118

Forest Preserve District
(630) 232-5980

Health Department
1240 North Highland Avenue
Aurora, IL 60506
(630) 897-1124

ATTACHMENT 4

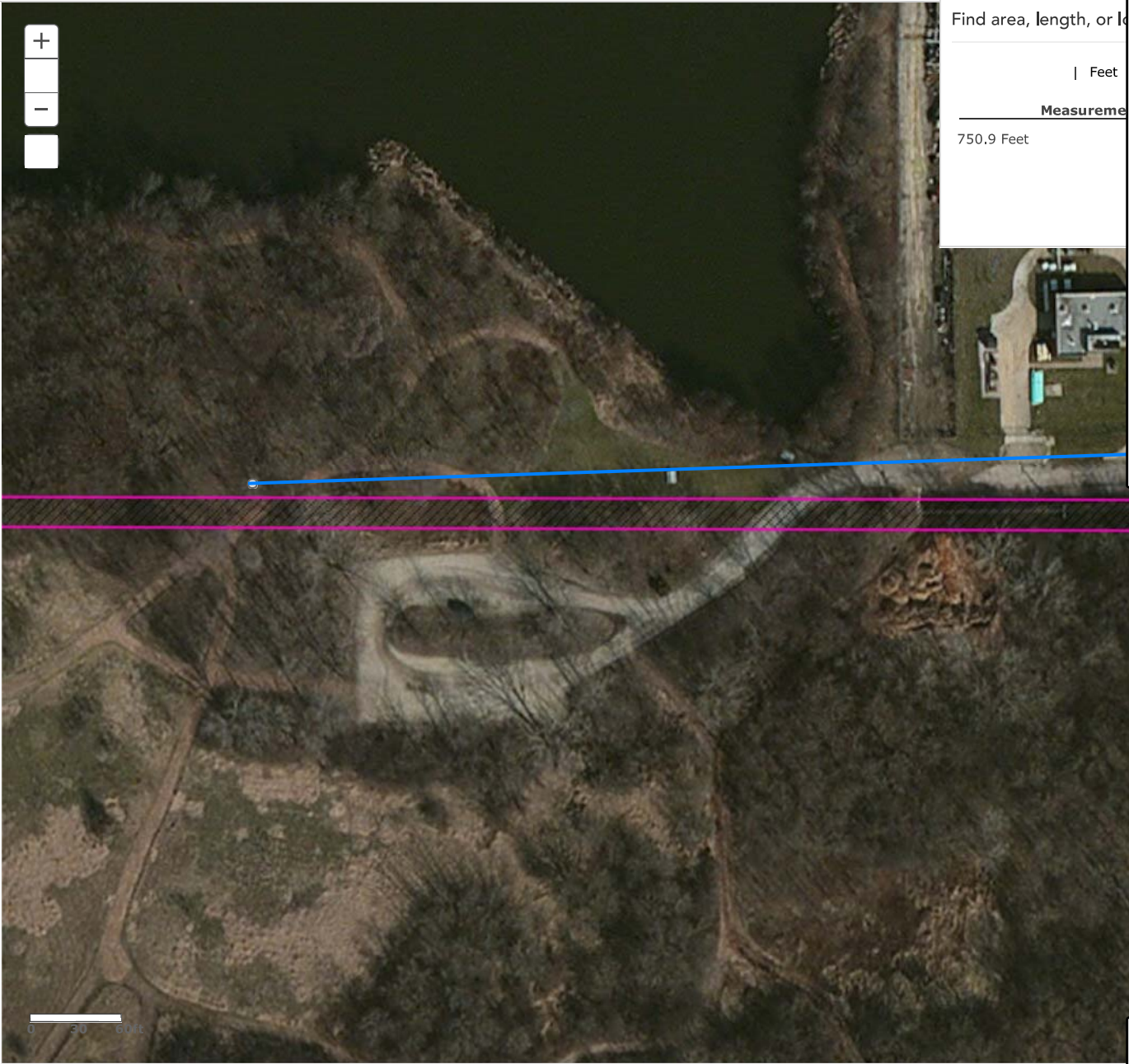
Salt Dome Lambert Lake Area



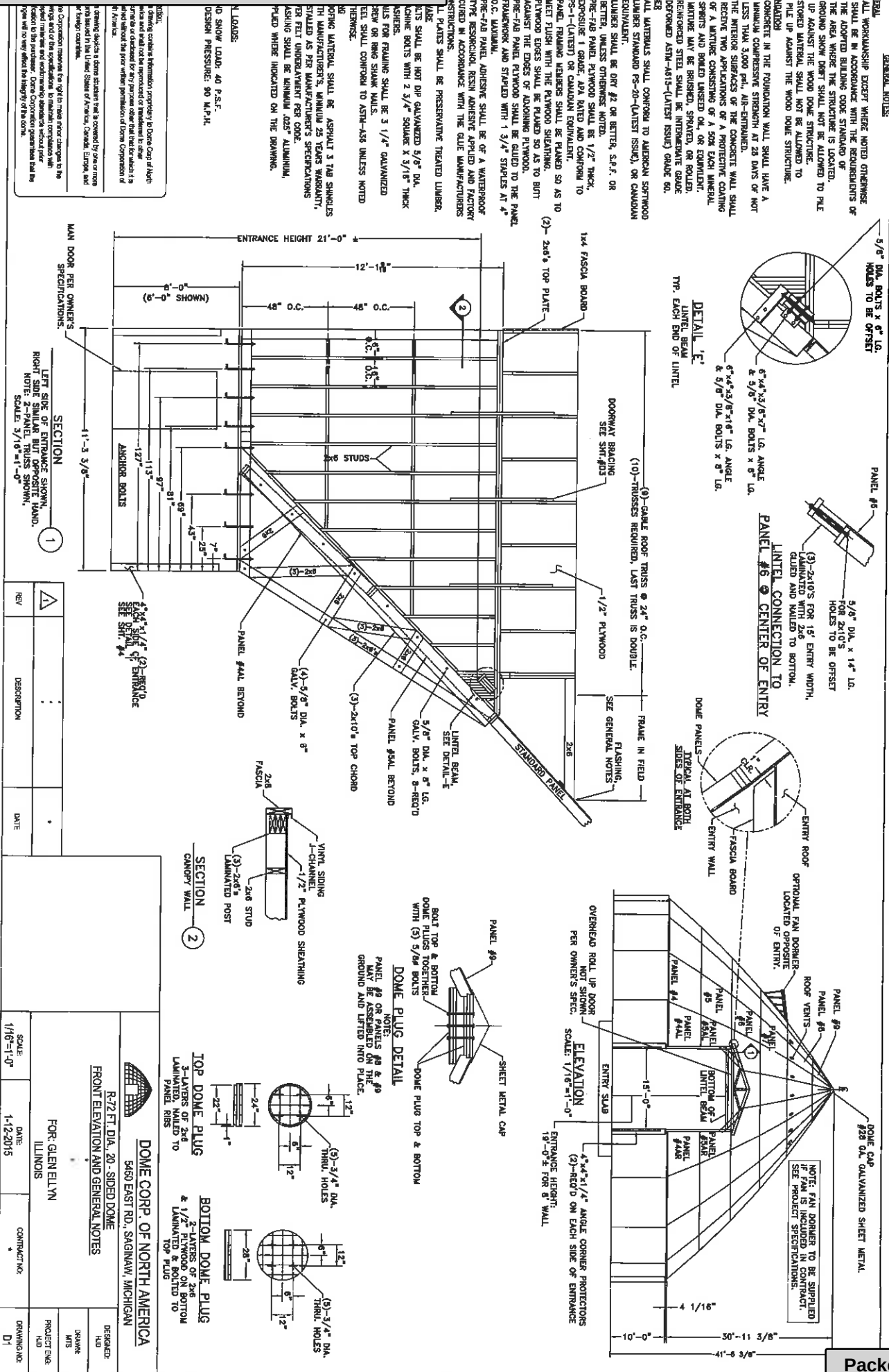
ATTACHMENT 5

Contents

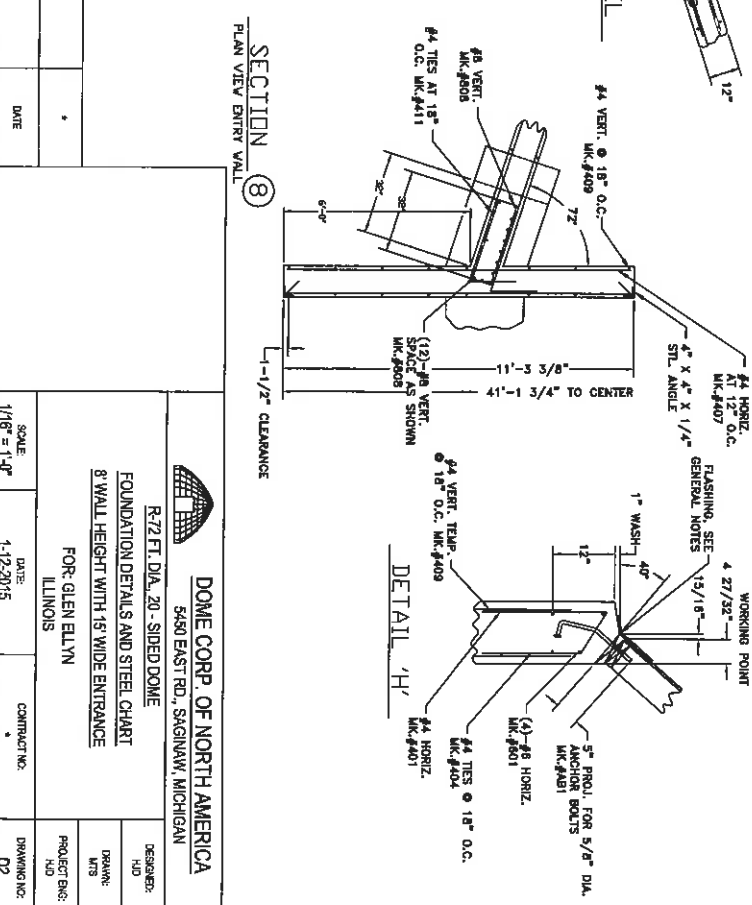
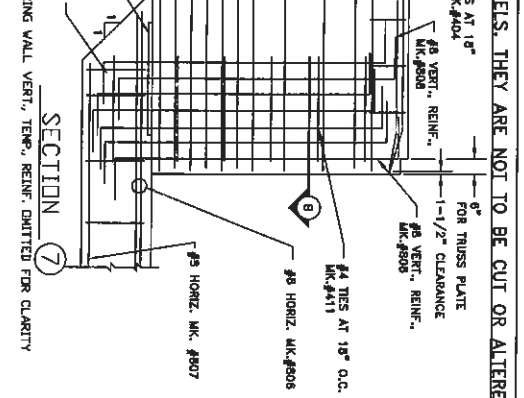
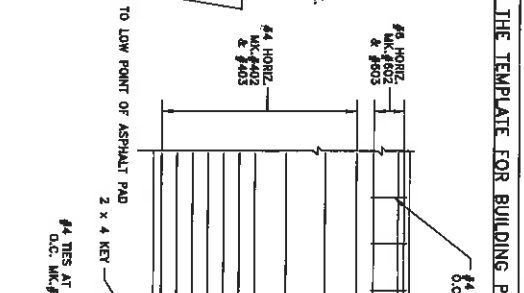
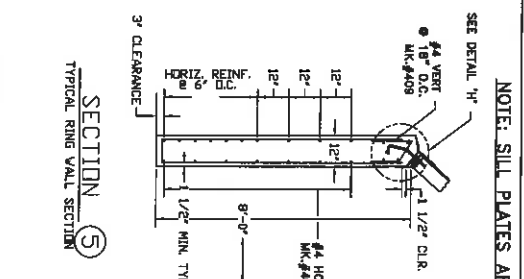
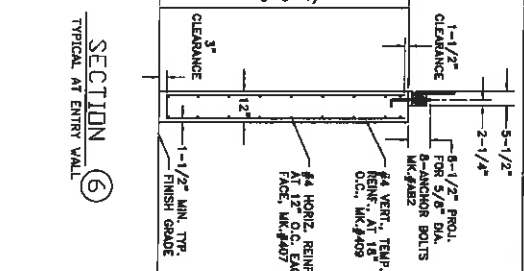
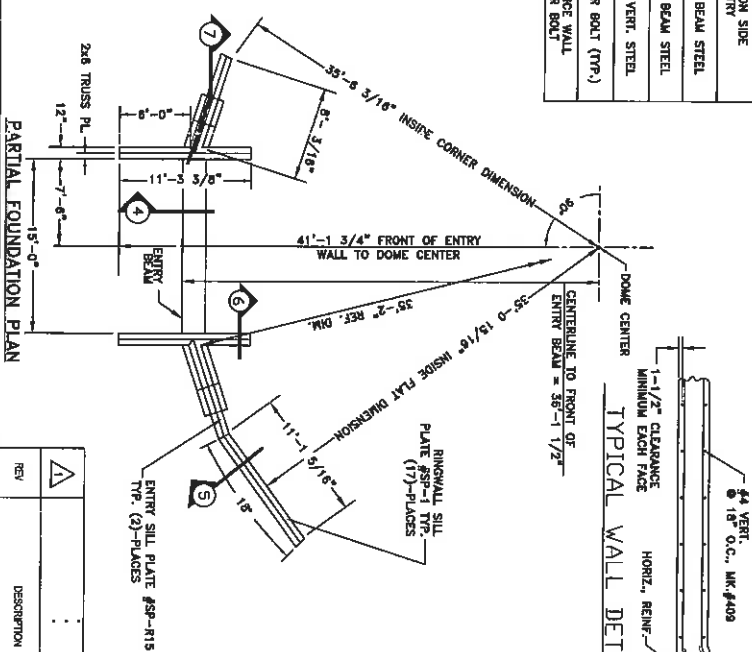
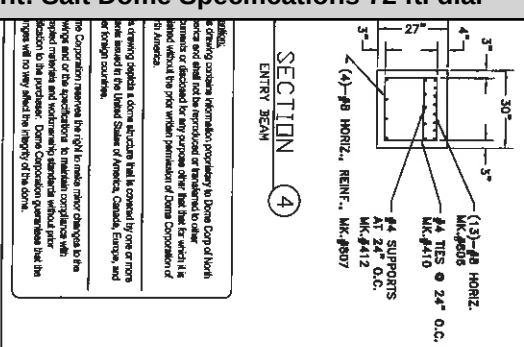
- ☐ Air Release Manhole
- ☐ Blow Off Valve
- ☐ CP Test Station - EDIT
- ☒ Easements
- ☐ Ground Bed
- ☐ Leaks
- ☒ Marker Balls
- ☐ Meter Stations
- ☐ Pipe Casing
- ☐ Rectifier
- ☐ Remotely Operated Valve
- ☐ System Valve
-  Imagery







MARK	QTY	SIZE	LENGTH	DETAILS	REMARKS
401	288	#4	13'-9"	18" 28" 11'-4"	WALL HORIZ. STEEL
402	17	#4	12'-10"	28" 8'-11" 18" 6"	WALL ON SIDE OF ENTRY
403	17	#4	10'-5"	8'-11" 18" 6"	WALL ON SIDE OF ENTRY
404	150	#4	4'-0"	8" 18" 21"	STIRRUP (TYP.)
407	36	#4	11'-0"	11'-0"	WINGWALL HORIZ. STEEL
408	164	#4	15'-4"	8" 7'-4"	VERT. TEMP. REINF.
410	13	#4	8'-8"	20" 3'-4" 8"	ENTRY BEAM STIRRUP
411	16	#4	7'-8"	7" 32" 7"	HORIZ. TIES @ ENTRY
412	13	#4	2'-8"	4'-1/2" 2'-0" 4'-1/2"	HORIZ. TIES @ ENTRY
501	68	#6	14'-11"	18" 45" 11'-4"	WALL HORIZ. STEEL
502	4	#6	14'-0"	18" 8'-11" 18" 6"	WALL ON SIDE OF ENTRY
503	4	#6	10'-5"	8'-11" 18" 6"	WALL ON SIDE OF ENTRY
506	13	#6	25'-2"	18" 18'-0" 55"	ENTRY BEAM STEEL
507	4	#6	22'-0"	38" 18'-0" 38"	ENTRY BEAM STEEL
508	24	#6	11'-9"	14" 9'-1" 14"	ENTRY VERT. STEEL
511	74	DIA.	1'-6"	8" 7" 3"	ANCHOR BOLT (TYP.)
512	8	DIA.	1'-0"	4" THRU 15" 3"	ANCHOR BOLT



NOTE: SILL PLATES ARE THE TEMPLATE FOR BUILDING PANELS. THEY ARE NOT TO BE CUT OR ALTERED IN ANY

REV	DESCRIPTION	DATE
1		

SCALE	DATE	CONTRACT NO.	DRAWING NO.
1/16" = 1'-0"	1-12-2015		D2

DOME CORP. OF NORTH AMERICA 5450 EAST RD., SAGINAW, MICHIGAN	
FOUNDATION DETAILS AND STEEL CHART 8" WALL HEIGHT WITH 15" WIDE ENTRANCE FOR: GLEN ELLYN ILLINOIS	
DESIGNED:	DRAWN:
PROJECT ENG:	PROJECT MGR:

**Preliminary Estimate for Salt Storage Facility
South Side of Lake Lambert**

Item	Unit	Unit Price	# of Units	Extension
Dome	Each	\$300,000	1	\$300,000
Excavation	Cubic Yards	\$45	900	\$40,500
PGE	Cubic Yards	\$40	399	\$15,944
Sub-Base	Square Yards	\$8	1196	\$9,566
HMA Binder	Tons	\$80	279	\$22,313
HMA Surface	Tons	\$85	93	\$7,903
Concrete Pad	Square Yards	\$60	400	\$24,000
Drainage	Lump Sum	\$10,000	1	\$10,000
Stormwater BMP	Lump Sum	\$30,000	1	\$30,000
Contingency	Lump Sum	\$46,023	1	\$46,023
			Construction	\$506,248
			Engineering	\$50,625
			Total	\$556,873

**Preliminary Estimate for Salt Storage Facility
North Side of Lake Lambert**

Item	Unit	Unit Price	# of Units	Extension
Dome	Each	\$300,000	1	\$300,000
Compensatory Storage	Cubic Yard	\$100	800	\$80,000
Ramp	Lump Sum	\$12,000	1	\$12,000
Parking Lot	Lump Sum	\$50,000	1	\$50,000
Contingency	Lump Sum	\$39,200	1	\$39,200
			Construction	\$481,200
			Engineering	\$48,120
			Total	\$529,320

