



Agenda
Village of Glen Ellyn
Special Workshop Meeting
Monday, August 15, 2016
5:30 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. Central Business District LED Street Lights: (Presented by Public Works Director Hansen) (5:30 p.m. - 6:00 p.m.)

1. Public Works Director Julius Hansen will present information regarding the potential replacement or upgrade of LED street lights in the Central Business District.

F. Special Event and Film Permit Policy Review: (Presented by Assistant Village Manager Stonitsch) (6:00 p.m. - 6:30 p.m.)

1. Assistant Village Manager Al Stonitsch will provide information regarding the Special Event Policy update and Commercial Filming Permits.

G. Village Personnel Manual Update: (Presented by Assistant Village Manager Stonitsch) (6:30 p.m. - 7:00 p.m.)

1. Assistant Village Manager Al Stonitsch will discuss the proposed Village Personnel Manual update.

H. Other Items

I. Adjournment



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

Meeting: 08/15/16 05:30 PM
Department: Public Works
Department Head: Julius Hansen
Category: Discussion Item
Prepared By: Julius Hansen

SCHEDULED

AGENDA ITEM (ID # 2361)

DOC ID: 2361

Public Works Director Julius Hansen will present information regarding the potential replacement or upgrade of LED street lights in the Central Business District.

Background:

The existing street lights in the CBD were installed in 1985 and the luminaires are near the end of the useful life with repairs becoming more difficult. These lights are a high pressure sodium ("HPS") system that consumes 188 watts total per luminaire while producing 1.5 foot candles of 2000 Kelvin producing amber colored light. These lights cost more to operate and maintain than the Light Emitting Diode ("LED") street lights. The implementation of LED is an environmentally friendly initiative since reducing energy consumption reduces air pollution created with the generation of electricity. This single project would remove 193,000 pounds of Carbon Dioxide annually. That is equal to planting 20 acres of trees. The project would include 295 street lights in the CBD. Consequently, public works is seeking the Village Board's input on purchasing LED street lighting for the CBD in order to reduce maintenance costs and electricity consumption.

Public Works has researched decorative LED street lighting to find a "convertible" Dark Sky and non Dark Sky option for the potential replacement of the street lights in the Central Business District (CBD). The research was based on the Board's most recent direction. This project has been identified in the Capital Improvement Plan (CIP) for the last few years and was budgeted this year to begin the program. Meetings were attended with the Capital Improvement Commission and Environmental Commission were attended and both commissions agreed to recommend the Holophane Full Cut Off dark sky compliant design. A meeting was conducted with the Historical Preservation Commission last year and they did not endorse the contemporary design. They recommended a replica of the existing design with LED in 2200 kelvin to reproduce the amber glow of the current lighting for the historic ambiance of the downtown. Historical Preservation Commission did not represent the majority. A bid opening was conducted and the bids were rejected by the Village Board. The street lights specified for the bid opening were required to be Dark Sky compliant and the Board decided to have street lights that are convertible.

Subject:

LED street lighting uses 75% less electricity than the HPS street lighting the Village currently uses. Aside from the reduced electricity costs and overall benefits to the environment, less electrical consumption would also free up electricity capacity that the Village could use for other purposes in the CBD, such as for holidays and special events. Recall that the current electrical infrastructure in the CBD has limited capacity and adding more electrical demand to the existing circuit(s) would likely lead to overload. Changing to LED's would free up some much needed capacity in the short-term. For the long-term, additional electrical work would still need to be completed on the separate circuit that powers the 120 volt duplex receptacles to make the system more robust. Such work would include more duplex receptacles.

Fixture Options

A decision needs to be made concerning the style of the decorative luminaires that will be purchased for the CBD to move the project forward. Should the new LED luminaires be a replica of the existing style or a different style? Previously the Board decided on a convertible design that was researched, created and recently put on display for evaluation. The cost of a new LED luminaire that converts from Dark Sky to non-Dark Sky will range from \$775 to \$1550. **(Total cost would range from \$230K to \$460K for the fixture only.)** The amount of money to be spent, like on every project, needs to be decided on for the best value.

The maximum effective life of the new luminaires should last at least 30 years based on the life span of our existing lights. Note: It can be difficult to know how long LED lights will last as this is somewhat newer technology in the street lighting context, but most vendors nonetheless offer 10 year warranties. If a mid price point fixture is purchased the payback for these lights would be 15 years. The ultimate cost of this proposed lighting transition is driven by the type of LED that the Village Board selects for this project and the bid results

CBD Street Light LED Prototypes Display (see diagram attachment)

To help facilitate this decision, Public Works has assembled another display of luminaires **that are all LED convertible from Dark Sky to non-Dark Sky** to assist with the Board's evaluation of selecting a street light for the CBD.

Public Works is seeking the Board's evaluation of these LED street lights on display, and is requesting that the Board observe the lighting options prior to the workshop if at all possible.

Evaluation Criteria:

As the Board evaluates the street lights on display, consider the quality of a LED street light based upon the following factors:

1. Appearance & quality of the light: color, glare, uniformity, consistency.
2. Illumination of the surface: brightness, pattern, shadowing.
3. Quality of the underlying LEDs and the luminaire (company of origin).
4. Appearance of the luminaire that displays the LED light.
5. Street, sidewalk, building and tree illumination.

Fixture/Luminaire Sample Types: (see attachment)

The location numbers listed 1-8 below are also shown on the map provided for easy identification of the location of each described LED Street light on display. The map and numbering system starts with location #1 at the alley west of 503 Duane on the North side of Duane west of Main St. From there you can walk to the East then making a right face before crossing Main Street head south ending at the parking lot exit at location #6. The other locations start directly across Main Street with #7 located next 419 Main Street with #8 to the North.

Location #1:

Spring City is the same company that in 1985 manufactured the current street lights in the CBD.

This Spring City luminaire on display is a custom made LED reproduction of the existing CBD streetlights. The additional custom feature allows it to be converted to non-Dark Sky. This is the Dark Sky version. The Historical Preservation Commission recommends this style of luminaire design with the amber color of 2200k to keep the downtown lighting historically accurate. The light on display is currently specified with 3000k for that is the preferred light color of the majority of people that have given feedback. The light was modified with a custom etched plexiglass panel to cover the diodes to reduce the glare of light by diffusing the concentration of light from the diodes. The LED components are made by CREE. The Capital Improvements Commission is opposed to this luminaire because of the antiquated style. The Historical Preservation Commission liked the replica style. The amount of wattage and light output can be adjusted and the dimmer switch is displayed on maximum. The cost is \$1550 per luminaire.

Location #2:

This is the same custom **Spring City** LED reproduction of the existing CBD luminaire with an additional custom feature allowing it to be converted to be Dark Sky. This is the non-dark sky version. The added feature was requested by the Board after rejecting the bids of a Dark Sky compliant light recommended by the Capital Improvements Commission and the Environmental Commission. This feature provides up-lighting to illuminate the buildings and trees in the CBD. The amount of wattage and light output can be adjusted and the dimmer switch is displayed on maximum. The cost is \$1550 per luminaire.

Location #3:

This is the modified **Holophane** (Acuity) as specified by the Capital Improvements Commission with adjustable wattage from 28w to 70w currently set at 50 watts & 3000K, producing 2.8 foot candles. The custom modifications reduced the glare of light from the diodes with an etched glass panel to diffuse the concentration of light, and the light output was also reduced with a dimmer module to control wattage. LED's used in this fixture are from Nichia, a market leader like CREE. This luminaire is dark sky compliant (without floodlight). The Environmental Commission was supportive of this option. The Historical Preservation Commission is opposed to it. The cost is \$983.00 Per luminaire.

The additional feature added to this street light is the accentuating floodlight to illuminate buildings and trees as requested by the Board. This additional feature cost \$450 per light. As many of these flood lights as needed could be installed to provide the required illumination. Public Works estimates 50 floodlights would achieve the Boards objective. The flood lights can be adjusted with a dimmer switch per location as needed. To convert this street light to be Dark Sky compliant the flood light is removed.

Location #4:

This is the same modified **Holophane** (Acuity) street light without the flood light. This is the Dark Sky compliant luminaire as originally recommended. It is simply converted by adding or removing the flood light. The cost is \$983.00 Per luminaire.

Location #5:

This is a stock **Holophane** (Acuity) street light with the glass acorn style luminaire. It is 40 watts

and 3000k . The LED componets are Nichia. It has a metal cover on top of the glass to be Dark Sky compliant. The cost is \$845.00

Location #6:

This is a stock **Holophane** (Acuity) street light with the glass acorn style luminaire as described above. This example has the metal cover on top removed to allow up-lighting for buildings and trees. The cover on top of the glass coverts the street light back to being Dark Sky compliant. The cost is \$775.00.

Location #7:

The **Sternberg** street light is the custom made LED reproduction of the existing CBD street lights. This example has etched glass to hide the internal components and reduce the glare of the LED. It is 58 watts that can be adjusted with the LED components made by CREE. It has the added up-lighting feature. This example is non Dark Sky compliant as displayed but a switch control can tun off the upper light making it Dark Sky compliant. The Historical Preservation Commission liked the replica style. The amount of light output can be adjusted and the dimmer switch is on maximum. The cost is \$1470.

Location #8:

This **Sternberg** street light is the same custom made LED reproduction of the existing CBD street lights, but it has the added up-lighting feature. This example has clear glass and a cover over the diodes to reduce glare. It has adjustable wattage with 58 watts maximum as displayed.. This example is non Dark Sky compliant but a switch control can tun off the upper light making it Dark Sky compliant. The amount of light output can be adjusted and the dimmer switch is on maximum. The cost is \$1470.

Grant Funding

Early last year, public works received notice from the Illinois Clean Energy Community (ICE) Foundation that the grant application submitted for converting the Central Business District's HPS street lighting to an LED system, was approved for the maximum amount of \$25,000. Public works had accepted the grant on behalf of the Village, based on having money budgeted for the project. A extension of the deadline was requested early this year and it was approved. These funds must be allocated by November 1, 2016. The Department of Commerce and Economic Opportunity (DCEO) has offered a grant that the Village could be eligible for, but some predict those funds will no longer be available from the State of Illinois. Total available from DCEO could be up to \$20,000, but the last time it was awarded was in 2014.

Budget Impact:***Estimated ROI of LED's: (See Attachment)***

Total cost for this project is estimated to range from \$228,625 to \$557,250 depending the selection of luminaire and who would install all of them. The expected Return on Investment (ROI) is difficult to gage given the various different options available. The Village currently spends on average \$16,000 annually (estimated at \$240,000 over 15 years) for parts and labor to maintain the 295 street lights in the CBD. Total electrical costs on average is \$15,000 annual (\$225,000 over

15 years). Electricity savings should total \$170,000 over 15 years, given that LED uses 75% less electricity equaling \$56,000 compared to \$225,000. Therefore, the total savings including electrical costs, parts and public works labor equals \$410,000 over a 15 year period or \$27,000 per year exclusive of any inflationary cost factors, and factoring in some minor maintenance costs with LED lights.

The capital cost to change from HPS to LED street lights in the CBD is estimated to be range from \$228,625 (least expensive choice with no contractor installation expense) to \$557,250 (most expensive choice installed by contractor). The Village has budgeted \$105,000 in 2016 Capital Projects Fund and \$30,000 in the Parking Fund for this project. The project would be completed in 2017, over two calendar years as proposed. The following table illustrates a concept two-year project budget (~\$425,000) using a mid-range lighting fixture cost and contract labor.

CONCEPT PROJECT BUDGET

Cost Type	CY2016	CY2017	TOTAL
LIGHTS	\$144,993	\$144,993	\$289,986
ELECTRICAL SUPPLIES	\$17,500	\$17,500	\$35,000
LABOR	\$50,000	\$50,000	\$100,000
TOTAL	\$212,493	\$212,493	\$424,986
REVENUES	CY2016	CY2017*	TOTAL
CAPITAL FUND- BUDGETED	\$105,000	\$190,000	\$295,000
CAPITAL FUND-BUDGETED AMEND.*	\$50,000	0	\$50,000
PARKING FUND	\$30,000	\$30,000	\$60,000
GRANT	\$25,000	0	\$25,000
TOTAL	\$210,000	\$220,000	\$430,000

*PROPOSED

Strategic Plan:

Strategic Issue V: INFRASTRUCTURE and Strategic Issue VI: FINANCIAL SUSTAINABILITY

Updating the lighting in the CBD, utilizing new LED technology, improving the look and feel of downtown, being more environmental conscious by reducing electricity use and taking advantage of some nominal grant funding, are all reasons for the village to update the CBD street lighting. In addition, there is a significant upside if LED lights have extended life cycles, as the annual savings would continue and improve overall ROI.

Summary/Next Steps:

Updating the lighting fixtures in the CBD, utilizing new LED technology, improving the look and feel of downtown, being more environmental conscious by reducing electricity use, and taking advantage of some nominal grant funding, are all reasons for the Village to consider updating the CBD street lighting. In addition, there is a significant upside if LED lights and fixtures have extended life cycles, as the annual savings would continue and improve the overall ROI. Public works has sought input from three (3) commissions on this topic to help inform the Board's decision-making process, and looks forward to receiving feedback and direction from the Village Board at the August 15 Workshop.

Agenda Item (ID # 2361)

Meeting of August 15, 2016

ATTACHMENTS:

- Letter from the Historical Commission i.e. CBD Streetlights (PDF)
- Installation cost comparison (PDF)
- Manufacturer Comparison (PDF)
- Side by Sides Comparison HPS TO LED (PDF)
- Map of display locations and photos (PDF)
- ROI of LED (PDF)
- LED street light manufacturers (DOCX)

May 10, 2016



President Demos
Village Board of Trustees
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137

Dear President Demos:

It has come to the attention of the Historic Preservation Commission that the Village is considering the selection of new streetlights for our central business district. These newly designed lights have absolutely no relationship to our current lights which are very close in design to Glen Ellyn's original lights dating from the early 1900's. I've enclosed a copy of an early downtown street scene from a book on Glen Ellyn history, showing one of the early lights. The newly designed lights are totally inappropriate for a small town, but instead, are typical of what you would see in the City of Chicago.

The Historic Preservation Commission is doing what we are instructed to do, based on our ordinance, which is to promote, protect and preserve the architecture and historic ambiance of the Village of Glen Ellyn. Our obligations have taken on even more importance since our downtown was elected to the National Register of Historic Places. When the National Register representatives presented our award, they complimented Glen Ellyn on the excellent preservation of our central business district. They also stated that they expect us to continue to do so!

Even though it may not be apparent to individuals who are not directly involved in historic preservation, the overall appearance of a business district is not just architectural design, but it also encompasses many other accouterments that contribute to that magical term, ambiance. These vitally important accouterments include such things as historic signage design, street treatments, and yes, streetlights, all of which make a huge difference in overall presentation and appearance. According to a survey conducted by the National Trust, the promotion and protection of historic ambiance helps to attract shoppers, encourages heritage tourism, and will oftentimes entice new businesses to set up shop in those communities that promote and protect their historic ambiance.

The Historic Preservation Commission respectfully requests that the Village Board continue to seek a design that is similar to our current lamps.

Sincerely,

Lee Marks
Chairman, Historic Preservation Commission

Two Hotels



Danby House

A second hotel was added to Danby when Milo Meacham built the Danby House on the southwest corner of Main and Delavan Streets. The hotel had a large meeting hall and was a popular meeting place for political debates and other social events. It was rumored that Lincoln had given a political address here.

The Reverend James McChesney came to Danby and held services in the hall of Danby House. (The Reverend McChesney was the grandfather of the McChesney brothers, who with their father, began a merchandising career in Danby and he was the great-grandfather of Charles McChesney, one of Glen Ellyn's best known grocers and volunteer firemen.)

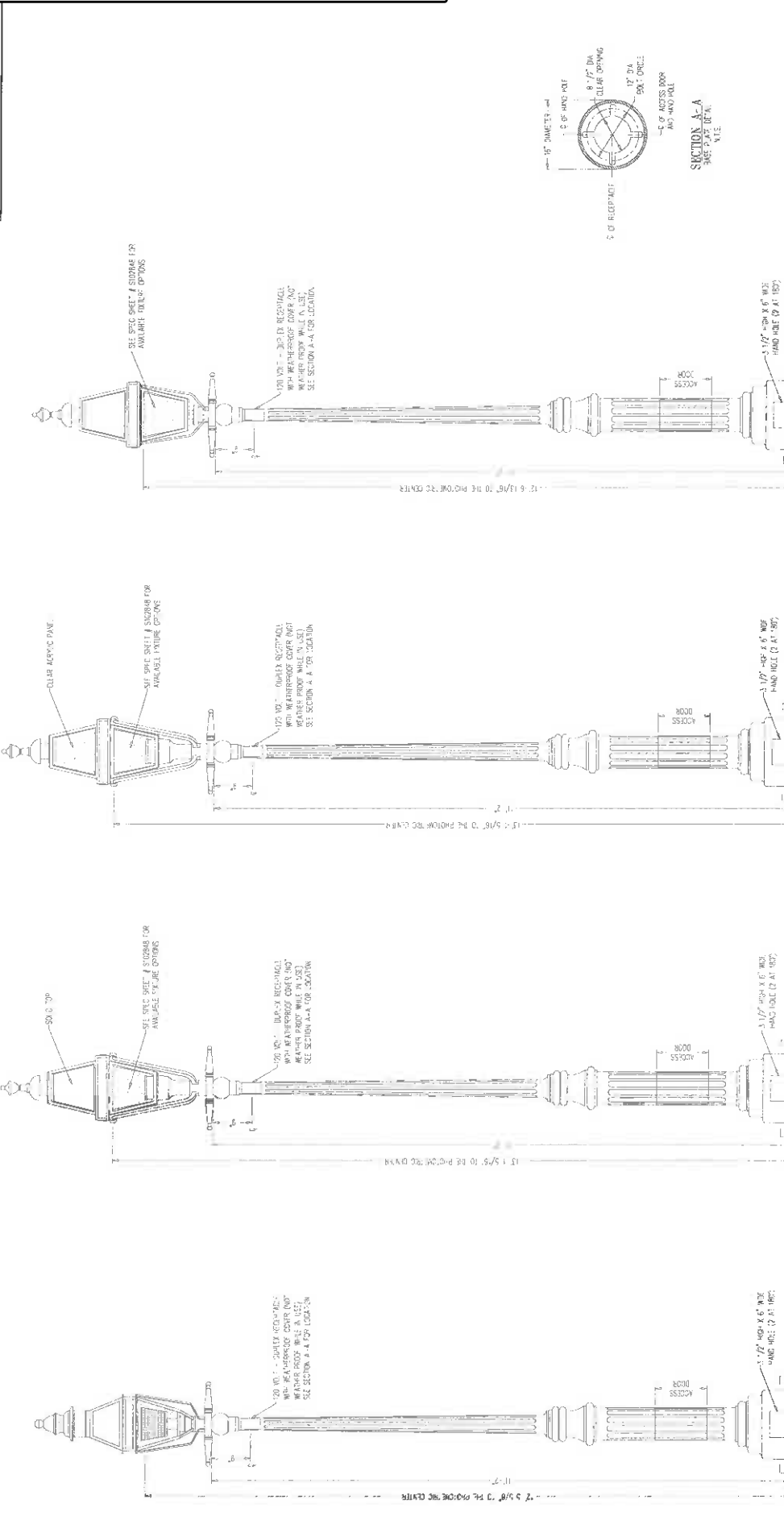
Installation Cost Comparisons

2016 CBD LED Streetlights						
Village of Glen Ellyn						
Entity	Labor Installation Costs	Vehicle Installation Costs	Total Installation	Phase I Installation (145)	Phase II Installation (150)	Total Cost Installation (295)
Public Works (2 employees including benefits and lift truck)	\$133.34	\$61.26	\$194.60	\$28,217.00	\$29,190.00	\$57,407.00
Utility Dynamics			\$340.00	\$49,300.00	\$51,000.00	\$100,300.00

The following information describes four different LED street light designs that can be converted between Dark Sky and Non Dark Sky. In each case both types are currently displayed (see map for locations).

At locations #1 and #2 @ the South side of Duane St. just West of Main St. the Spring City manufactured LED street lights are displayed.

This drawing is property of Spring City Electric Mfg. Co. and is loaned to you for your use only. It is not to be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Spring City Electric Mfg. Co.



Spring City Electric Mfg. Co.
 1100 W. 10th St. - St. Cloud, MN 56301-1000
 PHONE (800) 451-1000 • FAX (800) 451-1001 • WWW.SCEMFG.COM

SECTION	11'-0" HANCOCK POST WITH THE NANTUCKET CONVERSION LED LUMINAIRE		
CUSTOMER	ST. CLOUD	DATE	01-14-2015
SCALE	1" = 1'-0"	DRAWN BY	5/22/14

Packet Pg. 14

Packet Pg. 15

This drawing is property of Spring City Electric Mfg. Co. and is loaned to the resident with the understanding that it shall not be copied, duplicated, passed on to unauthorized parties, nor used for any purpose other than that for which it is specifically furnished except with Spring City's written permission.

LUMINAIRE SPECIFICATIONS

STYLE: JEFFERSON (OPEN / UT TOP DESIGN)
 FINISH: 15 3/16" SQUARE
 MOUNT: CAST ALUMINUM ALLOY (A.S.I.) 356, PER A.S.T.M. B26-B35
 MATERIAL: CLEAR ACRYLIC FORMED GLOBE WITH OPTIONAL INTERNAL
 GLOBE: DIFFUSING PANEL
 FINISH: POWDER COAT - RIVER TEXTURE GLOSS BLACK
 LAMPING: 70 WATT LED SYSTEM WITH 10 WATT DEDICATED UPLIGHT
 SYSTEM
 VOLTAGE: ELECTRONICALLY WIRED FOR 120-277 VOLTS
 COLOR TEMPERATURE: PLEASE SEE QUANTITY DISTRIBUTION
 DISTRIBUTION: TYPE II REFRACTIVE OPTICS (ASYMMETRIC DISTRIBUTION)
 CATALOG NO.: ALUMFT-W-LED70D-FW/53-___-003-___-F5D-___-01

COLOR TEMP.	CATALOG NO.	COLOR TEMP.	CATALOG NO.	COLOR TEMP.	CATALOG NO.
3000K (WARM)	22	3000K (WARM)	22	3000K (WARM)	22
3000K (WARM)	22	3000K (WARM)	22	3000K (WARM)	22
3000K (WARM)	22	3000K (WARM)	22	3000K (WARM)	22
3000K (WARM)	22	3000K (WARM)	22	3000K (WARM)	22

PROJECTED AREAS AND WEIGHT

SECTION	PROJ. AREA	GA.	E.P.A.
HOLDER	2.95 Sq. Ft.	1.20	3.54 Sq. Ft.
TOTAL ASSEMBLY WEIGHT		52 LBS.	

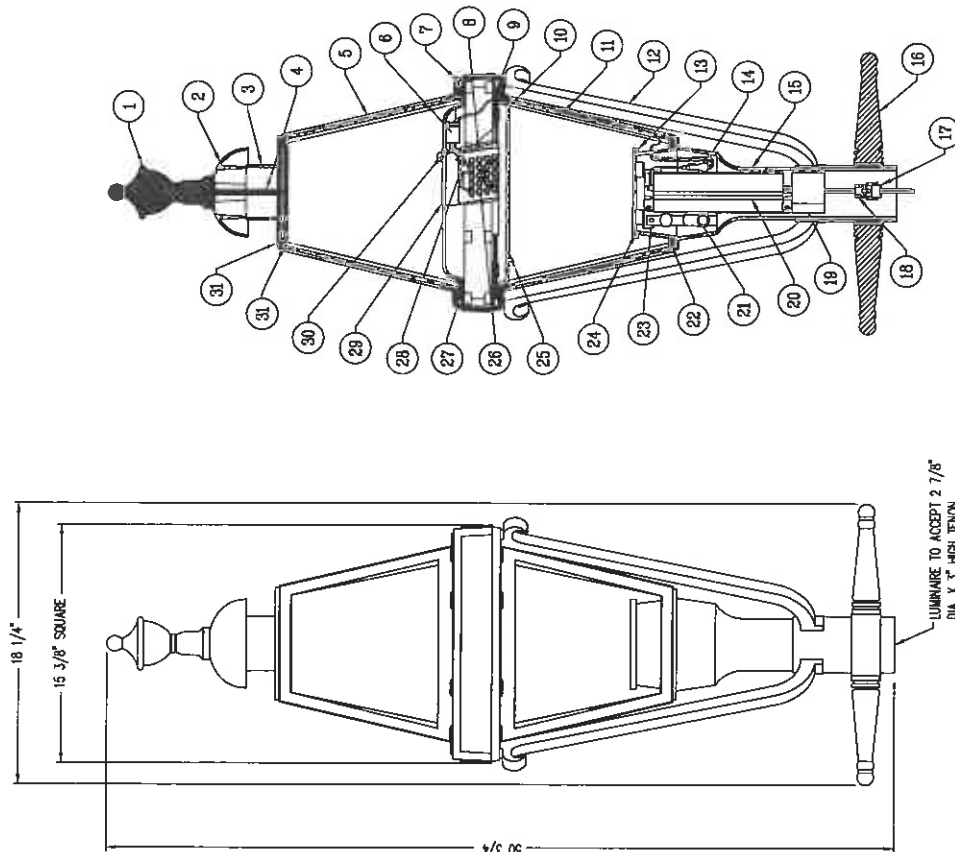


Spring City Electrical Mfg. Co.

HALL AND MAIN STREETS - P.O. BOX 19 - SPRING CITY, PA. 19475
 PHONE (610) 940-4000 - FAX (610) 940-5077 - WWW.SPRINGCITY.COM

DESCRIPTION	THE JEFFERSON OPEN / UT TOP LED LUMINAIRE WITH THE CROSSFIRE™ GENERATION THREE LED OPTICAL SYSTEM		
CUSTOMER	GLEN ELLYN, IL		
JOB			
DRAWN BY:	DATE	SPEC. SHEET NO.	PAGE NO.
B.K.R.	07-23-2015	S102848	3 OF 4

- 1) FINAL: CAST ALUMINUM, 356 ALLOY, SECURED WITH (1) 3/8"-16 THREADED ROD
- 2) VENT HOOD: CAST ALUMINUM, 356 ALLOY, SECURED WITH (1) 3/8"-16 THREADED ROD
- 3) ALUMINUM TUBE: 3 1/2" OD X 0.125" WALL X 2' LONG SECURED WITH (1) 3/8"-16 THREADED ROD
- 4) THREADED ROD: 3/8"-16 X 5" LONG STAINLESS STEEL FULLY THREADED ROD
- 5) UPPER OPEN CASE: CAST ALUMINUM, 356 ALLOY, SECURED WITH (8) 10-24 X 1/2" LONG FLAT HEAD PHILLIPS STAINLESS STEEL MACHINE SCREWS
- 6) UPPER DRIVER: 10 WATT LED DRIVER FOR DEDICATED UPLIGHT LED SYSTEM
- 7) COOLCAST HEAT DISSIPATING ROOF: CAST ALUMINUM, 356 ALLOY, SECURED WITH (6) 10-24 X 1/2" LONG FLAT HEAD PHILLIPS STAINLESS STEEL MACHINE SCREWS
- 8) CROSSFIRE™ GENERATION THREE OPTICAL SYSTEM: INJECTION MOLDED REFRACTIVE ACRYLIC, TYPE II (ASYMMETRIC DISTRIBUTION)
- 9) GASKET: SILICONE GASKET
- 10) LOWER OPEN CASE: CAST ALUMINUM, 356 ALLOY, WELDED TO STRUTS
- 11) GLOBE: VACUUM FORMED, ONE PIECE PANEL ASSEMBLY, CLEAR ACRYLIC
- 12) STRUTS: CAST ALUMINUM, 356 ALLOY, WELDED TO FITTER (4 LOCATED 90° APART)
- 13) DRIVER HOUSING COVER: CAST ALUMINUM, 356 ALLOY, (4) 1/4-20 X 1/2" LONG FLAT HEAD PHILLIPS STAINLESS STEEL MACHINE SCREWS
- 14) PUSH-IN QUICK DISCONNECT: 2 POLE BLACK/WHITE
- 15) FITTER: CAST ALUMINUM, 356 ALLOY, SECURED TO TENSION WITH (4) 3/8"-16 X 5/8" LONG CUP POINT SOCKET STAINLESS STEEL SET SCREW
- 16) LADDER REST: CAST ALUMINUM, 356 ALLOY, WELDED TO FITTER (2 LOCATED 180° APART)
- 17) POLE WIRE HARNESS: 10 GAUGE WIRES SUPPLIED WITH QUICK DISCONNECT FOR INCOMING POWER
- 18) LUMINAIRE WIRE HARNESS: 14 GAUGE WIRES SUPPLIED WITH QUICK DISCONNECT FOR INCOMING POWER
- 19) OPTIONAL DIMMING MODULE: PHILIPS 0-10V DYNAMIMER LIGHTING CONTROL SYSTEM
- 20) LED DRIVER: DRIVER TO BE DETERMINED (BASED ON REQUIRED WATTAGE), SECURED WITH (2) 1/4-20 X 3/8" LONG ROUND HEAD PHILLIPS STAINLESS STEEL MACHINE SCREWS
- 21) SURGE PROTECTOR: 10KV PROTECTION
- 22) GASKET: NEOPRENE GASKET
- 23) BRACKET: 16 GAUGE GALVANIZED STEEL DRIVER BRACKET, SECURED WITH (2) 10-24 X 3/8" LONG ROUND HEAD PHILLIPS STAINLESS STEEL MACHINE SCREWS
- 24) GASKET: NEOPRENE GASKET
- 25) OPTIONAL DIFFUSER LENS: FROSTED ACRYLIC LENS INSIDE FORMED CLEAR ACRYLIC GLOBE
- 26) LED SYSTEM: 1 WATT CREE XTE LED CHIPS (CHIP COUNT DETERMINED BY REQUIRED WATTAGE)
- 27) GASKET: SILICONE GASKET
- 28) QUICK DISCONNECT: MICRO MATE-IN-LOCK CONNECTOR, 2 POSITION
- 29) UPLIGHT LED SYSTEM: BRIDGELUX XERO 18 LED ARRAY FOR DEDICATED 10 WATT UPLIGHT LED SYSTEM
- 30) GROMMET: SILICONE RUBBER GROMMET FOR PASSING BRIDGELUX LED WIRE HARNESS THROUGH CAST ALUMINUM ROOF
- 31) GASKET: NEOPRENE GASKET
- 32) MOUNTING PANEL: 1/4" THICK 6061 ALUMINUM ALLOY, WELDED TO UPPER OPEN CASE FRAME, TAPPED TO ACCEPT 3/8"-16 THREADED ROD



This drawing is property of Spring City Elec. Mfg. and is loaned to the recipient with the understanding that it is not to be copied, duplicated, passed on to unauthorized parties, nor used for any purpose other than for which it is specifically furnished except with Spring City's written permission.

LUMINAIRE SPECIFICATIONS

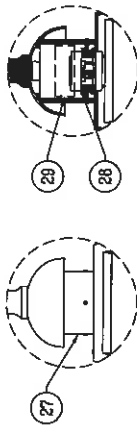
STYLE: THE JEFFERSON / NANTUCKET CONVERSION KIT
 HEIGHT: 40 7/8" (AFTER CONVERSION)
 MATERIAL: CAST ALUMINUM, 356 ALLOY, SECURED WITH (6) 10-24 X 1/2" LONG FLAT HEAD PHILLIPS STAINLESS STEEL MACHINE SCREWS
 GLOBE: CLEAR ACRYLIC FORMED GLOBE WITH OPTIONAL INTERNAL DIFFUSING PANEL
 FINISH: POWDER COAT - RIVER TEXTURE GLOSS BLACK
 LAMPING: 70 WATT LED SYSTEM
 VOLTAGE: ELECTRONICALLY WIRED FOR 120-277 VOLTS
 COLOR TEMPERATURE: PLEASE SEE BELOW
 DISTRIBUTION: TYPE III REFRACTIVE OPTICS (ASYMMETRIC DISTRIBUTION)
 CATALOG NO.: ALCOFF-LED70/2W/CS-___-CS3-___-F3F-___-CU

COLOR TEMPERATURE	CATALOG NO.	COLOR TEMPERATURE	CATALOG NO.	COLOR TEMPERATURE	CATALOG NO.
2700K (WARM WHITE)	22	3000K (NEUTRAL WHITE)	23	4000K (COLD WHITE)	24
5000K (DAYLIGHT)	25	5500K (DAYLIGHT)	26	6500K (DAYLIGHT)	27

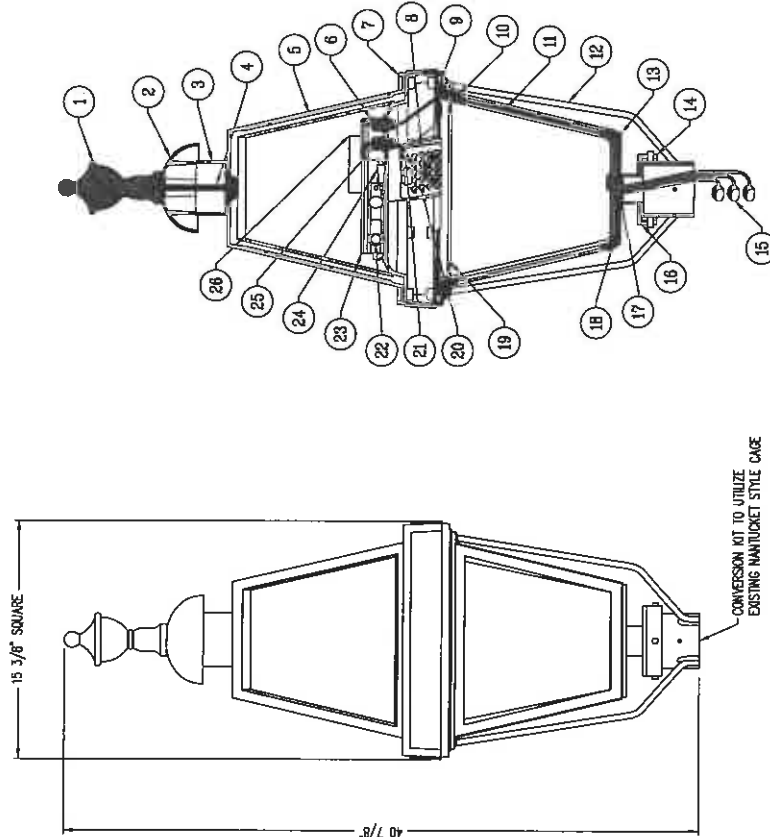
AVAILABLE GLOBE OPTIONS

AVAILABLE DIMMING CONTROLS

- 1) FINAL: CAST ALUMINUM, 356 ALLOY, SECURED WITH (1) 3/8"-16 THREADED ROD
- 2) VENT HOOD: CAST ALUMINUM, 356 ALLOY, SECURED WITH (1) 3/8"-16 THREADED ROD
- 3) ALUMINUM TUBE: 3 1/2" OD X 0.125" WALL X 2" LONG SECURED WITH (1) 3/8"-16 THREADED ROD
- 4) THREADED ROD: 3/8"-16 X 5" LONG STAINLESS STEEL FULLY THREADED ROD
- 5) CLOSED TOP ROOF: CAST ALUMINUM, 356 ALLOY, SECURED WITH (6) 10-24 X 1/2" LONG FLAT HEAD PHILLIPS STAINLESS STEEL MACHINE SCREWS
- 6) CORD GRP: MALLIBOND LIQUID TIGHT NYLON CORD GRP, 3 CORD, 3/8" MPT SIZE
- 7) COULCAST HEAT DISSIPATING ROOF: CAST ALUMINUM, 356 ALLOY, SECURED WITH (6) 10-24 X 1/2" LONG FLAT HEAD PHILLIPS STAINLESS STEEL MACHINE SCREWS
- 8) CROSSFIRE GENERATION THREE OPTICAL SYSTEM: INJECTION MOULDED REFRACTIVE ACRYLIC, TYPE III (ASYMMETRIC DISTRIBUTION)
- 9) GASKET: SILICONE GASKET
- 10) LOWER OPEN CASE: CAST ALUMINUM, 356 ALLOY, WELDED TO STRUTS
- 11) GLOBE: VACUUM FORMED, ONE PIECE PANEL ASSEMBLY, CLEAR ACRYLIC
- 12) CRADLE: EXISTING CRADLE FOR NANTUCKET TEXTURE
- 13) MOUNTING PLATE: 1/4" THICK 6061 ALUMINUM ALLOY, WELDED TO LOWER OPEN CASE
- 14) STEM: 1 1/2" 6061 ALUMINUM PIPE (1.307" O.D.), WELDED TO MOUNTING PLATE TO ACT AS WIRE WAY
- 15) LEVER CONNECTORS: (WIRE SIZE MAX: 12AWG MIN: 20AWG) TO CONNECT CONVERSION KIT TO EXISTING INCLUDING POWER WIRE HARNESS
- 16) TONG PLATE: 1/4" THICK 6061 ALUMINUM ALLOY, WELDED TO ALUMINUM PIPE, DRILLED AND TAPPED FOR (4) 10-24 X 1/2" FLAT HEAD PHILLIPS STAINLESS STEEL SET SCREWS TO SECURE TO CENTER HUB OF EXISTING DOUBLE ASSEMBLY
- 17) GROMMET: SILICONE RUBBER GROMMET FOR WIRE HARNESS THROUGH MOUNTING PLATE
- 18) GASKET: NEOPRENE GASKET
- 19) OPTIONAL DIFFUSER LENS: FROSTED ACRYLIC LENS INSIDE FORMED CLEAR ACRYLIC GLOBE
- 20) LED SYSTEM: 1 WATT COB XTE LED CHIPS (CHIP COUNT DETERMINED BY REQUIRED WATTAGE)
- 21) QUICK DISCONNECT: MICRO MATE-W-LOCK CONNECTOR, 2 POSITION
- 22) SURGE PROTECTOR: 10KV PROTECTION
- 23) LED DRIVER: DRIVER TO BE DETERMINED (BASED ON REQUIRED WATTAGE), SECURED WITH (2) 1/4"-20 X 3/8" LONG ROUND HEAD PHILLIPS STAINLESS STEEL MACHINE SCREWS
- 24) PUSH-IN QUICK DISCONNECT: 2 POLE BLACK/WHITE
- 25) CORD GRP: MALLIBOND LIQUID TIGHT NYLON CORD GRP, 4 CORD, 3/8" MPT SIZE
- 26) OPTIONAL DIMMING MODULE: PHILIPS 0-10V DIMMABLE LIGHTING CONTROL SYSTEM
- 27) ALUMINUM TUBE: 4" OD X 0.25" WALL X 3 1/2" LONG SECURED WITH (4) 10-24 X 3/4" LONG CUP POINT SOCKET STAINLESS STEEL SET SCREW (REPLACES #3 WHEN 7-POSITION DIMMING PHOTO CONTROL IS REQUIRED)
- 28) OPTIONAL PHOTO CELL RECEPTACLE: 7-POSITION TWIST LOCK DIMMING PHOTO CONTROL
- 29) OPTIONAL PHOTO CONTROL: SHORT-CIRCUIT CAP, LIGHTS "ON"



OPTIONAL 7-POSITION DIMMING SYSTEM

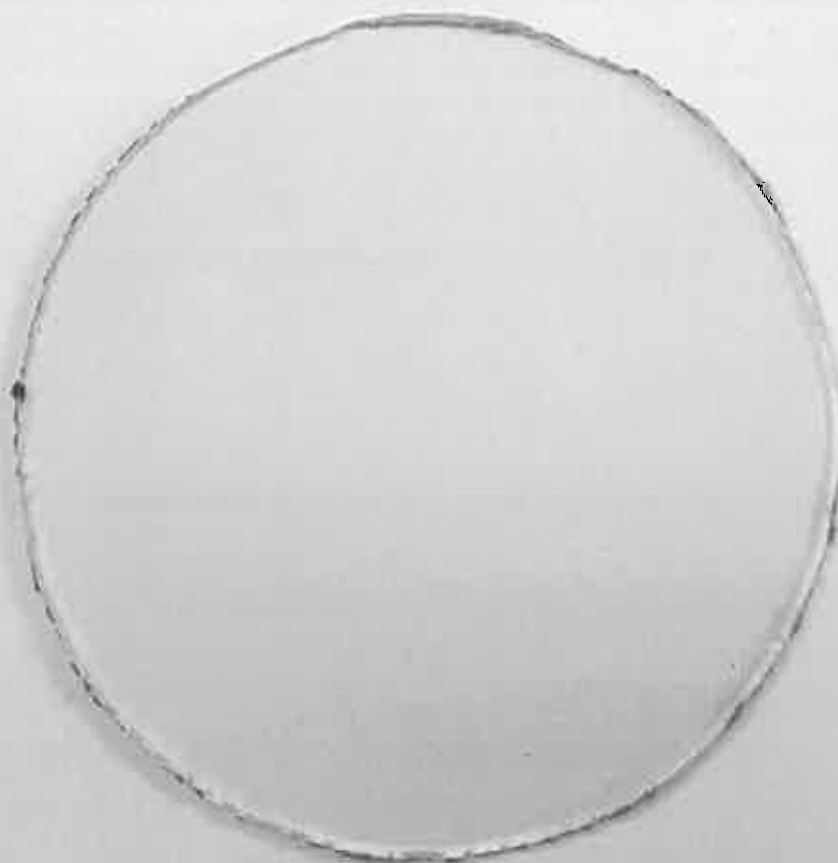
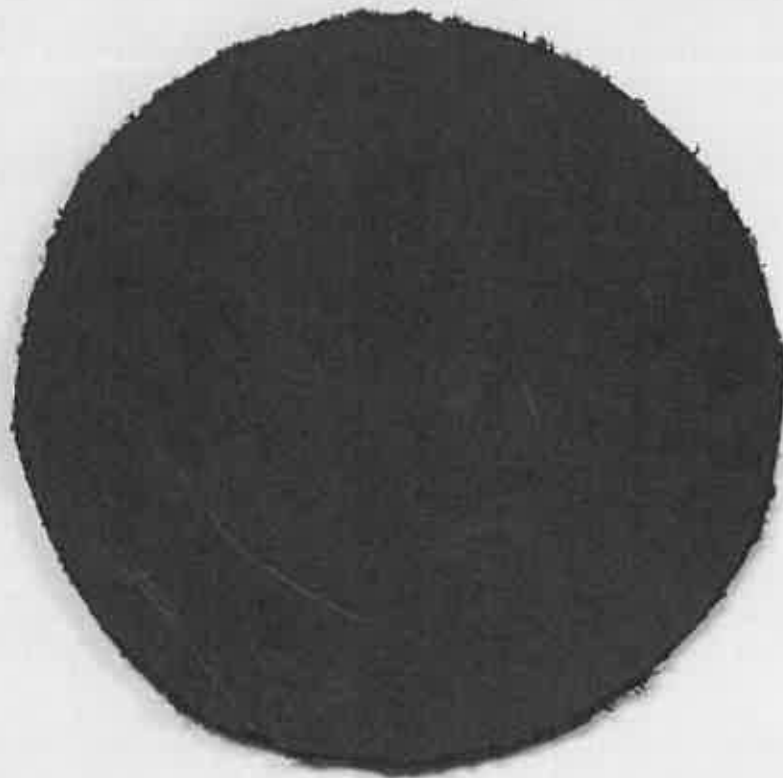


Spring City Electrical Mfg. Co.
 HALL AND MAIN STREETS - P.O. BOX 19 - SPRING CITY, PA. 19475
 PHONE (610) 940-4000 - FAX (610) 940-5577 - WWW.SPRINGCITY.COM



DESCRIPTION	CUSTOMER	DATE	SPEC SHEET NO.	PAGE NO.
THE JEFFERSON / NANTUCKET CONVERSION KIT WITH THE CROSSFIRE™ GENERATION THREE LED OPTICAL SYSTEM	JOB	07-23-2015	S102848	4 OF 4
			GLEN ELLYN, IL	

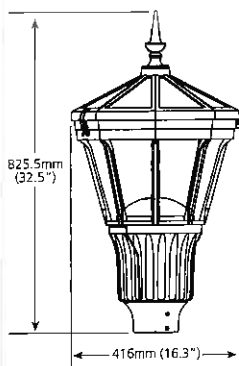
The Spring City street light can be converted by using the black or clear disc that covers a hole in floor of upper portion controlling the up-lighting of the luminaire.



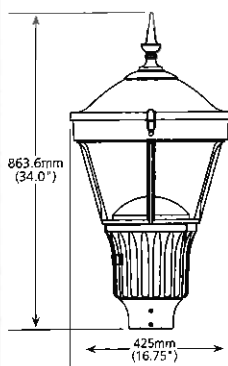
The street lights @ locations #3 and #4 are manufactured By Hollophane. They are the Full Cut Off Washington model and originally recommended to the Board.

ORDERING INFORMATION – LED

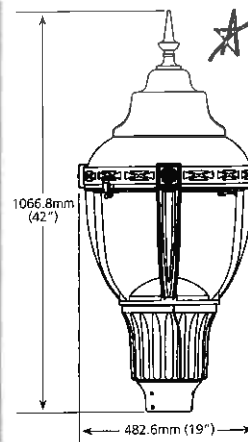
DIMENSIONAL DETAILS



AUL | UTILITY ARLINGTON
Maximum Weight: 18.43 kg (40 lbs)
Maximum E.P.A.: 1.38 sq. ft.



PUL | UTILITY POSTTOP
Maximum Weight: 17.69 kg (39 lbs)
Maximum E.P.A.: 1.24 sq. ft.



WFL | UTILITY WASHINGTON POSTLITE
Maximum Weight: 25.6 kg (57 lbs)
Maximum E.P.A.: 1.72 sq. ft.

PERFORMANCE SPECIFICATIONS

General

The luminaire is designed for ease of maintenance with the plug-in electrical module common to each of the luminaires in Holophane's Utility Series. A precision optical system maximizes post spacings while maintaining uniform illumination.

Optical System

The optical system is composed of a board with a series of 63 high output LEDs. A gasket between the cover and ring along with a flat glass plate and gasket beneath the reflector create a sealed optical compartment that meets an IP rating. Optics designed to provide an IESNA Asymmetric or Symmetric full cutoff distribution are available.

Housing

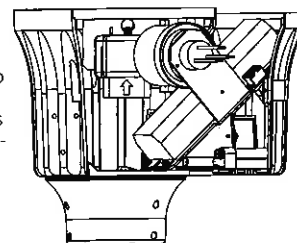
The luminaire housing, cast of aluminum, anchors the optical system and provides an enclosure for the plug in electrical module. The electrical enclosure conforms to an IP55 rating. For use with units with an E.E.I.-N.E.M.A. twist-off photocell receptacle, the housing contains a glass "window" to allow light to reach the cell. The nickel plated lamp grip socket and the three station incoming line terminal block are pre-wired to a five conductor receptacle for ease in connecting the electrical module. A slipfitter will accept a 3" high by 2 7/8" to 3 1/4" O.D. pole tenon.

Housing Door

Cast of aluminum, the housing door is hinged and latched to the housing. The door forms the mount for the electrical module, and allows easy access during maintenance.

Electrical Module

The driver is mounted on a steel plate that is removable without the use of tools. A matching five conductor plug connects to the receptacle in the luminaire housing to complete the wiring. Where a starting aid is required, it is provided with a separate plug-in connector and can be replaced without the use of tools. For photoelectric operation, the electrical module is provided with an E.E.I.-N.E.M.A. twist-off photocell receptacle.



Top Cover

The decorative top cover, cast of aluminum, is attached to the top ring of the luminaire housing by two stainless steel hinge pins. The cover is latched by an overcenter, positive action, stainless steel latch which allows tool-less entry to the lamp chamber for re-lamping.

The Driver

(Refer to Driver Data Sheet for specific operating characteristics) 50 or 60 Hz voltage sensing 120 – 277V >90% efficient electronic. Potted for increased thermal management. Mounted to removable tray and easily accessible through tool-less, swivel door.

Finish

The luminaire is finished with polyester powder paint applied after a seven stage pretreatment process to ensure maximum durability.

UL Listing

The luminaire is UL listed as suitable for wet locations at a maximum of 40°C ambient temperature. IP rated.

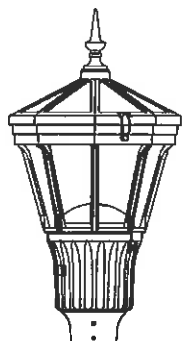
HOLOPHANE

Full Cutoff Utility Family

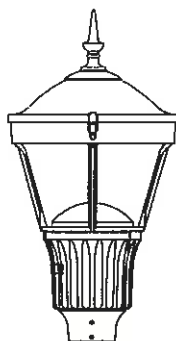
Installation and
Maintenance
Manual

®

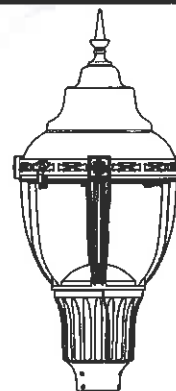
AFTER INSTALLATION DELIVER THIS MANUAL TO OWNER



Utility Arlington®



Utility Posttop



Utility Washington Postlite®

GR1777, GR1780, GR1830

IMPORTANT SAFETY INSTRUCTIONS

WARNING – READ THESE INSTRUCTIONS CAREFULLY BEFORE ATTEMPTING TO INSTALL OR MAINTAIN THIS FIXTURE. WORK MUST BE DONE BY QUALIFIED PERSONNEL.

WARNING – BE CERTAIN THAT ALL ELECTRICAL POWER IS DISCONNECTED FROM THE FIXTURE BEFORE INSTALLING OR MAINTAINING THE FIXTURE.

WARNING – FOLLOW LAMP MANUFACTURER'S OPERATING AND MAINTENANCE INSTRUCTIONS.

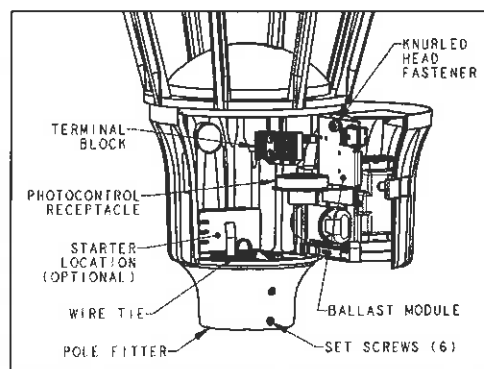
**FAILURE TO FOLLOW THESE WARNINGS
MAY RESULT IN DEATH, INJURY OR SIGNIFICANT
PROPERTY DAMAGE.**

Figure 1

2. INSTALLATION**2.1 Tools and Material Required.**

Table 1. Installation Tools and Materials

DESCRIPTION	USE
Flat-end Screwdriver	Installation of electrical module
3/16" Allen Wrench	3/8" set screws in pole fitter
Torque Wrench	Set screws



GR1778

1. INTRODUCTION

1.1 Product Description.

This post top luminaire is designed to include most of the standard low wattage medium and mogul base HID lamps currently available. The luminaire includes a plug-in electrical module that contains the photocontrol receptacle when specified. These modules are common to all luminaire styles in this series.

1.2 Alternate Information Sources.

Holophane
Field Service Department

P.O. Box 3004 housing allows access to the ballast module and electrical Newark, OH 43058-3004
connections. The electrical ballast module may remain in place (866) 759-1577 while installing on this fitter.

2.2 Luminaire Installation.

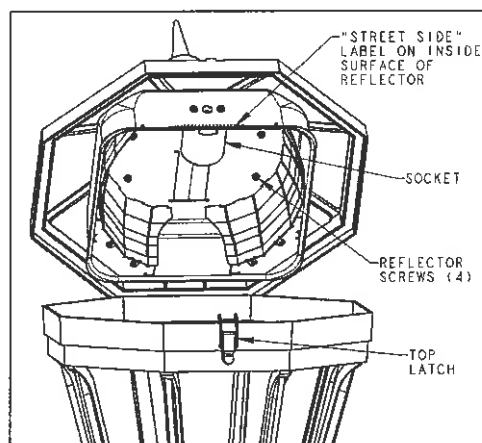
2.2.1 This luminaire is designed to be installed on a bracket or a pole top with a 3" tenon fitter. A latched door on the side of the

2.2.2 To remove the ballast module; open the housing door by unlatching and swinging open. Unplug the ballast electrical disconnect in the upper right corner of the plate facing you, disengage the knurled head captive screw fastener in the upper center of the plate and then tip the electrical module out of the opening in the housing. See Figure 1.

IM-289-A

remove the potted starter. The photocontrol is removed by twisting it counterclockwise.

Figure 2



GR1779

CAUTION

ALL UNITS ORDERED WITH THE "MT" OPTION (MULTIPLE TAP BALLASTS) ARE FACTORY WIRED FOR 277 VOLT OPERATION. IF YOUR INSTALLATION REQUIRES A DIFFERENT VOLTAGE, IT WILL BE NECESSARY TO DISCONNECT THE 277 V BALLAST LEAD AND RECONNECT THE APPROPRIATE LEAD FOLLOWING NATIONALLY ACCEPTED WIRING PRACTICES.

2.2.3 Insert the electrical supply wiring into the luminaire's electrical chamber through the hole in the pole fitter. **2.2.4** Set the luminaire on its mounting (bracket, tenon, pole top), being careful not to pinch the supply wires. Orient and level the luminaire before tightening all six set screws. If the unit is supplied with a photocontrol, the photo eye should be oriented in a northerly direction. Alternate tightening of the screws will assist in leveling and insuring proper attachment. Tighten the set screws to 10 to 12 ft-lbs of torque. See Figure 1.

LUMINAIRE ORIENTATION NOTES

Typical installations orient the luminaire with the top latch pointed toward the street. See Figure 2.

OPTIC ORIENTATION NOTES

Some of the luminaires in this series are equipped with optical components that produce distributions of light that are not symmetric. These optics have a "Street Side" label on the inside of the reflector that is intended to be used to aim toward the street. If necessary, the reflector may be re-oriented 180 degrees by removing the four reflector screws, rotating the reflector assembly and then re-installing the screws. See Figure 2.

2.2.5 Pass the supply conductors through the wire tie provided, leave enough length for connections and tighten the wire tie. See Figure 1.

2.2.6 Connect the electrical supply wires to the terminal block in the back of the electrical chamber. The terminals are marked "L1" (Line 1), "G" (Ground), and "L2" (Line 2). If one of the supply lines is electrically neutral, it should be connected to terminal "L2".

2.2.7 If the unit is supplied with a potted starter or photocontrol, remove them. Lifting it and disconnecting the electrical connector

2.2.8 Re-install the electrical module by inserting it into the notches in the door assembly, behind the support bar. Hold the wire harness with the six-pole plug out of the way. Be careful not to score the wires as you seat the electrical module plate and engage the knurled head captive screw fastener. Plug in the sixpole ballast electrical disconnect. **2.2.9** If the unit was supplied with a potted starter, re-install it. Place the starter in location marked "starter location" (under photo control window) behind bracket provided. Reconnect the electrical connector. See Figure 1.

2.2.10 Units supplied with a photo control option require a shorting plug or a twist lock photo control to be installed. Install the device by twisting it clockwise. See Figure 1.

CAUTION

A PHOTO CONTROL THAT MEETS THE REQUIREMENTS OF ANSI C136.10 AND WITH A CLEAR WINDOW ON THE SIDE THAT EXPOSES THE PHOTOCELL MUST BE USED. ALSO INSURE LIGHT FIXTURE IS DISCONNECTED FROM

ELECTRICAL POWER AND ALLOWED TO COOL BEFORE PROCEEDING TO LAMP REPLACEMENT.

- 2.2.11** Close the electrical compartment, engage and secure the latch.
- 2.2.12** Access the socket by unlatching the top. Install the proper lamp type. Tighten the lamp into the socket carefully but securely. Close the top, engage and secure the latch. See Figure 2.
- 2.2.13** Energize the unit and check for proper operation.

3. MAINTENANCE

3.1 Re-lamping and Cleaning

- 3.1.1** Make sure the unit is de-energized. **3.1.2** Wipe off exterior dirt and debris using a soft, clean cloth.

CAUTION

DO NOT USE ABRASIVE CLEANSERS ON OPTICAL SURFACES. THEIR USE MAY RESULT IN THE LOSS OF OPTICAL EFFICIENCY.

- 3.1.3** Access the lamp by unlatching the top.
- 3.1.4** Remove the lamp and dispose of it in a safe and proper manner.
- 3.1.5** Install the proper lamp type. Tighten the lamp into the socket carefully but securely. Close the top, engage and secure the latch.

- 3.2.5** Use components supplied by Holophane. Place the new components exactly as were the original components and reuse the original fasteners to secure them. Check for pinched wires before tightening down the replacement components. Tighten all fasteners firmly. Bundle and secure the wiring in a manner similar to the way it was originally secured to avoid pinching of wires when re-installing the module into the housing. Replace all shields/insulation as originally installed.

- 3.2.6** Re-Install the electrical module by inserting it into the housing while holding the wire harness with the six-pole plug out of the way. Seat the bottom of the plate of the module into the slot in the housing and engage the knurled head captive screw fastener. Plug in the six pole ballast electrical disconnect.

- 3.2.7** If the unit is supplied with a potted starter or photocontrol, re-install them. Place the potted starter in the back floor of the housing (under photo control window) and reconnect the electrical connector. The photocontrol is re-installed by twisting it clockwise. See Figure 1.

- 3.2.8** Close the housing by carefully swinging door shut while insuring no leads are pinched. Engage and secure the latch. **3.2.9** Energize the unit and check for proper operation.

- 3.1.6** Energize the unit and check for proper operation.

3.2 Electrical Component Replacement

- 3.2.1** Make sure the unit is de-energized. Open housing door by unlatching and swinging open.

- 3.2.2** If provided as part of the fixture, both the photocontrol and the potted starter may be replaced without the removal of the electrical module. The replacement starter must be supplied by Holophane. The potted starter is removed by lifting it and disconnecting the electrical connector. The photocontrol is removed by twisting it counterclockwise. If no other components are to be replaced go to section 3.2.8.

- 3.2.3** Unplug the ballast electrical disconnect in the upper right corner of the plate facing you, disengage the knurled head captive screw fastener in the upper center of the plate and then tip the electrical module out of the slotted area of the door support. See Figure 1.

If a complete replacement electrical module is being used, skip to section 3.2.6

- 3.2.4** Tag all leads that will be disconnected and note the orientation and position of all components that will be replaced and the fasteners holding them. Remove the component(s) to be replaced.

IM-289-A

4. LIMITED WARRANTY AND LIMITATION OF LIABILITY

The Holophane limited warranty and limitation of liability is published in the "Terms and Conditions" section of the current Holophane buyer's guide, and is available from your local Holophane sales representative.

These are the specifications for the addition of a flood light to the Dark Sky Compliant street light. It is an accentuating flood light to illuminate the buildings and trees in the Central Business District as requested by the Board. The street light converts to Dark Sky by not using the flood light which can be adjusted for brightness. The concept would be to use the flood light for accentuating high profile locations, but not on every single street light.

HYDREL

An Acuity Brands Company

TPS1 SERIES YOKE MOUNT LED FLOOD LIGHT

DESCRIPTION

The TPS1 Floodlight is the smallest in a series of axial styled floodlights designed to utilize the latest in lamp technology. This functional floodlight series will provide a consistent style and performance for flood lighting applications over a wide range of lamp wattages. With its robust die-cast housing, durable powder coat finish, and patent pending taper lock yoke design, this fixture was designed to meet the most demanding of lighting installations.

FEATURES & SPECIFICATIONS

MATERIAL: Die Cast Aluminum (A360) housing, Galvanized Steel brackets, black silicone gaskets with stainless steel fasteners.

LAMP: LED: Monochromatic LED to 34 watts.

VOLTAGE: MVOLT

DISTRIBUTION: See order guide.

LENS: Flat tempered glass for maximum resistance to impact.

MOUNTING: Yoke mounted with 10' of 18-3 STW flexible cord.

GLARE CONTROL: Internal glare control and external glare control available.

POWER SUPPLY: 120-277 LED Power Supply, 550mA.

FINISH: See order guide.

FASTENERS: Stainless steel.

LISTING: CSA, CSA_{US}

WEIGHT: 15 lbs.

EPA: 0.7 ft²

NOTE: Figure B used for controls.

TYPE		JOB NAME		
PART NUMBER				
MODEL	LAMP TYPE	LED COLOR	VOLTAGE	DISTRIBUTION
MOUNTING	MOUNTING ACCESS.	ACCESSORIES	LAMP	FINISH

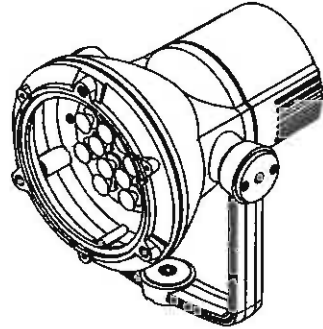


Figure A

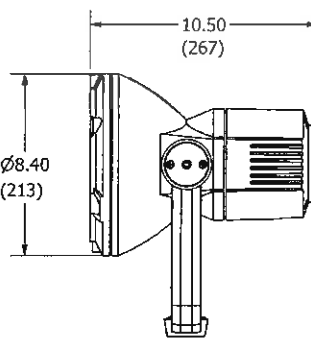
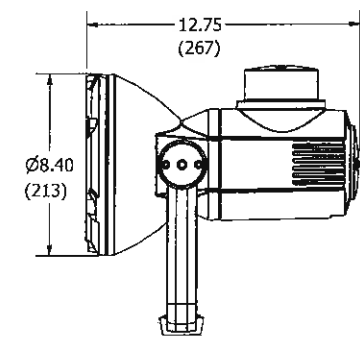
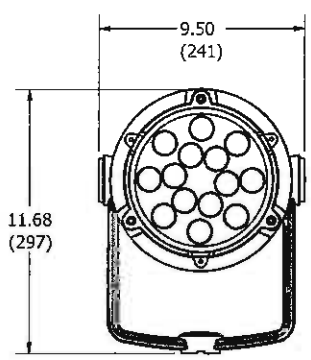
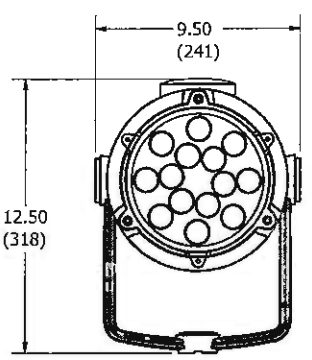


Figure B







APPROVALS	



TPS1 ORDERING INFORMATION

50/60 Hz Application

Choose the boldface catalog nomenclature that best suits your needs.

PART NO.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXAMPLE:

TPS1	18LED WHT41K	MVOLT	NSP	YM			LPI	BL
Model* ☐ TPS1 Voltage* ☐ MVOLT (120-277 volt) Mounting* ☐ YM Yoke Mount Accessories Internal ☐ IHL Internal Honeycomb Louver External⁵ ☐ GS Glare Shield ☐ FGS Full Glare Shield ☐ WRG Wire Rock Guard Lamp ☐ LP Lamp Installed								
Lamp Type* ☐ 18LED Distribution* ☐ NSP Narrow Spot ☐ NFL Narrow Flood ☐ MFL Medium Flood ☐ FL Flood ☐ WFL Wide Flood ☐ HSP Horizontal Spot								
Color ☐ WHT30K 3000°K Color Temp ☐ WHT41K 4100°K Color Temp ☐ WHT53K 5300°K Color Temp Mounting Accessories ☐ ARTL Arch. Junction Box w/ Taper Lock ☐ SMSA² Stan. Mt. Splice Access ☐ WMTL Wall Box w/ Taper Lock ☐ WPTL Wall Plate w/ Taper Lock ☐ PSSA Pedestal Stanchion ☐ PMSA Pole Mt Splice Access ☐ PMT¹ Pole Mt Tee ☐ SMT¹ Stan. Mt Tee ☐ EWM² Ext. Wall Mt ☐ PARA/_³ Pole Arm Round, 4" diam. ☐ PAR5/_³ Pole Arm Round, 5" diam. ☐ PAR6/_³ Pole Arm Round, 6" diam. ☐ PAS4/_³ Pole Arm Square, 4" diam. ☐ PAS5/_³ Pole Arm Square, 5" diam. ☐ PAS6/_³ Pole Arm Square, 6" diam. ☐ PATR4/_^{1,3} Pole Arm Tee Round, 4" diam. ☐ PATR5/_^{1,3} Pole Arm Tee Round, 5" diam. ☐ PATR6/_^{1,3} Pole Arm Tee Round, 6" diam. ☐ PATS4/_^{1,3} Pole Arm Tee Square, 4" diam. ☐ PATS5/_^{1,3} Pole Arm Tee Square, 5" diam. ☐ PATS6/_^{1,3} Pole Arm Tee Square, 6" diam. Options⁴ ☐ LDIM LED Dimming Controls ☐ PE Photo Eye ☐ PEPN Photo Eye Part Night Protection ☐ SPD6KV Surge Protector Finish* ☐ BL Black ☐ BZ Bronze ☐ DDB Dark Bronze ☐ DNA Natural Alum. ☐ GN Green ☐ GR Gray ☐ SND Sand ☐ STG Steel Gray ☐ TVG Terra Verde Green ☐ WH White ☐ CF Custom Finish								

*Required Categories

Notes:

- ¹ Requires two fixtures per mounting.
- ² Available in 6" increments from 6" to 48".
- ³ Available in 6" increments from 12" to 24".
- ⁴ Requires longer housing - see figure B on front page.
- ⁵ Options are mutually exclusive, choose one.

©2012 Acuity Brands Lighting, Inc.
11/6/12
TPS1 LED

NOTE: Hydrel Reserves The Right To Modify Specification Without Notice.
Any dimension on this sheet is to be assumed as a reference dimension:
"Used for information purposes only. It does not govern manufacturing or inspection requirements." (ANSI Y14.5-1973)

20660 Nordhoff St., Suite B | Chatsworth, CA 91311
Phone: 866.533.9901 | Fax: 866.533.5291
www.hydrel.com



TPS1 SERIES

PERFORMANCE DATA

LUMEN OUTPUT

Lumen values are from photometric reports performed in accordance with IESNA-LM79. Actual performance may differ as a result of end-user environment and application.

Beam Type	Beam Diameter (mm)	Beam Length (mm)	Beam Area (mm²)	Dist. Type	Field Angle		Beam Angle		30K - 80CRI		41K - 65CRI		53K - 73CRI	
					H°	V°	H°	V°	LUMENS	LPW	LUMENS	LPW	LUMENS	LPW
1	550	18	34	NSP 2x2	24.7	24.7	11.5	11.5	1258	37.01	2097	61.68	2097	61.68
				NFL 2x2	42.3	42.3	19.4	19.4	1088	32	1813	53.33	1813	53.33
				MFL 4x4	55.6	55.6	27.5	27.5	991.5	29.16	1653	48.6	1653	48.6
				FL 5x5	88.7	79.6	70.4	57.5	1279	37.62	2132	62.71	2132	62.71
				WFL 6x6	125	125	99.2	99.2	1190	35	1984	58.34	1984	58.34
				HSP 4x2	59.5	28	39.3	13.5	1185	34.86	1976	58.11	1976	58.11

LED LIFE: L70/50,000 HOURS

OPERATING TEMPERATURE: -30°C THROUGH 40°C

Notes:

* Individual 3000K and 4100K files were not run, these are estimates only based on the 5300K data.

The street lights @ locations #5 and #6 are also manufactured by Hollophane. The GranVille model street light converts by simply putting a decorative metal top on the glass luminaire to block the light from illuminating upwards. It is a cost effective model.

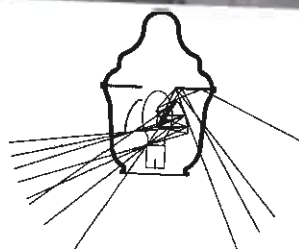
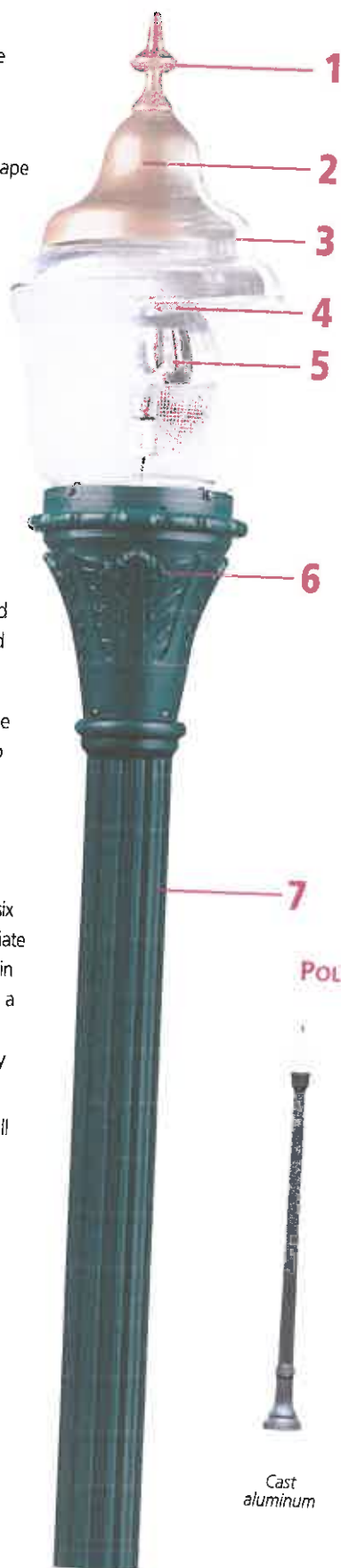
GranVille® Classic

PRODUCT FEATURES

- 1 Final:** Is designed to define luminaire shape
- 2 Decorative top cover:** Designed to define luminaire shape and control uplight
- 3 Prismatic top reflector:** Defines shape and efficiently controls light
- 4 Reflector mounting plate:** Is designed to support Lunar Optics reflector and reduce uplight
- 5 Anodized hydro-formed reflector:** Restricts the intensity at the critical vertical angles
- 6 Electrical housing:** Holds and protects electrical components and defines luminaire shape and size
- 7 Pole options:** A variety of pole materials and styles are available to compliment luminaire and site architecture

The luminaire is available with one of six distinct housings ensuring the appropriate transition between pole and luminaire in any installation. In retrofit applications, a variety of traditional castings allow GranVille luminaires to adapt to virtually any existing pole.

For new projects, Holophane offers a full line of historically styled decorative cast aluminum, iron, cast iron and steel, fiberglass, and concrete posts. Contemporary round tapered steel and aluminum poles are also available.



The Lunar Optics reflector has been designed to reduce the lighting intensity at the critical vertical angles to achieve IESNA Cutoff.

The heat resistant borosilicate glass refractors available are designed to provide IESNA Type II, III, IV, and V lighting distributions. In addition, the Lunar Optics reflector is available as a standard optical option in applications where IESNA cutoff is desired. This allows for a choice of distribution which will most effectively illuminate a particular area. Low wattage HPS, metal halide, and induction lamps are available.

The GranVille luminaire is available with a tool-less entry hinged top for easy lamp replacement. Also, a variety of decorative trim options such as covers, finials, ribs, and bands allow the GranVille luminaire to blend with any streetscape or site architecture.

POLES OPTIONS



Cast
aluminum



Cast iron



Cast iron
and steel



Composite

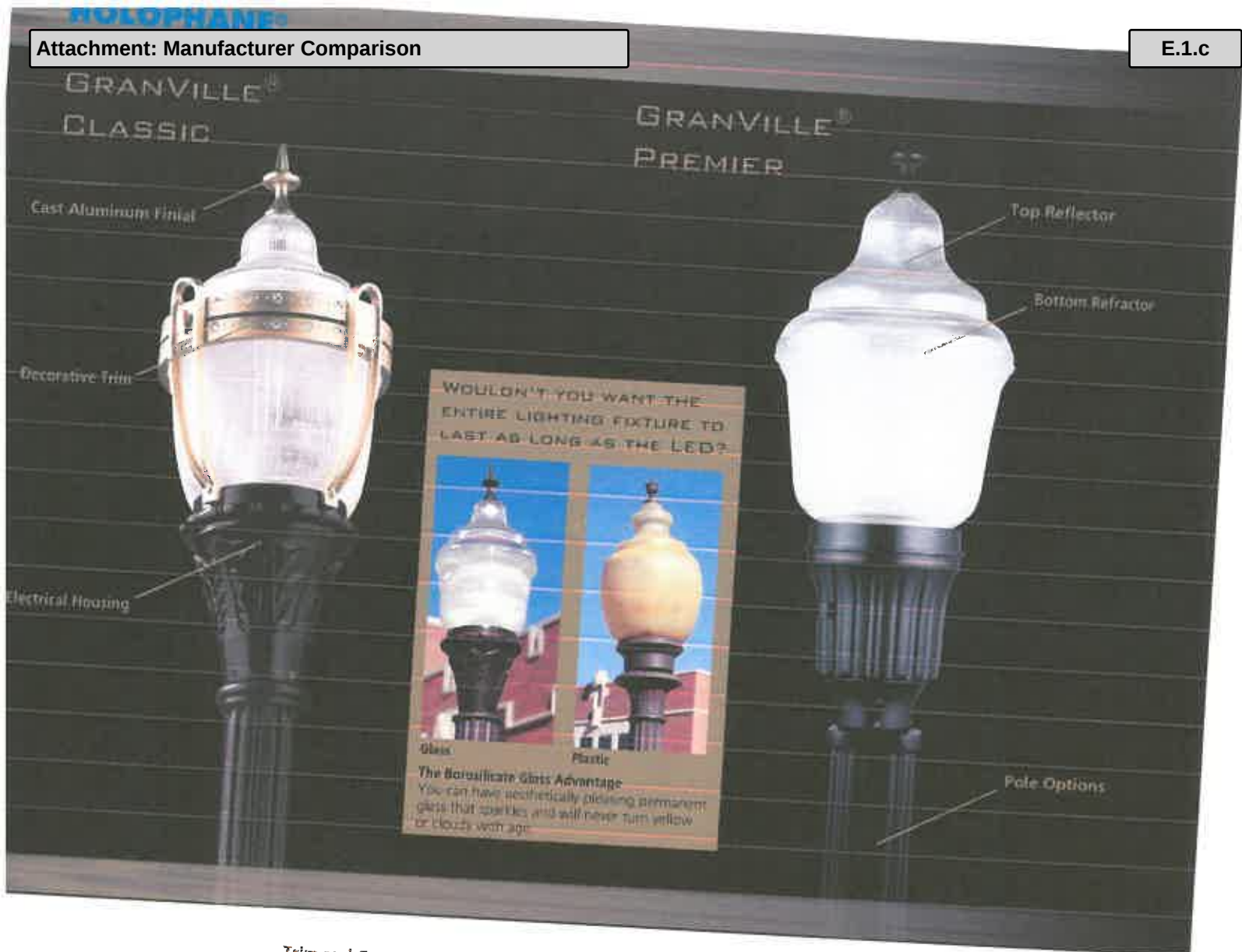


Concrete



Tapered and
Straight Poles

Historically Styled Decorative Posts



Trim and Cover Options for the Classic and Premier Optics offers a variety in luminaire shapes, decorative trim and uplight options

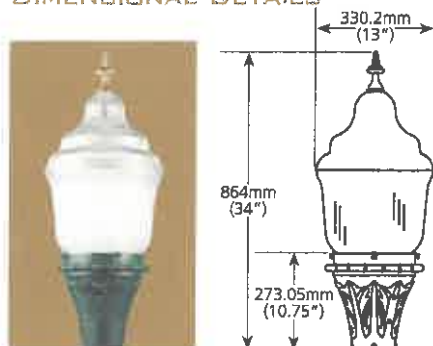


Pole Options include a variety of pole materials and styles available to complement luminaire and site architecture

HOLOPHANE®

ORDERING INFORMATION

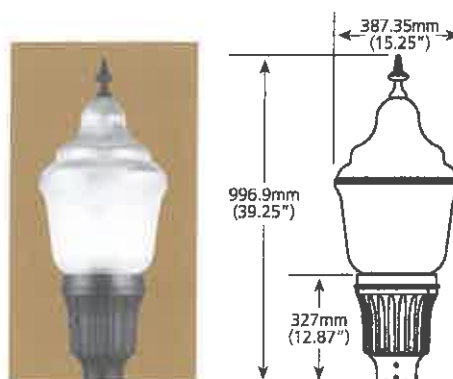
DIMENSIONAL DETAILS



GranVille Classic

Maximum Weight: 21.32 kg. (47 lbs.)

Maximum EPA: 1.38



GranVille Premier

Maximum Weight: 29.03 kg. (64 lbs.)

Maximum EPA: 1.38

PERFORMANCE SPECIFICATIONS

General

The GranVille II Classic LED and the GranVille II Premier LED are designed for ease of maintenance with the electrical module common to each of the luminaires in Holophane's original GranVille Series. A precision optical system that maximizes post spacing while maintaining uniform illumination.

Optical System

The optical system consists of a precisely molded multi-piece thermal resistant borosilicate glass refractor and top reflector. The glass top reflector redirects over 50% of the upward light into the controlling refractor while allowing a soft uplight component to define the traditional acorn shape of the luminaire. A decorative aluminum cover and trim options are available. The lower refractor uses precisely molded prisms to maximize pole spacings while maintaining uniform illumination. Two refractors are available, symmetric and asymmetric distribution.

The light source is composed of a cast, "finned" stalk top plate, five LED locations, and a top formed reflector engineered to replicate a "point source" for optimization. The fins cast into the stalk are intended to provide thermal management for maximum life and output. The LED's are located on the stalk so as to provide the desired pattern (Type III or Type V) for the most efficient distribution. The reflector provides reduced uplight and increased coefficient of utilization.

Luminaire Housing

The luminaire housing, cast aluminum, cradles the refractor and provides an enclosure for the electrical module. The slipfitter will accept a 3" by 2 7/8" to 3 1/8" O.D. tenon.

Luminaire Housing/Door (M&T Housing)

Cast of aluminum, the housing opens without the use of tools and is retained on a hinge. For units with an E.E.I.-N.E.M.A. twist lock photocell receptacle, the housing contains a "window" to allow light to reach the cell. The three station terminal block is prewired to a five conductor receptacle for ease in connection the electrical module.

Electrical Module

The electrical components are mounted on a steel plate that is removable with minimum use of tools. A matching five conductor plug connects to the receptacle in the luminaire housing to complete the wiring. For photoelectric operation, the electrical module is provided with an E.E.I.-N.E.M.A. twist lock photocell receptacle.

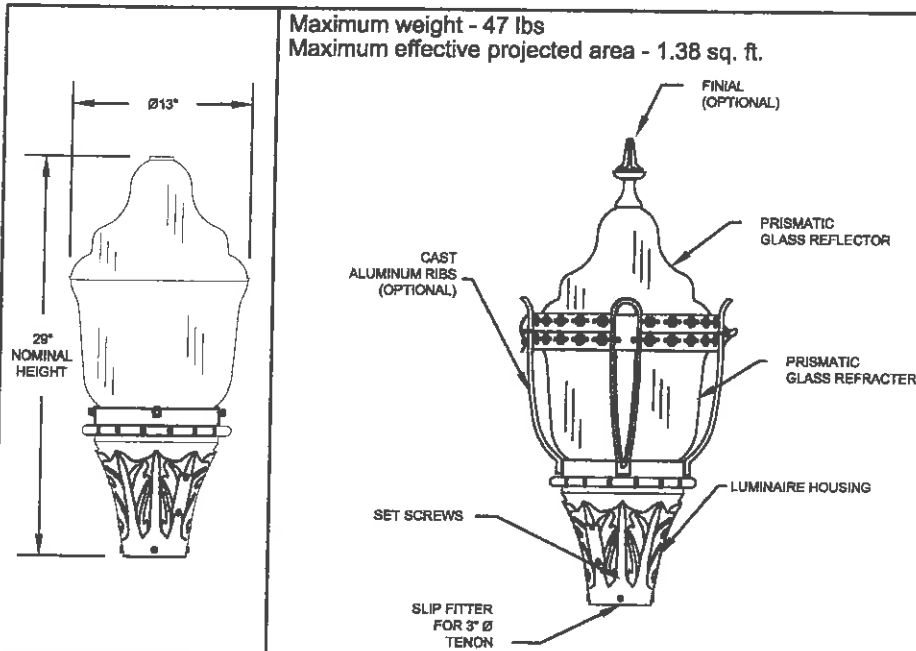
Electronic Driver

(refer to data sheet for specific operation characteristics)

Finish

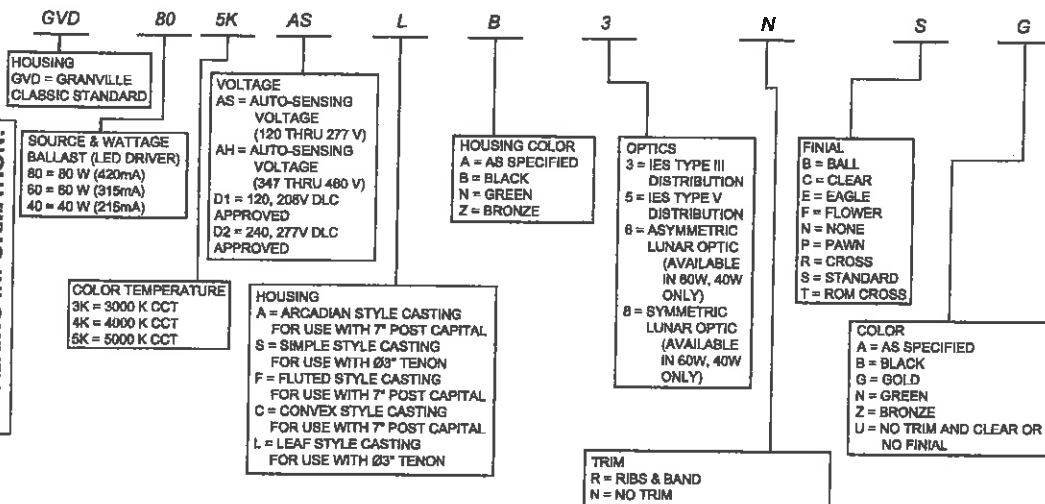
The luminaire is finished with polyester powder to insure maximum durability.





*drawing depicting base model no finial.

ORDERING INFORMATION:



OPTIONS

F = FULL COVER
DM = DIMMING DRIVER (100W AS, AH VOLTAGE 40, 60, 80W AS VOLTAGE ONLY)
M = MAYFIELD 1/2 OPTIONAL COVER
PND12 = BLC2 CONTROL PROVIDED FOR PART-NIGHT DIMMING (40W, 60W, AND 80W 120V ONLY)
PND202427 = BLC2 CONTROL PROVIDED FOR PART-NIGHT DIMMING (40W, 60W, AND 80W 208, 240, 277V ONLY)
L1H = 1.5 FEET OF PREWIRED LEADS
L03 = 3 FEET OF PREWIRED LEADS
L10 = 10 FEET OF PREWIRED LEADS
L20 = 20 FEET OF PREWIRED LEADS
L25 = 25 FEET OF PREWIRED LEADS
L30 = 30 FEET OF PREWIRED LEADS

ACCESSORIES

GVBANDX = DECORATIVE BAND (INSERT TRIM FINISH FOR X)
GVDHSS90 = HOUSE SIDE SHIELD SOLID 90 DEGREE
GVDHSS12 = HOUSE SIDE SHIELD SOLID 120 DEGREE
GVDHSS18 = HOUSE SIDE SHIELD SOLID 180 DEGREE
GVDHSL90 = HOUSE SIDE SHIELD SOLID 90 DEGREE (LUNAR)
GVDHSL12 = HOUSE SIDE SHIELD SOLID 120 DEGREE (LUNAR)
GVDHSL18 = HOUSE SIDE SHIELD SOLID 180 DEGREE (LUNAR)
GVA1A73X = 3" TO 7" POST CAPITAL CONVERTS 3" POST TOP TENON TO 7" POST CAPITAL USE ONLY WITH A, F, OR C HOUSING STYLES (FOR X INSERT B, Z, N, OR A COLOR)

GranVille® II LED Classic Standard

DECORATIVE OUTDOOR

HOLOPHANE®
LEADER IN LIGHTING SOLUTIONS
An Acuity Brands Company

© 2008 Acuity Brands Lighting, Inc. All Rights Reserved

THIS DRAWING, WHEN APPROVED, SHALL BECOME THE COMPLETE SPECIFICATION FOR THE MATERIAL TO BE FURNISHED BY THE SUPPLIER. ON THE ORDER NOTED ABOVE, A LIST OF MATERIALS MAY BE OBTAINED BY REQUESTING THE SAME FROM THE SUPPLIER. THE SUPPLIER SHALL BE RESPONSIBLE FOR THE CORRECTNESS OF THE MATERIALS LISTED HEREON. THE SUPPLIER SHALL BE RESPONSIBLE FOR THE CORRECTNESS OF THE MATERIALS LISTED HEREON. THE SUPPLIER SHALL BE RESPONSIBLE FOR THE CORRECTNESS OF THE MATERIALS LISTED HEREON.

ORDER #:

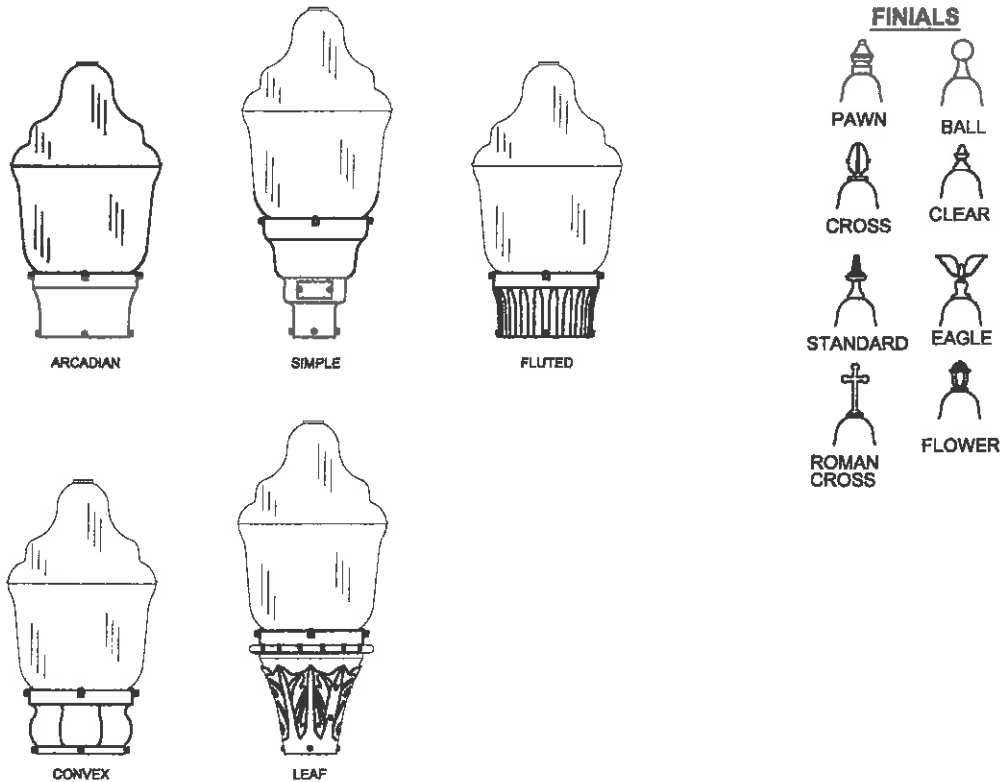
TYPE:

DRAWN: JCH

DATE: 6-25-14

DWG #: LUM_GVDS

1 of 2



Specifications

GENERAL DESCRIPTION

The GranVille II LED Standard is designed for use with traditional applications fitting a 3" tenon or 7" crown post. The traditional acorn shaped luminaire, while reminiscent of the 1920's, contains a precision optical system that maximizes post spacings while maintaining uniform illumination.

OPTICAL SYSTEM

The optical system consists of a precisely molded thermal resistant borosilicate glass refractor and top reflector mounted within the decorative aluminum housing. The glass top reflector redirects over 50% of the upward light into the controlling refractor while allowing a soft uplight component to define the traditional acorn shape of the luminaire. Two decorative aluminum covers are available. The lower refractor uses precisely molded prisms to maximize pole spacings while maintaining uniform illuminance. Two refractors are available, designed for I.E.S. type III and V distributions. Lunar optics shielding is available for asymmetric and symmetric distributions.

LUMINAIRE HOUSING

The luminaire housing, cast of aluminum, provides an enclosure for the electrical module. Four uniquely designed stainless steel spring clips enclosed in a clear polyvinyl chloride sleeve and adjusted by hex head 1/4-20 bolts securely cradle the prismatic glass refractor. The same 1/4-20 bolts support the decorative rib and banding assembly. The silpfilter will accept a 3" by 2-7/8" to 3-1/8" O.D. tenon.

ELECTRICAL MODULE

The electrical components are mounted on a aluminum plate that is removable with minimum use of tools. A matching conductor plug connects to the receptacle in the luminaire housing to complete the wiring.

FINISH

The luminaire is finished with polyester powder paint to insure maximum durability.

WARRANTY

Limited warranty located at www.acuitybrands.com/CustomerResources/Terms_and_conditions.aspx

NOTE

Actual performance may differ as a result of end-user environment and application.

Actual wattage may differ by +10% / -10% at operating temperature.

60W 347-480V version wattage may differ by +14% / -14% at operating temperature.

Specification subject to change without notice.

GranVille® II LED
Classic Standard

DECORATIVE
OUTDOOR

HOLOPHANE®
LEADER IN LIGHTING SOLUTIONS
An Acuity Brands Company
© 2008 Acuity Brands Lighting, Inc. All Rights Reserved

THIS DRAWING, WHEN APPROVED, SHALL BECOME THE COMPLETE SET OF REQUIREMENTS FOR THE MANUFACTURE OF THE LUMINAIRE. NO CHANGES OR MODIFICATIONS SHALL BE MADE TO THE LUMINAIRE DESIGN WITHOUT THE WRITTEN APPROVAL OF THE DESIGNER. A LIST OF ANALOG DESIGN MAY BE SUPPLIED, BUT ONLY AFTER APPROVAL BY THE CUSTOMER. IN THE EVENT OF A DISCREPANCY BETWEEN THE DRAWING AND THE ANALOG, THE DRAWING SHALL BE SUPPLIED WITH EACH ANCHOR BOLT ORDER TO MATCH THE FILE PROVIDED. THIS PRINT IS THE PROPERTY OF HOLOPHANE AND IS TO BE RETURNED TO THE COMPANY WHEN THE LUMINAIRE IS RETURNED. NO PART OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF HOLOPHANE. ANY VIOLATION OF THIS POLICY SHALL BE CONSIDERED A BREACH OF CONTRACT AND WILL BE SUBJECT TO LITIGATION.

ORDER #:

TYPE:

DRAWN: KRW

DATE: 10/18/12

DWG #: LUM GVDS

2

The Sternberg custom made prototype model is displayed at location #7 and #8. It is another replica of the existing street light design.

[Home](#) [About](#)
[ALL PRODUCTS](#)
[HISTORICAL](#)
[TRANSITIONAL](#)
[URBAN & CONTEMPORARY](#)
[Home](#) [GLEN ELLYN](#)


GLEN ELLYN

962TCPT

The striking design of this traditional fixture affords the maximum amount of light output through its 12 panels. The four tapered supports and open panels give it a very open and graceful look. Shown here with clear seeded acrylic lens, the optional glass chimney affords a very attractive look. Other optic systems include optional or required ballast box for self contained ballasting. This fixture measures 14-1/4" wide x 42-5/8" tall.



Related Items



FAIRFAX
961PT



FAIRFAX BB
961BB

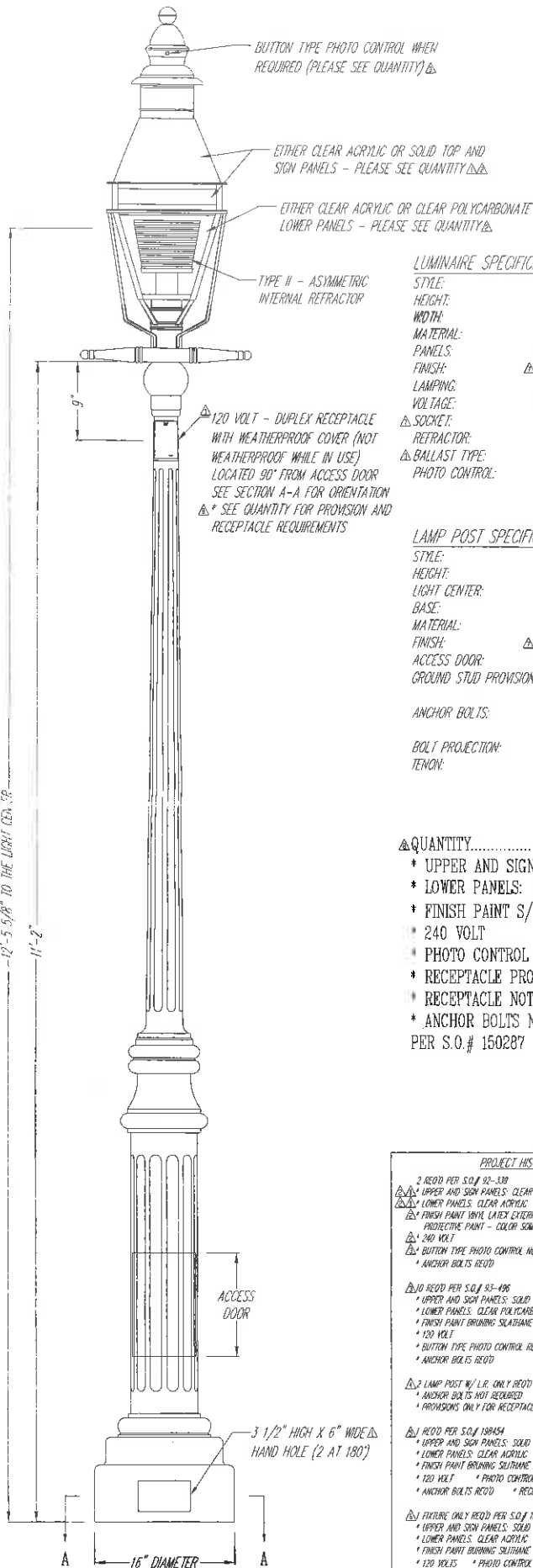


COURTYARD
965PT

Recently Viewed

You have not viewed any products recently.

This drawing is property of Spring City Elect. Mfg. and is issued to the recipient with the understanding that it shall not be copied, duplicated, passed on to unauthorized parties, nor used for any purpose other than that for which it is specifically furnished except with Spring City's written permission.



LUMINAIRE SPECIFICATIONS

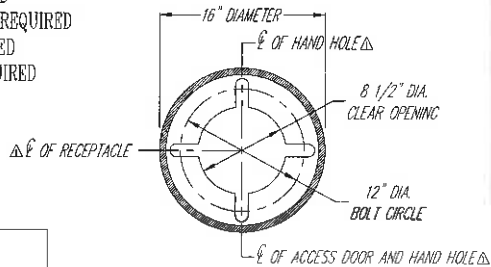
STYLE:	NANTUCKET
HEIGHT:	39 9/16"
WIDTH:	13 7/8" SQUARE
MATERIAL:	COPPER WITH STEEL CRADLE
PANELS:	△△△ EITHER CLEAR ACRYLIC OR SOLID TOP AND SIGN PANELS - PLEASE SEE QUANTITY
FINISH:	△△△ PRIME PAINT THEN FINISH - PLEASE SEE QUANTITY
LAMPING:	150 WATT HIGH PRESSURE SODIUM (LAMP BY OTHERS)
VOLTAGE:	△△△ PLEASE SEE QUANTITY
SOCKET:	MOGUL BASE
REFRACTOR:	INTERNAL TYPE II - ASYMMETRIC
BALLAST TYPE:	HIGH POWER FACTOR
PHOTO CONTROL:	BUTTON TYPE - PLEASE SEE QUANTITY WHEN REQUIRED

LAMP POST SPECIFICATIONS

STYLE:	HANCOCK (INT. ANCHOR BOLT) WITH HANCOCK LADDER REST
HEIGHT:	11'-2"
LIGHT CENTER:	12'-5 5/8"
BASE:	16" DIAMETER
MATERIAL:	1 PIECE, HEAVY WALL CAST IRON PER A.S.T.M. A 48-83 CLASS 30
FINISH:	△△△ PRIME PAINT THEN FINISH - PLEASE SEE QUANTITY
ACCESS DOOR:	△△△ LOCATED IN BASE SECURED WITH TAMPER PROOF HEX SOCKET SECURITY MACHINE SCREWS
GROUND STUD PROVISIONS:	DRILL AND TAP INSIDE WALL OF BASE OPPOSITE ACCESS DOOR FOR A 1/4"-20 GROUND STUD (GROUND STUD SUPPLIED BY OTHERS)
ANCHOR BOLTS:	△△ (4) 3/4" DIA. X 24" LONG + 3" HOOK (FULLY GALVANIZED WITH 1 GALVANIZED NUT AND 1 GALVANIZED WASHER PER BOLT) - PLEASE SEE QUANTITY WHEN REQUIRED
BOLT PROJECTION:	3" REQUIRED
TENON:	2 7/8" DIA. X 3" HIGH (ABOVE LADDER REST - TO ACCEPT LUMINAIRE)

△△△ QUANTITY.....1 REQUIRED

- * UPPER AND SIGN PANELS: CLEAR ACRYLIC
 - * LOWER PANELS: CLEAR ACRYLIC
 - * FINISH PAINT S/W ACROLON CLASSIC BLACK
 - * 240 VOLT
 - * PHOTO CONTROL REQUIRED
 - * RECEPTACLE PROVISIONS REQUIRED
 - * RECEPTACLE NOT REQUIRED
 - * ANCHOR BOLTS NOT REQUIRED
- PER S.O.# 150287



PROJECT HISTORY

- 2 REQD PER S.O.# 92-330
- △△△ UPPER AND SIGN PANELS: CLEAR ACRYLIC
 - △△△ LOWER PANELS: CLEAR ACRYLIC
 - △△△ FINISH PAINT VINYL LATEX EXTERIOR METAL PROTECTIVE PAINT - COLOR SGM # BROWN BLACK
 - △△ 240 VOLT
 - △△△ BUTTON TYPE PHOTO CONTROL NOT REQD
 - * ANCHOR BOLTS REQD
- △△10 REQD PER S.O.# 93-196
- * UPPER AND SIGN PANELS: SOLID
 - * LOWER PANELS: CLEAR POLYCARBONATE
 - * FINISH PAINT BURNING SILVER HIGH GLOSS BLACK ENAMEL
 - * 120 VOLT
 - * BUTTON TYPE PHOTO CONTROL REQD
 - * ANCHOR BOLTS REQD
- △△2 LAMP POST W/ L.R. ONLY REQD PER S.O.# 94-144
- * ANCHOR BOLTS NOT REQUIRED
 - * PROVISIONS ONLY FOR RECEPTACLE
- △△1 REQD PER S.O.# 100454
- * UPPER AND SIGN PANELS: SOLID
 - * LOWER PANELS: CLEAR ACRYLIC
 - * FINISH PAINT BURNING SILVER HIGH GLOSS BLACK ENAMEL
 - * 120 VOLT
 - * PHOTO CONTROL REQD
 - * ANCHOR BOLTS REQD
 - * RECEPTACLE REQD
- △△1 FIXTURE ONLY REQD PER S.O.# 100802
- * UPPER AND SIGN PANELS: SOLID
 - * LOWER PANELS: CLEAR ACRYLIC
 - * FINISH PAINT BURNING SILVER HIGH GLOSS BLACK ENAMEL
 - * 120 VOLTS
 - * PHOTO CONTROL REQD
- △△1 FIXTURE ONLY REQD PER S.O.# 150077
- * UPPER AND SIGN PANELS: CLEAR ACRYLIC
 - * LOWER PANELS: CLEAR ACRYLIC
 - * FINISH PAINT HIGH GLOSS BLACK
 - * 240 VOLTS
 - * PHOTO CONTROL REQD

△△ REVISED BY: W.M.K.	DATE: 05-24-05
△△ REVISED BY: W.M.K.	DATE: 02-24-05
△△ REVISED BY: J.F.	DATE: 08-17-99
△△ REVISED BY: J.D.	DATE: 10-21-98
△△ REVISED BY: P.S.	DATE: 05-02-94
△△ REVISED BY: P.S.	DATE: 03-02-94
△△ REVISED BY: P.S.	DATE: 11-17-93
△△ REVISED BY: P.S.	DATE: 09-03-92



Spring City Electrical Mfg. Co.

SINCE 1843

HALL AND MAIN STREETS - P.O. BOX 19 - SPRING CITY, PA 17475 -

PHONE (610) 540-4000
FAX (610) 540-5577

DESCRIPTION	THE HANCOCK 11'-2" (INT. A.B. TYPE) LAMP POST WITH LADDER REST AND THE NANTUCKET LUMINAIRE		
CUSTOMER	STEINER		
JOB	GLEN ELLYN		
SCALE	DRAWN BY:	DATE	DRAWING NO.
N.T.S.	P.S.	07-27-92	LP-20280

The Following photos show a side by side comparison of the current HPS street lights casting the amber color light depicted in the left photo compared to the LED white light shown on the right.











The following map and photographs depict the locations of the LED streetlights currently installed in the Central Business District for evaluation purposes.



Map created on August 4, 2016.

© 2016 GIS Consortium and MGP Inc. All Rights Reserved

The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law.

Disclaimer: This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

Location #1 Spring City Dark Sky



Location #1 Spring City Dark Sky



Location #2 Spring City Non Dark Sky
Illuminating Wall and Tree



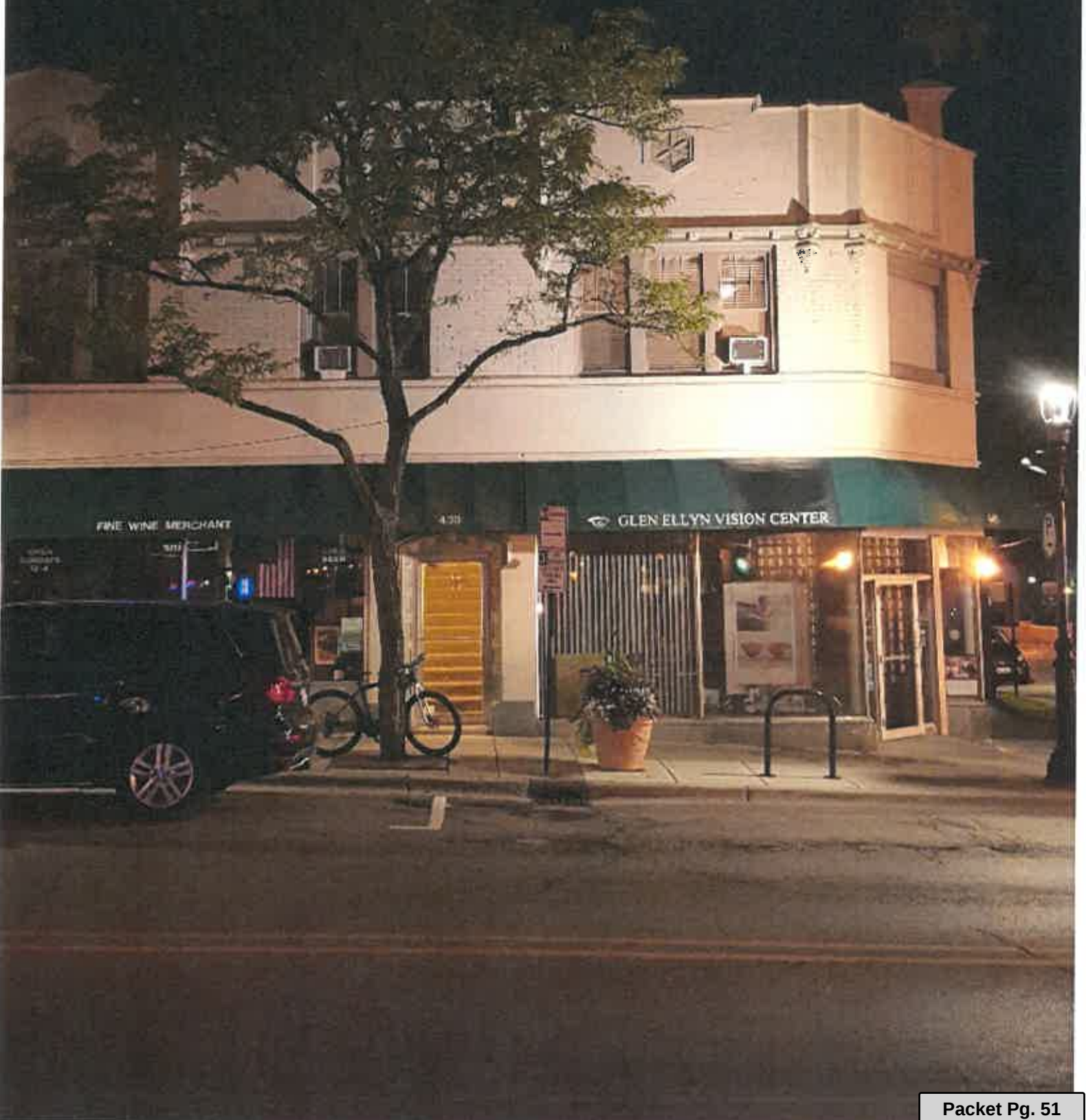
Location #2 Spring City Non Dark Sky
Illuminating Wall and Tree

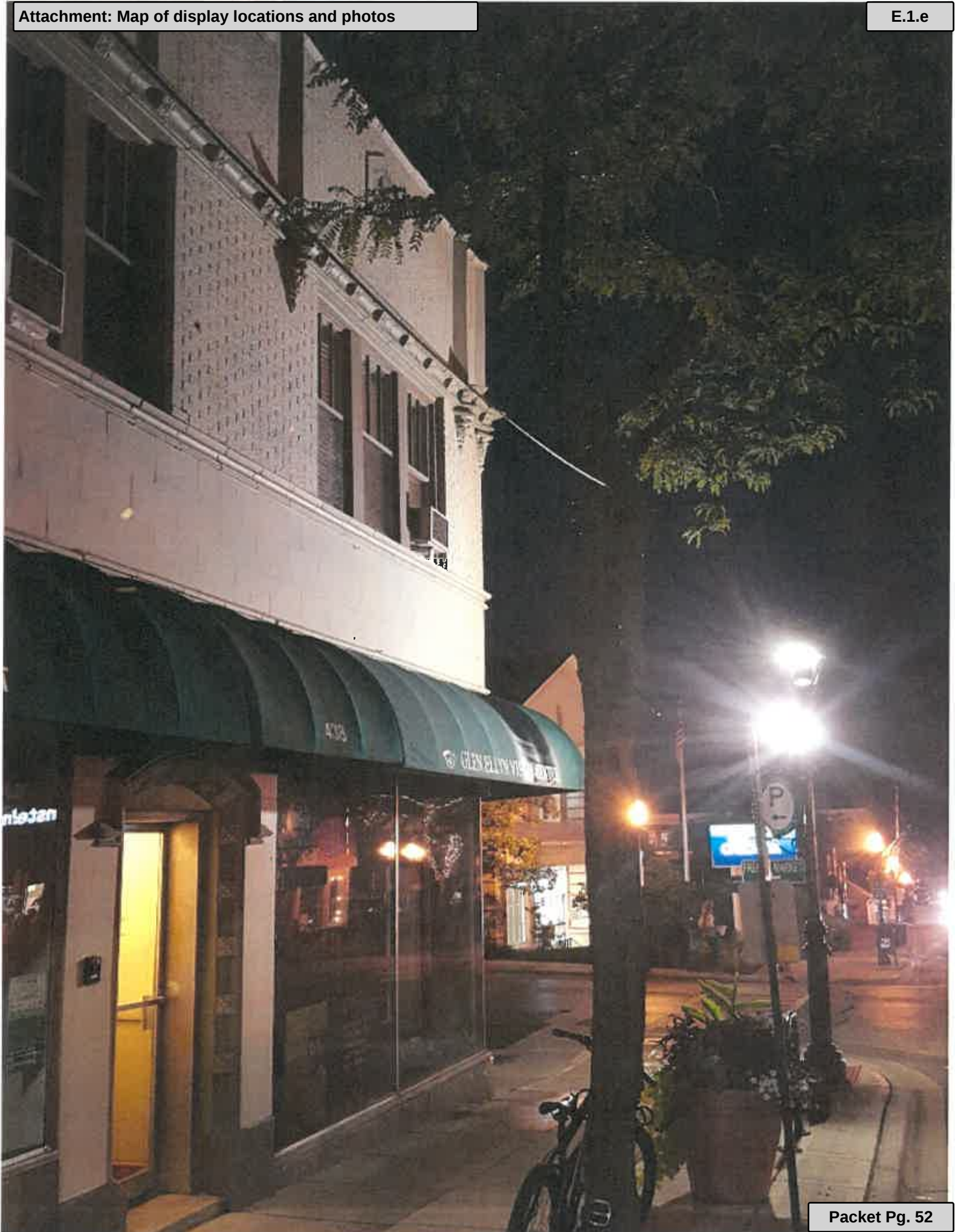


Location #2 Spring City Non Dark Sky

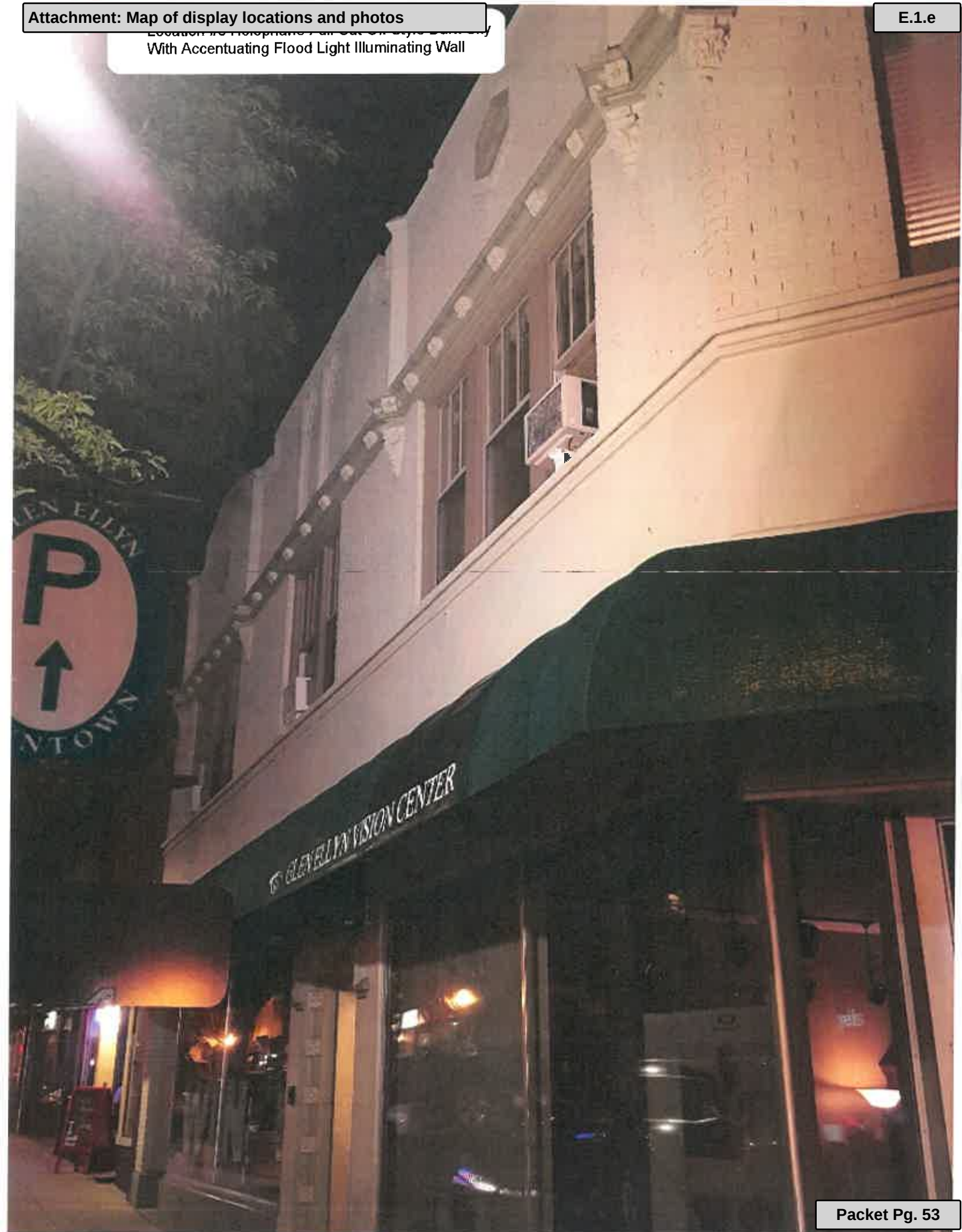


Location #3 Holophane Full Cut Off Style Dark Sky
With Accentuating Flood Light Illuminating Wall
and Tree Taken Across Main Street

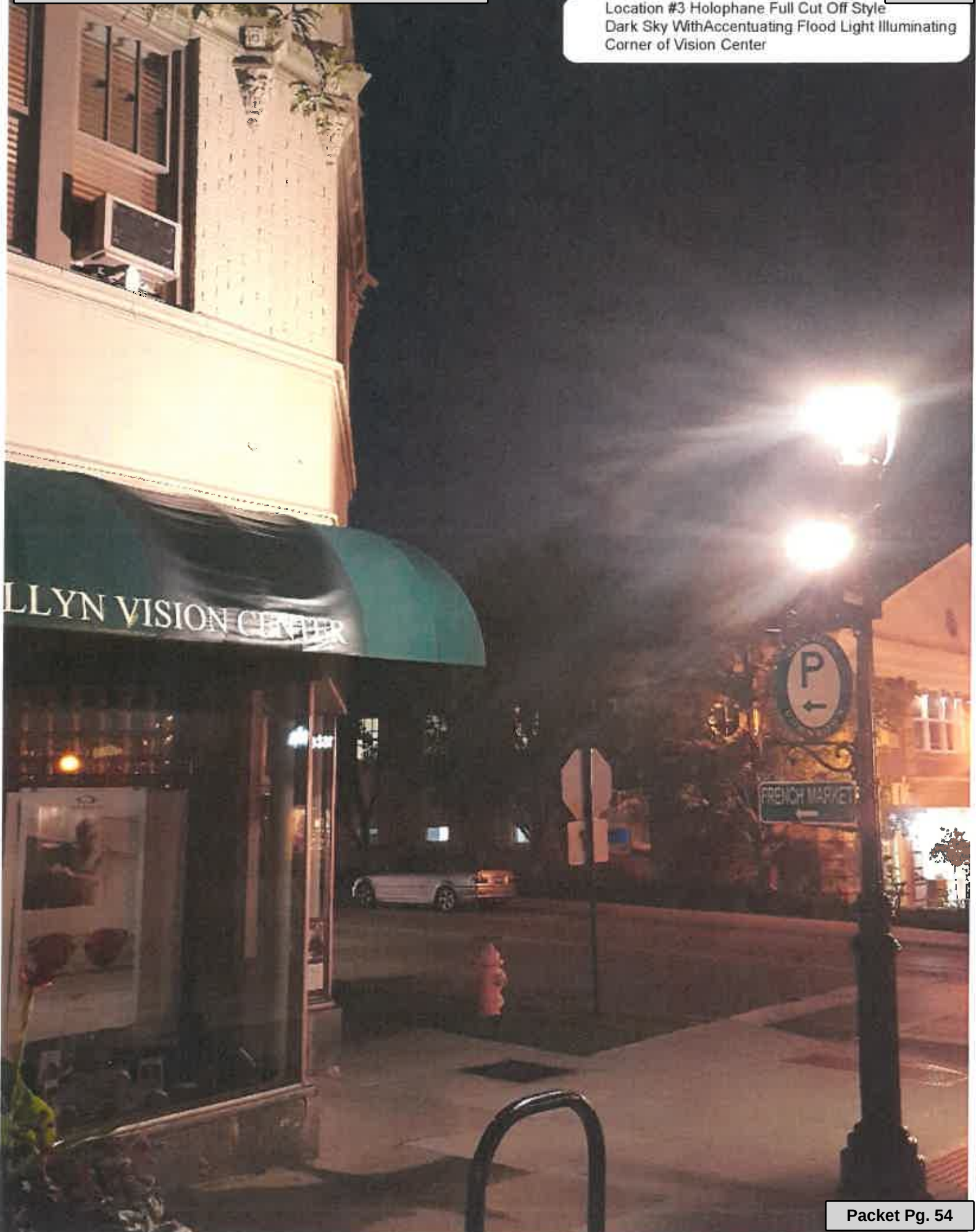




Location for Holophane Fair Gate City Building
With Accentuating Flood Light Illuminating Wall



Location #3 Holophane Full Cut Off Style
Dark Sky With Accentuating Flood Light Illuminating
Corner of Vision Center



Location #3 Holophane Full Cut Off Style
With Accentuating Flood Light



Location #4 Holophane Full Cut Off Style Dark Sky



Location #5 Holophane Acorn Style Dark Sky



Location #5 Holophane Acorn Style Dark Sky



Location #6 Holophane Acorn Style Non Dark Sky



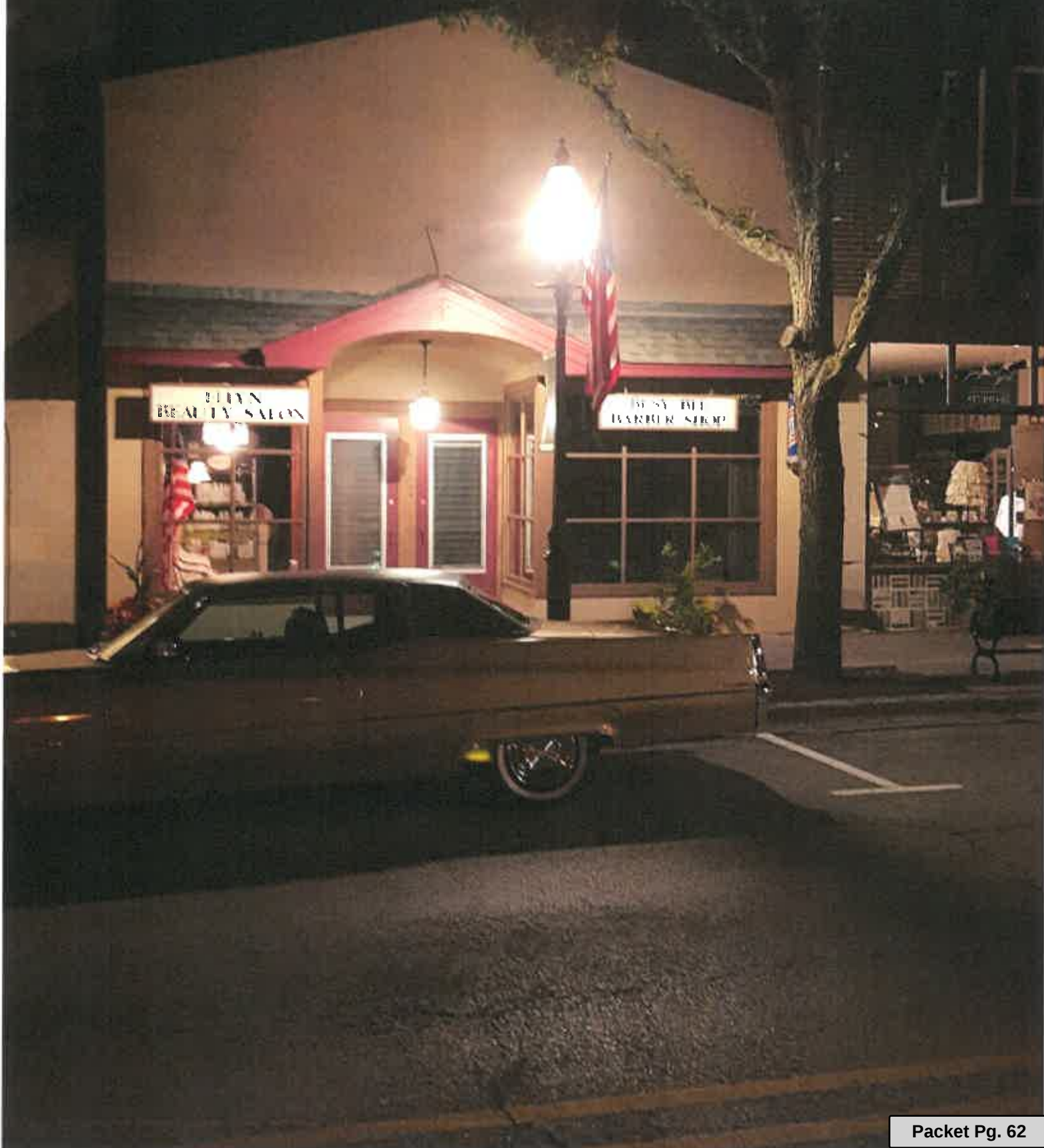
Location #6 Holophane Acorn Style Non Dark Sky



Location #7 Sternberg Etched Glass



Location #7 Sternberg Etched Glass



Location #8 Sternberg Clear Glass



Location #8 Sternberg Clear Glass



ROI

	HPS- Cost per Item	HPS- Life of item	HPS- Years	HPS- Parts Cost Per Light over 15 years	HPS- Parts Cost For 295 Lights	HPS- Labor Per Change of Part	HPS- Labor Cost Per Light over 15 years	HPS- Labor Cost For 295 Lights	HPS- Total	LED
Bulb	\$10.29	5	15	\$30.87	\$9,106.65	\$25.00	\$75.00	\$22,125	\$31,231.65	\$0.00
Ballast	\$177.19	5	15	\$531.57	\$156,813.15	\$25.00	\$75.00	\$22,125	\$178,938.15	\$0.00
Fuse	\$11.30	3	15	\$56.50	\$16,667.50	\$10.00	\$50.00	\$14,750	\$31,417.50	\$0.00
Electrical Cost (295 lights for 15 years)									\$225,000	\$56,250.00
Cost of New Luminaires Installed including materials									\$0.00	Cost Range from \$228,625 to \$557,250
Totals					\$182,587.30			\$59,000	\$466,587.30	\$284,875 - \$613,500 (Mean = \$449,187)

CBD Street lights to LED

LOCATION ON STREET	COMPANY	TYPE	KELVIN	WARRANTY	DARK SKY As displayed	ESTIMATED UNIT COST/ PROJECT COST
1).	Spring City	New Luminaire (Custom Replica of existing)	3000k	10 years	Yes	\$1300/\$383,500 <u>\$100,000 contract labor</u> \$483,500
2).	Spring City	New Luminaire (Custom Replica of existing)	3000k	10 years	No/ Converts (with hole cut in floor of top portion)	\$1550/\$457,250 <u>\$100,000 contract labor</u> \$557,250
3).	Holophane	New Luminaire (Stock Item Full Cut-Off)	3000k	10 years	No/ Converts (with flood light)	\$1433 x 50=\$71,650 \$983 x 245=\$240,835 <u>\$100,000 contract labor</u> \$412,485
4).	Holophane	New Luminaire (Stock Item Full Cut-Off)	3000k	10 years	Yes/ Converts (without flood light)	\$983/\$289,985 <u>\$100,000 contract labor</u> \$389,985
5).	Holophane	New Luminaire (Stock Item Acorn Style in Glass)	3000k	10 years	Yes/ Converts (with metal cover on glass)	\$845/\$249,275 <u>\$100,000 contract labor</u> \$349,275
6).	Holophane	New Luminaire (Stock Item Acorn Style in Glass)	3000k	10 years	No/ Converts (without metal cover on glass)	\$775/\$228,625 <u>\$100,000 contract labor</u> \$328,625
7).	Sternberg	New Luminaire (Custom Replica of existing with etched glass)	3000k	7 years (possible 10)	No/ Converts	\$1470/\$433,650 <u>\$100,000 contract labor</u> \$533,650
8).	Sternberg	New Luminaire (Custom Replica of existing with clear glass)	3000k	7 years (possible 10)	No/ Converts	\$1470/\$433,650 <u>\$100,000 contract labor</u> \$533,650

Accurate final cost to be determined from future bid opening results. If Public Works installs the LED streetlights deduct \$100,000 contract labor from project



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

Meeting: 08/15/16 05:30 PM
Department: Administration
Department Head: Brendon Mendoza
Category: Special Event
Prepared By: Brendon Mendoza

SCHEDULED

AGENDA ITEM (ID # 2329)

DOC ID: 2329

Assistant Village Manager Al Stonitsch will provide information regarding the Special Event Policy update and Commercial Filming Permits.

Background

From time to time, the Village Board reviews and considers potential updates to the Village's Special Event Permit policies. The last Board amendment to the Village's special event policy occurred in April 2013. The purpose of this memo is update the Board on the Village's current fees and permit process, and obtain feedback from the Board on whether it would like staff to evaluate any potential amendments to the Village's special event permit policy. To that end, the main policy questions for the Board include:

I. Special Events Permit:

1. Does the Board wish to keep the permit fee at \$35?
2. Does the Board wish to maintain the Village's historical policy of not charging back "grandfathered" events for additional direct costs (i.e. Police and Public Works overtime) incurred by the Village?
3. Does the Board wish to continue to charge permit fees to sister jurisdictions?
4. Should the Village adopt a deposit fee?

II. Commercial Filming Events:

1. Should the Village adopt a separate Film Permit policy and application fee?
2. If so, should the Village charge additional fees for street closure requests?
2. Does the Board wish to limit the number of filming permits issued per location?

I. Special Event Permits

Current Permit Requirements/Review Process:

As part of the special event permit process, applicants must complete and submit the permit application at least 60 business days before the event. Applicants must also submit a \$35.00 processing fee and provide a Certificate of Insurance naming the Village of Glen Ellyn as additionally insured. Annual (repeat) special events do not require Village Board approval and are sent to Village staff for administrative review. Unless there are material changes to the scope of the event, the permit is administratively approved by the Village Manager. Following staff review from all departments, the Village issues an approval letter to the event organizer, with any applicable conditions. New, first-time events require Village Board approval, which is then followed by an approval letter outlining any additional required permits, such as: tent permits, DuPage County Health Department permits, State of Illinois Liquor Licenses, etc.

The following chart summarizes the number of special event permits issued over the last three years:

Year	# of Permits Issued
*2013	31
*2014	40
2015	53
2016 (YTD)	43

*Note: General 5K charity runs and commercial film shoots did not go through the Village's special event permit process prior to mid-2014, and therefore are not represented in the tally.

Attachment #1 outlines the number of permits issued by year, name, and date of the event.

Issues

Special Event Processing Fee

As part of the special event permit process, Village staff has reviewed the processing fee charged for special event permits. Below is a chart displaying the processing fee of comparable communities. The Village of Glen Ellyn charges a flat application fee to event organizers. The \$35.00 fee includes all administrative costs, indirect staff hours (e.g. Police and Public Works) and vehicle/equipment usage, and services provided by the Village during normal business hours. Event organizers are not charged for additional services provided by the Village, with the exception of overtime hours required by Public Works or Police, or any necessary equipment rental costs (e.g. barricades).

The following table summarizes a general sample size of those area communities that charge special event permit fees. The survey data suggests that the Village's special event processing fee of \$35.00 is on the lower side of the spectrum. As such, the Board may wish to consider raising the fee to \$50.00, in order for the Village to recover some of the indirect staff and equipment time associated with processing and preparing for special events. The potential downside of increasing the fee would be the potential adverse effect on the smaller scale charity or non-profit special events that more commonly operate on very small margins.

Municipality	Special Event Application Fee
Glen Ellyn	\$50.00
Highland Park	\$60.00
Skokie	No Fee
Riverside	\$100.00
Lake Forest	\$25.00
Kenilworth	\$50.00 - \$150.00
Wheaton	\$50.00
Downers Grove	\$86.00
Lombard	\$50.00*

Lisle	\$25.00
Oak Park	\$50.00
Batavia	Varies

*\$50.00 per day or \$20.00 per week for seasonal outdoor garden sales

POLICY QUESTION #1: Does the Board wish to increase the Village's Special Event Permit Fee?

Grandfathered Special Events

Specific special events that have been established by Board policy as "grandfathered" events within the Village, are waived of any additional charges beyond the special event application fee, including Public Works & Police staff overtime costs. The following table identifies the eleven (11) events that are considered "grandfathered" events by the Village, and details the actual overtime costs that are incurred by the Village, but are not charged back for the costs.

Grandfathered Special Events

Grandfathered Events	2014		2015		2016	
	Public Works Overtime Costs	Police Overtime Costs	Public Works Overtime Costs	Police Overtime Costs	Public Works Overtime Costs	Police Overtime Costs
1.Glen Ellyn Chamber Halloween Parade	\$92.18	\$250.00	\$259.82	\$250.00	Has not occurred yet	\$250.00
2.Glen Ellyn Chamber Holiday Walk	\$225.14	\$1,400.00^	\$819.04	\$1,400.00^	Has not occurred yet	\$1,400.00^
3.Glen Ellyn Chamber Taste of GE /Fair	**	*	\$964.65	*	\$1,848.75	*
4.Glen Ellyn Alliance/Chamber Jazz Up Glen Ellyn / Jazz In Glen Ellyn	**	\$1,000.00^	\$650.49	\$1,000.00^	\$1,213.29	\$1,000.00^
5.Alliance Sidewalk Sale	**	*	\$340.21	*	\$220.08	*
6.Alliance Sounds on the Street	**	\$825.00	\$622.54	\$825.00	Has not occurred yet	\$825.00
7.Glen Ellyn Boat Regatta	*	\$375.00^	*	\$375.00^	*	\$375.00^

8. Bridge Communities Backyard Barbecue	**	\$950.00	\$369.69	\$950.00	Has not occurred yet	\$950.00
9. Village Recycling Extravaganza	\$1,500.00	\$250.00	\$1,424.97	\$250.00	\$1,600.00	\$250.00
10. Glenbard West High School Homecoming Parade	**	\$150.00	\$51.68	\$150.00	Has not occurred yet	\$150.00
11. 4 th of July Parade / Fireworks	**	\$3,500.00^	\$2,383.40	\$3,500.00^	\$2,040.36	\$3,500.00^
Total Direct Cost	\$1,817.32**	\$5,925.00	\$7,886.49	\$5,925.00	\$6,922.48	\$5,925.00

*Standard indirect staff time only; no overtime

** Detail unavailable; event occurred prior to implementation of new expense tracking/asset management software (Cartegraph) in Public Works.

^Expense fluctuates dependent upon hiring of an additional officer for the special event

POLICY QUESTION #2: Does the Board wish to maintain this same list of “grandfathered” events that are exempt from any additional charges by the Village?

Permit Fees Charged to Sister Jurisdictions:

Relatedly, the Village charges the Library, Park District, and School District the \$35 permit fee for their respective special event permit applications.

POLICY QUESTION#3: Does the Board wish to maintain this current policy of charging sister jurisdictions the standard permit fee?

Deposit Fee Policy Consideration

As part of the special event permit, some communities charge a refundable deposit to the event organizers in order to protect the municipality from damage to public property or to offset any time/material costs incurred to make repairs or post-event clean up. Examples include:

ü Post-Event Refuse Clean Up

Special event organizers are required to contract with a refuse hauler in order to request special pick up for refuse during events. In order to assist organizers with garbage control during the event, the Village provides additional 35 gallon residential refuse carts to be used during events at no additional charge. There have been isolated instances, however, where Public Works staff has been required to pick-up and dispose of left over refuse following a special event, resulting in additional indirect costs to the Village.

ü Damage to Village Property

As part of the special event application process, event organizers have the ability to request use of Village-owned property (e.g. sidewalk, streets, parking lots, and parkway). Public

Work inspects the property prior to a special event occurring, and coordinates repairs if any damage occurs as a results of the event. A refundable deposit could be used to cover these costs, if necessary.

Charity Runs/Walk/Bike Markings

As of 2015, runs/walks/bike races have been incorporated into the special event application process, and are required to obtain a special event permit application. Village staff has worked with event organizers to test various methods of marking streets for these types of events. Upon testing the different alternatives, a chalk stick has been recommended as the only method allowed for the marking of routes. Despite the Village's policy, there might still be instances where event organizers use spray paint to mark their event course. In these cases, does the Village want to charge back the event organizers for the costs incurred to remove the painted markings from the street or sidewalk? If so, is a deposit the preferred method?

Comparable Survey of Deposit Fees

Municipality	Deposit Amount Charged
Galena	\$200.00
Glenview	\$100.00 - \$500.00 per day*
St. Charles	50% of municipality services expenses
Wauconda	\$50.00 barricade deposit
Wheaton	N/A
Downers Grove	Case by case basis
Lombard	\$500.00 or \$1000.00 [^]
Lisle	N/A
Oak Park	25% of municipality service expenses
Batavia	50% of municipality service expenses

*Deposit fee per day is dependent upon number of anticipated attendance.

[^]Three (3) days or less requires \$500.000 cash bond, three (3) days or more required \$1000.00 cash bond.

Village staff has has only encountered a few isolated incidents, where a deposit fee may have been beneficial; however, at this time staff does not see a compelling reason to assess a deposit to organizers at this juncture. Instead, if the need arises, the Village would continue to notify event organizers that any damage to Village property would be billed back to the event. Non-payment instances would result in potentially denying any future permits until satisfactory payment has been made.

POLICY QUESTION #4: Does the Board wish to create a deposit fee for special events?

II. Commercial Filming Permit

Issue

As part of the Special Event Permit policy discussion, staff would also like to engage the Board in a discussion on the implementation of a separate filming permit that would be required of any commercial film production within the community. Over the last couple of years, there have been isolated instances where the Village has received complaints from a homeowner regarding the frequency of commercial film productions that were occurring across from his home. The Revere Road resident was upset about the nuisance that the operation caused to the neighborhood.

In light of the resident complaints discussed earlier, beginning in 2015, staff administratively began to require commercial film companies to obtain a Special Event permit in order to provide some nominal regulation to the process, such as: 1) Appropriate Notice 2) Permit Fee 3) Restrictions on Hours of Operation, and 4) Traffic Safety/Street Closure Coordination, and 5) Neighborhood Notification.

Number of Filming Permits Approved Per Location

In 2015, five (5) total film permits were processed through the special event application process. In 2016, eight (8) total film permits were processed through the special event application process. Four (4) of the filming permits were approved to take place at 781 Revere Road, and two (2) at 420 Ridgewood Avenue. The Village did not receive any formal complaints regarding these particular locations; however, it is staff's understanding that the prior complainant has since moved from the area.

The following chart summarizes the number of filming/photoshoot "special event" permits issued over the last three years (***Attachment #3***):

Year	# of Permits Issued
2013	0
2014*	1
2015	5
2016 (YTD)	8

*In 2014, filming requests transitioned from the Police Department to Administration, requiring filming organizers to apply for a special event permit, and be formally reviewed through the special event regulations.

Glen Ellyn, however, is an affluent community with a distinctive topography and a rich inventory of architecturally unique homes and buildings. These characteristics tend to make Glen Ellyn a desirable community for location scouts. Communities who also tend to attract commercial film production companies have taken steps to provide some level of regulation to these productions by implementing a separate and distinct film permit policy. As such, staff surveyed communities in the area to better understand how they approach the film permit process. Unlike special events, it

seems that many communities do not require a film permit for movies or commercial filming. If the Board wishes to further explore a new and separate Film Permit, however, the following are the main policy points for consideration:

A. Permit Requirements

As part of the film permit process, applicants would be required to complete and submit the permit at least ten (10) business days before the start of filming (***Attachment 3***). Applicants must also submit a signed approval letter from the property owner, and provide a Certificate of Insurance naming the Village of Glen Ellyn as additionally insured. If the filming is set to occur in a residential area, applicants are required to notify all impacted homeowners on their block. If filming will require a partial or full road closure, the production company would be required to notify all impacted homeowners and/or business owners. When filming in a residential area, large production crews would be required to find alternative parking locations to transport crews and equipment to/from so as to not impact street safety. Staff would propose that these types of permits be administratively approved by the Village Manager or his/her designee.

B. Processing Fee

As part of this evaluation process, staff surveyed community film permit fees. The average fee for those communities that actually had a Film Permit requirement was \$110.00, but as the table shows below, the fees range widely from \$10.00 - \$325.00. Staff believes that most film productions present a positive marketing opportunity for the community, and would use caution in using this permit process to over regulate or discourage filming. If the Board desires to implement a special Film Permit, the survey results suggest that a \$100.00 fee would be reasonably in line with those communities that regulate filming. The \$100.00 would cover processing costs, yet be low enough so as to not unnecessarily discourage smaller-scale productions from operating in Glen Ellyn. In the event of a large scale production, however, that may last longer than a few days, the Village would reserve the right to charge for any additional Police or Public Works overtime costs that may be necessary to support such an operation within the community.

Municipality	Processing Fee
Glen Ellyn Proposed	\$100.00
Highland Park	\$50.00
Elmhurst	\$200.00
Skokie	\$100.00
Glenview	\$325.00
Elgin	\$10.00
Riverside	\$500.00
Lake Forest	\$25.00
Kenilworth	\$50.00 - \$150.00
Wheaton	No film permit
Downers Grove	No film permit

Lombard	No film permit
Lisle	No film permit
Oak Park	<i>Assess fee for street closures-see following table</i>
Batavia	No film permit

C. Additional Road Closure Fee

As part of the filming process, production crews because of the scope of the project, will request full or partial road closures from time to time. The Village does not currently charge an extra fee to special event organizers (5k race, parades, etc.) or resident block parties for street closures. Some communities have taken the position that film permits are profit-making enterprises, and because street closures utilize Village resources and inconveniences a neighborhood, the company should pay additional fees. In addition, some communities also charge additional for any incurred overtime costs for Police and Public Works. As such, if the Board wishes to consider implementing a standard street closure fee, according to the survey data, a \$50/hour charge for partial road closures and \$75.00/hour charge for full road closures would be in line with what other communities charge for film productions (see following table). Alternatively, the Board could choose to assess a flat fee as well.

Municipality	Partial Road Closure/Hour	Full Road Closure/Hour
Chicago	Varies	n/a
Highland Park	Varies	n/a
Elmhurst	Varies	n/a
Skokie	\$50.00	\$100.00
Glenview	\$250.00	Prohibited
Elgin	n/a	n/a
Riverside	\$50.00	\$75.00
Lake Forest	\$25.00	\$50.00
Kenilworth	\$45.00	\$90.00
Oak Park*	\$200.00	\$400.00

*Oak Park charges are provided for obstruction of 1/2 of a block and one (1) full block.

Note: For communities that responded with “varies”, the fee depends on the size and scope of the production, and is not specially listed.

D. Additional Fees

As is the case with special events, on-site police traffic control assistance (if needed) would continue to be charged at the current rate of \$50/hour with a three (3) hour minimum. The \$50/hour police traffic control assistance would be charged along with other fees or charges that the Board would adopt as part of Film Permit. Likewise any overtime assistance of Public Works would be charged at the overtime rate per employee. Additional fees for equipment and other filming related requirements can be determined on a case-by-case basis.

E. Limitation on Number of Film Productions by Location

If the Board wishes to adopt a film permit, another policy consideration is to determine if there should be a limitation on the number of film permits issued per year at a particular address/location. Doing so would address the situation that occurred in previous years where the resident was complaining about the frequency of commercial film productions adjacent to his residence. Based upon the survey data, only two (2) out of the eleven (11) communities regulate the maximum number of productions at a specific location. Riverside, for example, limits film production at a single private residence to less than ten (10) days per calendar year unless written permission is provided by the Village Manager. The other community that limits the times a filming can occur at one location is Glenview, which states specific locations are only granted one (1) film production permit every twelve (12) months.

FILM PERMIT POLICY QUESTIONS:

1. Should the Village adopt a separate Film Permit policy and application fee?
2. If so, should the Village charge additional fees for street closure requests?
3. If so, does the Board wish to limit the number of filming permits issued per location to a maximum number per calendar year?

Action Requested

Staff is seeking Village Board feedback and direction on potential updates to the Village's Special Event Permit policy and direction. Following Board feedback and direction, staff would bring back a proposed ordinance at a future Board meeting reflecting the Board's policy direction.

Attachments

1. Special Event Permits Issued by Year/Applicant
2. Current Special Event Permit Application Packet
3. Filming "Special Event" Permits Issued by Year/Applicant
4. Draft-Concept Film Permit Application

ATTACHMENTS:

- ATT 1 - Special Event Permits Issued by Year-Applicant (PDF)
- ATT 2 - Current Special Event Permit Application Packet (PDF)
- ATT 3 - Filming "Special Event" Permits Issued by Year/Applicant (PDF)
- ATT 4 -Draft Concept Film Permit Application (PDF)

Glen Ellyn Special Event Tracking

Organization	Event	Event Date
Downtown Alliance	Indoor Sidewalk Sale	1/29/16 - 1/30/16
Kate Levinson Locations	29 Optimus Film Shoot	2/10/2016
Downtown Alliance	Beauty Palooza	2/16/2016
Kate Levinson Locations	2.24 FTD Photography Shoot	2/24/2016
GE Park District	Freedom Four Run	7/4/2016
GE Backyard BBQ	Bridge Communities	9/10/2016
GE Library	Equipment Day	7/30/2016
Cub Scout Pack 51	Box Car Derby	4/15/2016
Ben Raby	2016 Tour of Glen Ellyn/Intelligentsia Cup	7/16/2016
Tammy Lemke	Bryyall YMCA 5k Y Run : For a Better You	5/14/2016
GE Park District	Kids 2k16 Fun Run	8/6/2016
GE Infant Welfare	Family Fitness Walk	4/16/2016
Downtown Alliance	Jazz	7/16/2016
GE Chamber	Taste of Glen Ellyn	5/19/16 - 5/22/16
Elevate	FAB Fashion Art Beauty	3/19/2016
GE YMCA	Spash and Dash	6/4/2016
Downtown Alliance	Wedding Walk	4/17/2016
Downtown Alliance	Ladies Night Out	11/15/2016
Downtown Alliance	Fall Crawl Shopping Weekend	9/15/16 - 9/18/16
Downtown Alliance	Sounds on the Street	9/2/2016
Downtown Alliance	Home for the Holidays at GE Fire House	12/10/2016
Morreale Law Office	Garage Sale	9/17/2016
Kate Levinson Locations	Way to Wonder Commercial	3/31/2016
Kate Levinson Locations	HealthMark Shoot	4/14/2016
Downtown Alliance	Wines and Finds	6/16/2016
	Bridge Communities Fundraiser - Hosted by	
Bridge Communities	Bridge Builders	8/27/2016
St.Pets	St.Pets 5k	9/5/2016
St.Pets	Corpus Christi Euucharistic Procession	5/29/2016
Smiling Faces	Fun Fair 2016	6/10/2016
GE Historical Society	Third Annual GE Vintage Auto Fest	5/21/2016
Haggerty Chevrolet	2016 Haggerty Events	5/26 - 5/31, 6/30 - 7/5, 7/14 - 7/19, 9/1 - 9/6
Hephzibah Children's Association	Hoof it for Hephzibah 5k	5/30/2016
Fannie May	Chocolate Sale	6/2/16 - 6/5/16
GE Lions Club	Festival of the Arts	8/27/16 - 8/28/16

Glenbard West	Homecoming Parade	10/8/2016
Orange Theory Fitness	Tent in Baker Hill Parking Lot	To be determined
GE Chamber of Commerce	Sidewalk Sale	7/21 - 7/24
Kate Levinson Locations	Crate & Barrel Photography Shoot	7/17/16 - 7/22/16
The Jack H.Marston II Melanoma Fund	This Runs for Jack	10/16/2016
Marcel's	cel's 5th Annivarsary Customer Appreciation Di	9/24/2016
Keller Williams Reality	Oktoberfest	9/30/2016
Kate Levinson Locations	Crate & Barrel Photography Shoot	8/14/16 - 8/19/16
Kate Levinson Locations	Mattress Firm Photoshoot	8/9/2016
Kate Levinson Locations	Sears Filming	8/10/2016
St.Pets	Back to School Party	8/21/2016

45 -2 = 43



Village of Glen Ellyn Special Event Permit Application

The Special Event Permit Application must be submitted at least **sixty (60) days prior** to the event date in order to ensure sufficient time for processing. Please contact the Administration Department at 630-469-5000, or refer to the Special Event Permit Application Guidelines at www.glenellyn.org for more information.

EVENT INFORMATION

Event Title			
Type of Event	☐ Carnival or Rides ☐ Business Special Event ☐ Festival ☐ Outdoor Concert ☐ Parade ☐ Tent Sale ☐ Walk/Run/Bike ☐ Zoo/Circus ☐ Other (please specify): _____		
Event Date(s)		Time	
Alternate Date(s)		Time	
First Time Applicant?	☐ Yes ☐ No	Is it an Annual Event?	☐ Yes ☐ No
Event Website (if any)	Anticipated Attendance		
Location of Event Please list all requested street or sidewalk closures noting time(s) each street will be closed.			
Describe the Event Please describe your event in detail including any additional information that may be important to understanding its scope and purpose. Please attach any promotional materials regarding the event.			
Please see <u>Section 3</u> of the Special Event Application Guidelines for more information regarding Event Activities			
Event Activities Please check all items that will be included in your event. *Extraordinary activities may require additional licenses, fees or submittals (See Guidelines for additional information).	☐ Alcohol* ☐ Animals* ☐ Automobiles ☐ Balloons/Signs/Decorations ☐ Bands/Live Music ☐ Carnival Rides* ☐ Floats ☐ Food Booth(s) ☐ Parade/Race* ☐ Parking Lots* ☐ Portable Toilets ☐ Promotional Signage ☐ Sound Equipment ☐ Stage/Bandshell ☐ Streets/Sidewalks* ☐ Tents ☐ Vendors ☐ Other (please specify): _____		

EVENT ORGANIZER INFORMATION

Name (First/Last)					
Address			Apt./Unit		
City		State		Zip Code	
Home Phone		Cell Phone			
E-mail Address					
Name of Sponsoring Organization(s) (If applicable/different)					
Organization's Legal Status	☐ Governmental Entity ☐ Non-profit Entity ☐ Commercial Business				
Sponsoring Organization Main Contact (If applicable/different)					
Address			Apt./Unit		
City		State		Zip Code	
Daytime Phone		E-Mail			

All applications should be completed and submitted **not less** than sixty (60) days prior to the event date. Applications that are complete and submitted to the Village along with any necessary submittals will be processed by Village staff. Incomplete applications will be held for processing until it is complete. Please return your completed Special Event Permit Application to:

By Mail/Drop Off: Village of Glen Ellyn, Administration Department, 535 Duane Street Glen Ellyn, IL 60137

By Email: events@glenellyninfo.org

For Office Use Only**Conditions of Approval:**

Police Chief/Designee (if applicable)

Date

Village Manager/Designee

Date



Village of Glen Ellyn Special Event Permit Application Guidelines

I.

Overview and Purpose

Thank you for your interest in holding a special event in the Village of Glen Ellyn. This packet contains information to assist you in organizing your special event or in obtaining the required permits. Special event permit applications must be submitted at least sixty (60) days in advance of the event.

Some of the information in this packet will not apply to your event; however, all event organizers are required to complete a Special Event Permit Application in full and submit it to the Village in order to be processed. All first-time events must receive approval by the Village Board of Trustees.

Submission of an application does not guarantee approval of the event request. The Village reserves the right to approve, deny or modify requested events. If you have questions regarding the Special Event Permit Application process, please contact the Administration Department at 630-469-5000.

II.

Special Event Criteria and Process

Special Event Eligibility

Please consult with the Administration Department at (630) 469-5000 prior to submitting a special event permit application to discuss whether your event falls under this policy. Generally, commercial or non-residential outdoor events that will take place on public or private property or which will take place in public right-of-ways (i.e. street, sidewalk, parking lot), or that will be held on public property where liquor is to be served fall under the scope of this policy. **Generally, indoor private events (i.e. invitation only) are exempt from the application process unless live entertainment is involved, but are required to apply for all applicable liquor licenses (If applicable).**

The Village will provide limited support to public events on a case-by-case basis and pending staff availability. This includes the availability of additional police services (if required) and public works services (i.e. road closures, street sweeping, barricade set up and rental, clean up, etc.). An organization that elects to hold an event **will** be required to reimburse the Village 100% for the fees and costs associated with providing police related services. An invoice will be sent to the sponsoring organization after the event has concluded indicating these costs.

Process

- 1. Special Event Permit Application and Fee:** The Special Event Application is available online at www.glenellyn.org and is due to the Village of Glen Ellyn, at a minimum, **sixty (60) days** prior to the

event. A \$35 administrative fee must be paid at the time of application submission. Please make checks payable to the **Village of Glen Ellyn** and note the name of the event on the check.

A detailed event map/route or site plan must be submitted with the application.

A completed event application along with an event map/site plan (if required) may be mailed, dropped off or emailed to:

Village of Glen Ellyn
ATTN: Special Events Coordinator
535 Duane Street
Glen Ellyn, Illinois 60137

Email: events@glenellyninfo.org

2. Special Event Permit Application Review

The Village shall review the Special Event Permit Application and evaluate its impact on the Village and proposed use of Village-owned property, and note any changes that may be needed in order to approve the special event. Submittal of an application does not guarantee approval.

3. Village Board Consideration and Event Approval

First-time Event: The staff evaluation will be presented to the Village Board for their consideration and approval during a Regular Village Board Meeting which is typically held on the second and fourth Monday of each month at 8:00 p.m. The Village Board will review the permit application, staff's evaluation, and recommendation regarding the special event. The Village Board has the final approval regarding all special events described under this policy.

Second and/or Recurring Events: A special event that has previously received Village Board approval via the process outlined above within the last three years of the original event, and that has been re-submitted for approval in substantial conformance to the previous event approved by the Village Board, may be able to receive administrative approval via the Village Manager if all conditions have been met under this policy. However, the Village Manager reserves the right to send the event request to the Village Board if s/he desires.

4. Special Event Approval

If a Special Event Permit Application is approved by the Village Board and/or via Administrative approval, the application permit will be signed by the Village and will also outline any additional requirements or submittals that may be needed prior to the event.

III.

Event Activities

The following event activities may require additional information or consideration prior to submitting a Special Event Permit Application. These activities will be further identified and outlined in the Event Approval letter. Please note that not all event activities listed in the application contain additional information below. Please contact the Administration Department at 630-469-5000 if you have further questions.

Alcoholic Beverages

Functions that will offer alcoholic beverages for sale or tasting will need to submit an application for a Class E (Temporary) Liquor License. The Class E Liquor License costs \$20 and must be submitted separately to the Village of Glen Ellyn Liquor Commission. In addition, a copy of your Certificate of Liquor Liability (Dram Shop), and proof of alcohol awareness training must be submitted. Please visit www.glenellyn.org or contact the Administration Department at 630-469-5000 for more information.

Animals

Events that will house or provide access to barnyard (i.e. horses, ponies, goats, cattle, sheep, chickens, etc.), exotic, or otherwise dangerous animals will require formal approval by the Police Chief or his/her designee. Event organizers must indicate the type and number of animals that they will have at their event on the Special Event Permit Application. The event organizer is also required to properly dispose of any excrement which may be deposited by such animals.

Carnival Rides

A carnival license must be obtained prior to operating a carnival in the Village of Glen Ellyn. The license fee must be paid at the time of the special event application submission equal to thirty-seven dollars and fifty cents (\$37.50) per day the carnival is scheduled to be open to the public. The license fee should be payable to the Village of Glen Ellyn and included with the event application. Please visit www.glenellyn.org or contact the Administration Department at 630-469-5000 for more information.

Food and Beverage Health Inspections

Food and beverages cannot be sold at an event or offered at no cost, unless approved and/or licensed, if necessary, by the DuPage County Health Department. Event organizers are responsible for arranging health approvals and inspections for their events. Please contact the DuPage County Health Department at 630-682-7046 x7046 for more information.

Parade/Race Route

Prior approval by the Police Chief or his/her designee is required for parade and/or race events requiring the use of public right-of-ways. The Police Department and Public Works Department have created a series of potential routes that may be utilized for these types of events in the Village. Please contact the Police Chief or his designee at 630-469-1187 to inquire about appropriate routes that may be used. The detailed parade and/or race route must be submitted with the Special Event Permit Application.

Promotional Signs and/or Banners

Signs or banners are often used to promote upcoming events. For events that have been approved, event organizers who wish to utilize such promotional materials must submit a *separate* application no less than thirty (30) days prior to the event. Please contact the Planning and Development Department at 630-547-5250 or visit www.glenellyn.org to obtain a banner permit application. The cost of the banner permit application is \$30. Please note that the following signage and attention getting devices are prohibited: searchlights, beacon lights, inflatable devices, etc. Pennants, flags and streamers are prohibited by code, but may be permitted through this special event permit process. Please list all such attention getting devices on the application form.

In addition, if balloons, signage or other attention getting devices are utilized to direct guests to the event, it must be in accordance with the Glen Ellyn Sign Code. Please contact the Planning and Development Department for more information or visit the Planning and Development Department's Forms and Applications section at www.glenellyn.org to download the *Regulations for Business Promotional Activities* brochure.

Restrooms and Handwashing Stations

For public events, event organizers must provide patrons access to restrooms and/or portable restrooms with handwashing stations. The general rule is to provide access to one (1) restroom and handwashing station for every fifty (50) patrons anticipated during the peak hours of the event.

Sound Equipment

Functions that require sound amplification (Live music, PA system, etc.) for any loudspeaker or amplifier connected with any radio, microphone similar equipment must receive a special code waiver from the Village Code. The Village of Glen Ellyn reserves the right to discontinue the use of any amplified sound if deemed unreasonable by the Village of Glen Ellyn Police Department.

Street, Sidewalk and/or Parking Lot Closures

Events that require Village streets, sidewalks or Village-owned parking lots to be closed must be coordinated with the Public Works and Police Departments, and properly identified in the application and labeled on a detailed event map/route or site plan. In order to provide access for emergency vehicles, a designated traffic lane fifteen (15) feet in width must remain unobstructed on either side of the street.

The Village of Glen Ellyn will assess all public right-of-ways prior to the event. Any damage that occurs during the event will be the responsibility of the event organizer to repair in a manner that is acceptable to the Village. If event damage occurs and is not repaired by the event organizer, the Village will make any necessary repairs and bill the event organizers for the repair work and any future event requests by the organization will be denied.

The event organizer must contact the Police Department and Public Works Department for events that will require parking reconfiguration and/or temporary signage to redirect parking or traffic as a result of street and/or parking lot closures. All traffic or parking reconfiguration needs must be communicated to the Department **no less** than thirty (30) days prior to the event.

Tents

The use of free-standing tents are allowed under the following conditions: they are a minimum of 10 feet from any building, have protective covers on tent anchors (Note: tent anchors are not permitted on Village-owned streets, sidewalks or parking lots), have no cooking equipment within them and comply with all applicable building regulations. In addition, tents that are larger than 400 square feet in size must be inspected by a Planning and Development Department Building Inspector prior to the event. Please contact the Planning and Development Department at 630-547-5250 to arrange for an inspection prior to the event. The cost for the inspection will be \$50.00.

IV.**Additional Event Considerations**

The following items may also be required and/or requested by Village staff as identified in the permit process.

Beverage Alcohol Sellers and Servers Education and Training (BASSET)

Functions that will offer alcoholic beverages for sale or tasting are required to send every individual that will be involved in the service of alcohol (including sale of wristbands) during the event to a Beverage Alcohol Sellers and Servers Education and Training (BASSET). Organizers must contact the Police Department at 630-469-1187 to register for a training program. More information is also available on the Police Department's webpage at www.glenellyn.org.

Certificate of Insurance

Upon approval of a Special Event Permit, an original Certificate of Insurance naming the Village of Glen Ellyn as an additional insured must be submitted. The Certificate of Insurance will be due at least twenty-one (21) days prior to the event date and shall be issued by a company licensed in the State of Illinois, approved by the Village, and covering any and all liability. In addition, the special event must be named on the Certificate of Insurance. The minimum coverage limit for an event is \$2,000,000 in the aggregate.

The Village of Glen Ellyn reserves the right to change insurance requirements or request additional insurance for an event as deemed necessary by the Village.

Compensation for Police Department Staffing

Depending on the scope and attendance of the event, the Police Department may require police personnel to be present at the function pending staff availability. The costs for police services will be charged directly to the event organization and/or agency. The number of personnel necessary to staff the event will be based on the size and scope of the event. For questions regarding police support, personnel cost, or availability, please contact the Police Chief or his representative at 630-469-1187.

Electrical Power

The Village of Glen Ellyn can provide electrical power for events that are planned to take place on **public property (i.e. streets, parking lots) only**. The Village has different options for power with varying capabilities depending on the location of your event and the amount of power needed. Event organizers may indicate these needs on the Special Event Permit Application and must contact the Public Works Department after a permit has been issued. Electrical power should be coordinated at least fourteen (14) days prior to the event start date. Please contact the Public Works Department at 630-469-6756 for more information.

Event Barricades

Events that take place on public streets, parking lots, or sidewalks such as parades and races, or events on public or private property which will offer the sale or tasting of alcoholic beverages will be required to barricade portions of the event area for safety and security. In addition to barricades, the Village may require that snow fencing be installed if the event provides liquor. Event organizers will be required to contact the Police and Public Works Departments after event approval to determine the quantity and location of event barricades/snow fencing.

Parade Route/Site Plan

Outdoor events or those which will include a parade or race, must submit a detailed route/site plan. This route/site plan must describe the event location, including the names of all streets, intersections, or parking lots which will be utilized during the event. In addition, the location of event activities (i.e. vendor tents, staging, music, alcohol tent, etc.) should be properly labeled. Event organizers are encouraged to submit a preliminary route/site plan with the application which may be reviewed by the Police and Public Works Departments prior to the event approval.

Refuse and Recycling Collection

For events that are to take place on public right-of-ways, the event organizer must monitor and be responsible for disposal of garbage and recycling accumulation in the Village street containers. Plastic bags should be used to line the containers, and the event organizer should empty the containers as necessary. After permit approval, additional receptacles may be required by the Public Works Department. Details regarding whether additional receptacles will be needed must be worked out **no less** than seven (7) days prior to the event.

All additionally placed trash and/or recycling receptacles provided by the Village must be turned upside down once the event has ended so that the containers are not used prior to pickup by the Public Works Department. For events that take place on public property (i.e. streets, parking lots) the event organizer must schedule an additional pick-up by the Village's refuse and recycling contractor which will be expensed to the event organizer. Failure to remove trash will result in future denial of requests made by the event host organization.

Resident and/or Business Notification

For those events that require street closures, or that may cause an unintended impact to Village businesses or residents, mailed or hand delivered notification must be provided to residences and businesses within three-hundred (300) feet of the event location **no less** than seven (7) days prior to the event date. Event organizers are responsible for communicating with the Village of Glen Ellyn to determine which parties are to be notified.

Volunteers/Event Staff Support

Event organizers must plan to provide enough on-site volunteers or staff to adequately support the event. Please contact the Administration Department at 630-469-5000 if you have questions about adequately staffing your event.

If you have questions regarding the Special Event Permit Application or any of the event guidelines, please contact the Village of Glen Ellyn's Administration Department at 630-469-5000.

2014 – 2016 – Number of Commercial Film “Special Event” Permits Issued

Year	Location	Organizer	Production
2014	623 Park Boulevard	Radar Studios	Build - A - Bear
2015	420 Ridgewood Avenue	One At Optimus Production Company	Payless Commercial
	777 Forest Avenue	Vinh Lu	Otterbox Commercial
	660 Euclid Avenue, GE Public Library, Downtown GE	HGTV	House Hunters International
	338 Hill Avenue	Kate Levinson Locations	Hefty Commercial
	691 Chidester Avenue	Kate Levinson Locations	Barilla Pasta Photo Shoot
2016	781 Revere Road	Kate Levinson Locations	29 Optimus Film Shoot
		Kate Levinson Locations	2.24 FTD Photography Shoot
		Kate Levinson Locations	August Crate & Barrel Photography
		Kate Levinson Locations	Mattress Firm Photoshoot
	420 Ridgewood Avenue	Kate Levinson Locations	Ways to Wonder Commercial
		Kate Levinson Locations	Healthmark Shoot
	338 Hill Avenue	Kate Levinson Locations	Ways to Wonder Commercial
	501 Longfellow Avenue	Kate Levinson Locations	July Crate & Barrel Photography Shoot
	896 Clifton Avenue	Kate Levinson Locations	Mattress Firm Photoshoot
	Designated sidewalk near Kenilworth & Hill Avenue	Kate Levinson Locations	Sears Filming



Village of Glen Ellyn Film Permit Application

The Film Permit Application must be submitted at least **Ten (10) Business Days** prior to the event date in order to ensure sufficient time for processing. Please contact the Administration Department at 630-469-5000, or refer to the Film Permit Application Guidelines at www.glenellyn.org for more information.

EVENT INFORMATION						
Type of Event	☐ Film ☐ TV ☐ Commercial ☐ Photo Shoot ☐ Other (please specify): _____					
Event Date(s)		Time		Road Closure*	Yes ☐	No ☐
Event Date(s)		Time		Road Closure*	Yes ☐	No ☐
Event Date(s)		Time		Road Closure*	Yes ☐	No ☐
Location of Event						
Interior Location	Yes ☐ No ☐	Exterior Location	Yes ☐ No ☐	On Public Property*	Yes ☐ No ☐	
Describe the Event Please describe your event in detail. Include the number of crew members that will be present and proposed staff parking locations. Also include the number of production vehicles that will be present during the event.						
EVENT ORGANIZER INFORMATION						
Name (First/Last)						
Business Name						
Address				Apt./Unit		
City			State		Zip Code	
Business Phone			Cell Phone			
E-mail Address						
On Site Contact Name						
On Site Phone						

Applications that are complete and submitted to the Village along with any necessary submittals will be processed by Village staff. Incomplete applications will be held for processing until it is complete. Please return your completed Film Permit Application to:

*Fee may apply

By Mail/Drop Off: Village of Glen Ellyn, Administration Department, 535 Duane Street Glen Ellyn, IL 60137

By Email: events@glenellyninfo.org



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

Meeting: 08/15/16 05:30 PM
Department: Administration
Department Head: Al Stonitsch
Category: Discussion Item
Prepared By: Al Stonitsch

SCHEDULED

AGENDA ITEM (ID # 2376)

DOC ID: 2376

Assistant Village Manager Al Stonitsch will discuss 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.

UPDATE: July 18, 2016 Board Workshop

Staff reviewed the proposed changes with the Village Board at its July 18, 2016 Board Workshop meeting (***Attachment #1***). Given that there were a number of other agenda items for the Board to deliberate on that evening, the Board continued the remainder of the discussion on the Personnel Manual to the August Workshop. The Board completed Chapters 1 through 7, leaving off at Chapter 8 of the Manual. The following chart summarizes those particular sections that have been updated, pursuant to the Board’s initial feedback, and that are reflected in the latest draft of the Personnel Manual (***Attachment #2***).

Chapter/ Section	Policy	Proposed Change/Update
1.4	Compliance with Local Law	Added additional verbiage to underscore Personnel Manual is controlling document vis-à-vis other operating department policies, and included requirement for employees/Department Heads to notify Village Manager if/when department policies are in conflict with Personnel

		Manual.
1.6	Note Regarding Union Represented Employees	Added qualifier, “if any such is in force” as it relates to the existence of a collective bargaining agreement.
2.4	Definitions	Added “Adoption” to definition of relative, and also added a definition for “Department Director”
3.4	Workers Compensation	Inserted more general language that states Village will provide workers compensation benefits in accordance with State law.
3.11	Driver Operations Policy	1. Clarified that Dept. Director and/or Village Manager prior approval is required for employees to use a Village-owned vehicle outside of the Chicago Metro area. 2. Relocated language on restrictions for passengers in Village vehicles to beginning of policy (i.e. now Section: 3.11.18
4.7	Outside Employment	Added language to expand restrictions to include any secondary employment that otherwise interferes with an employee’s ability to perform all of their job responsibilities (i.e. to cover exempt employees who may not be “on the clock”, <i>per se</i> , like non-exempts).
5.1	Pay Practices	Added Section 5.1 (D) to clarify that an employee has no guaranteed right to a specific rate of pay.
5.7.1	Pay Increases	Added language that requires Village Manager to notify Village President of any employee pay increase exceeding ten (10) percent.
5.7.2	Merit Pay	Replaced “will” with “may”.
5.8	Effects of Promotion	Replaced “shall” with “may”.
6.2	Time Reporting	Clarified time reporting requirements at a minimum will be recorded every one-quarter hour.
7.6.7	Tuition Assistance Program	Corrected reference to Village’s fiscal year from May 1 to Jan. 1.
11.4	Cell Phone Policy	Added existing Administrative Order No.6, which covers rules/regulations pertaining to the use of a Village issued cell phone and/or use of a personal cell phone for

		Village business.
--	--	-------------------

Strategic Plan Initiative:

Strategic Issue VI: FINANCIAL SUSTAINABILITY.

- Ø 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 Board feedback and direction on the proposed updates to the Village's Personnel Manual. Following Board input, staff will submit a final draft to the Village Board for formal consideration and adoption at an upcoming Village Board meeting.

Attachments:

1. July 18, 2016 Board Workshop Report
2. Revised Personnel Manual (w/ red-line revisions)

ATTACHMENTS:

- ATT # 1 -July 18 2016 Board Workshop re Proposed Personnel Manual Updates (PDF)
- ATT #2 -Revised Personnel Manual (w/ Red Line Edits) (PDF)



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)
- ATT #2 - Revised Personnel Manual (w/ Red Line) (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 ~~January 14, 2013~~, 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~~ "At-Will" employment with the Village, and is not an ~~expressed~~ 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: ~~August~~ 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

Effective Date: March 1, 1989

Draft



'6

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

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

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

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

Revised By The
Village Board of Trustees
December 18, 1995
Ordinance #3742-VC

Revised by the
Village Board of Trustees
January 14, 2013

(Upon termination of employment, this copy must be returned to the Personnel Division.)

PEOPLE OF GLENELLYN

Insert Village Organizational Chart on this page.

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 ~~26,999~~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 ~~Village Collector, the Village Prosecutor, and the Attorney for the Village~~ are all serves under direct supervision of the Village President and Board. Village Board Meetings are generally held on every 2nd and 4th Monday of the month in the Civic Center. Board Workshops are generally 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 ~~six~~various operating departments: Administration, Finance, Planning & Development, ~~Recreation~~Village Links/Reserve 22, Police, ~~and 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 functions, financial, and budgeting services for the Village. Planning & Development regulates zoning, issues building permits and works with developers concerning new development in the Village. ~~The Recreation Department~~Village Links/ Reserve 22 is primarily responsible for the upkeep and management operation of the Village Links golf ~~courses, 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 ~~is a well-trained force of 52 full-time personnel~~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 isare 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.

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

TABLE OF CONTENTS

Disclaimer	6
Chapter 1 -- Introduction	7 <u>6</u>
Chapter 2 -- Definitions	9
Chapter 3 -- Safety	11 <u>10</u>
Chapter 4 -- Employment	13 <u>19</u>
Chapter 5 -- Pay Practices	18 <u>24</u>
Chapter 6 -- Hours of Work and Overtime	20 <u>26</u>
Chapter 7 -- Employee Benefits	22 <u>29</u>
<u>Chapter 8</u> - Leaves of Absence	25 <u>34</u>
Chapter 9 -- Employee Conduct	30 <u>41</u>
Chapter 10 -- <u>Discipline</u> , Penalties and Separations	36 <u>52</u>
Chapter 11 -- Miscellaneous Provisions	40 - <u>Personnel</u>
<u>Items</u>	<u>55</u>
<u>Chapter 12</u> - Ethics Policy	<u>63</u>
<u>Appendix</u> - Appendix	<u>69</u>

CHAPTER 1

1.1 INTRODUCTION

The Village

Disclaimer: You

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 may will result in discipline, up to and including termination, depending on the circumstances.

CHAPTER 1

INTRODUCTION

The Village of Glen Ellyn, in extending service to its citizens, recognizes that the well-being of its employees is essential to the maintenance of a high standard of operation. It is felt that the interest of the Village and its employees are complementary rather than conflicting. It is the purpose of this Manual to establish procedures which will serve as a guide to administrative action concerning various personnel questions.^(H)

This Manual is intended to indicate the methods whereby the aims of the personnel program may be implemented. Each supervisor should be aware of his responsibility for personnel matters. Likewise, each employee should have a central source of information which states his rights, duties,

and obligations. Accordingly, this Manual attempts to aid both the supervisor and the employee. Every regular employee should receive a copy of this Manual, which should be kept for future reference.

Major 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 minor updates and corrections with input by the Village Board.

The Village Manager from time to time may delegate his these responsibilities.

1.2 VISION STATEMENT OF ORGANIZATION

~~The Village.~~ 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.~~

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, so far as in the judgement of Village management we are if able, to pay wages and benefits that are competitive with the local comparable market and that we recognize the value of our employees, within the prevailing economic climate. It is also Village policy generally 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 continue, and does not believe that it would be in the best interest of all concerned for Village employees to be represented by a union. The Village tries to follow a policy of concerned individual treatment without outside control or involvement, and believes it is not necessary for you to pay money to some outside group to intervene on your behalf with the Village for all of their employees.

1¹ It should. 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 Head/Department Directors, or to the Village Manager. Employee suggestions regarding the improvement of Village service will be noted 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, Police Department policies, as well as provisions of Illinois statutes governing sworn police department employees. While the Village believes that additional this Manual 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, but not contradict, the policies set forth in this Manual. Moreover, if any employee or Department Director becomes aware of Department operating policies that contradict those contained within this Manual, the employee is obligated to promptly notify the Village Manager or his/her designee.

Additional information for Police Officers is available from the following sources: "Policy 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.

Commented [AS1]: Added per Board feedback at 7/18/16 Workshop.

Commented [AS2]: Added per Board feedback at 7/18/16 Workshop

GENDER CLAUSE

~~Whenever the male gender is used in this Manual (he, him, his), the term shall be interpreted to mean and apply to both males and females equally.~~

TO WHOM

1.5 THE MANUAL APPLIES TO ALL EMPLOYEES

This Personnel Manual applies to all ~~regular full-time and regular, 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.

~~This~~ There are several sections in the Manual ~~does not apply to that also applies to part time, temporary or seasonal ~~or short-term~~ 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, if any such is in force. 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.

Commented [AS3]: Added per Board feedback at 9/18/16 Workshop.

CHAPTER 2

DEFINITIONS

Anniversary Date

~~2.1~~ **2.1 ANNIVERSARY DATE** – The employee's first day of work for the Village. ~~Annual evaluations, salary adjustments, and other personnel actions will generally take place on the employee's~~ will be considered his/her anniversary date.

~~2.1.1~~ **2.1.1** Promotional Anniversary Date – The date the employee was promoted to a new position with the Village. ~~Annual evaluations, salary adjustments, and other personnel actions following a promotion will generally take place on the employee's~~ is the promotional anniversary date.

~~Employee~~ **A2.2 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".

~~2.2~~ The various types of employees are:

~~2.2.1~~ **2.2.1 Full-time** – Employees who work a full work week (40 hours) in accordance with the schedule ~~adopted by his Department Manager~~ assigned by the Village are considered full time.

~~2.2.2~~ **2.2.2 Part-time** - Employees who fill a position in the Village service, but ~~work~~ work less than ~~30~~ 40 (less than ~~1560~~ 2080 per year) hours per week are considered part time.

~~2.2.3~~ **2.2.3 Seasonal** ~~Employees who~~ Seasonal employees fill positions which are available at regular intervals, but ~~do~~ their employment will not last over an extended period of time. Seasonal employees ~~may be either part time or full time during their~~ 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~~ **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. ~~Short-term employees may be either part time or full time during their employment.~~ are temporary employees. Temporary employees do not qualify for benefits.

~~2.2.5~~ **2.2.5 Regular** - Employees who have successfully completed a probationary period and are not classified as Seasonal or ~~Short-Term Employees.~~ Temporary are regular employees. Regular employees may be either part-time or full-time during their employment.

~~2.3~~ **Immediate Family** – An employee's spouse, children, step-children, parents, step-parents, brothers, sisters, spouse's parents, and spouse's step-parents.

~~Relative – Related~~ 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.

~~2.4~~ ~~2.3~~ **RELATIVE** – Relatives are related by blood or marriage ~~or adoption.~~

Commented [AS4]: Added per Board feedback at 9/18/16 Workshop

~~2.5~~ ~~Resident – 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.

~~2.6~~ **DEPARTMENT DIRECTOR:** Individual who oversees the day-to-day operations of his/her assigned . Position reports directly to the Village Manager.

Commented [AS5]: Added per Board feedback at 7/18/16 meeting.

~~2.6 Supervisor~~ Any individual with authority to assign, direct, and review the work of subordinates.

CHAPTER 3

SAFETY

The Village of Glen Ellyn is ~~extremely concerned about~~ committed to work place safety ~~from both a loss prevention standpoint and out of concern for the health and welfare of Village employees.~~ Safe working conditions and procedures are ~~to be~~ considered as high priorities for all Village employees.

~~3.1 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.

~~Uniforms & Equipment~~ **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-

Commented [AS6]: Added per Board feedback from 9/18/16 Workshop

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 (i.e. 66 2/3%) or the Illinois Pension Code (i.e. 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 INJURIES

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, including but not limited to, 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 injuries or 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 appropriate care is provided. ~~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 – Employees exhibiting injuries that ~~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., may ~~shall~~ be

treated in the field or office when another 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 should all 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. In the event an employee receives a bill, he/she has. 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 crime/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 Department Director and 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.

3.2 3.10 UNIFORMS & EQUIPMENT - The Village will provide uniforms and safety equipment to employees, 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.

~~3.3 Accidents While Operating Village Vehicles: If an employee has an accident while operating a Village vehicle, he should:~~

~~3.3.1 Notify the Police immediately.~~

~~3.3.2 Insist that all parties concerned remain at the scene of the accident.~~

~~3.3.3 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.~~

3.11 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/Department Director 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 Chicago metropolitan area. State of Illinois or 100 miles outside its borders. Any employee or Department Head/Department Director requesting to use a Village vehicle for business purposes outside the Chicago metropolitan area State's boundaries must obtain prior permission from the Department Director (or Village Manager approval for Department Director travel).

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.

Commented [AS7]: Added per Board feedback from 9/18/16 Workshop

Commented [AS8]: Added per Board feedback from 9/18/16 Workshop.

Commented [AS9]: Added per Board feedback from 9/18/16 Workshop

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~~ Department Director 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.

3.11.18 - 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 Director and/or Village Manager.

Commented [AS10]: Moved language to beginning sections of policy; was previously located in Take Home Vehicle Policy.

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~~Department Director 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~~Department Director 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~~Department Director (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:

~~3.3.4~~ 3.17.1 Secure names and addresses of all parties involved, ~~injured persons~~, and of any witnesses to the _____ accident.

~~3.3.5~~ 3.17.2 Immediately report the accident to his ~~supervisor~~, ~~no matter how small the accident.~~

~~3.3.6 Refrain from arguing with anyone over who was at fault 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.

3.4 ~~Other Accidents~~ If an employee has an accident or is witness to an accident during his work hours where property damage or personal injury occurs, he should:

~~3.4.1 Secure names and addresses of all parties involved and of any witnesses to the accident.~~

~~3.4.2 Immediately report the accident to his /her supervisor, no matter how small the accident.~~

~~3.4.3-3.17.3 Refrain from arguing with anyone over who was at fault for the accident. Never make admissions, state assumptions, or~~

~~3.5 Physical Examinations and Worker's Compensation~~

~~3.5.1 Immediate Report of Injury - Employees who are injured while on duty for the Village must make a report of such injury, regardless of degree, to their supervisor immediately after the employee has been injured statements regarding who or what may have been responsible for the accident.~~

~~3.5.2 Treatment by Physician - If an employee is injured to such an extent that he requires medical attention, he shall immediately seek medical treatment as necessary.~~

~~3.5.3 Department Responsibility - Department Managers and Division Heads shall notify the Finance Department of all injuries reported by employees under their supervision and shall provide the information necessary for written reports.~~

~~3.5.4 Failure to follow the safety rules will be a matter subject to discipline under the provisions of Chapter 10 "Penalties and Separations" of this code.~~

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 Director and also the Finance Department so that the Village's records can be updated.

CHAPTER 4

EMPLOYMENT

Hiring-

~~4.1~~ **4.1 DISCRIMINATION POLICY, EQUAL EMPLOYMENT OPPORTUNITY AND HIRING PROCEDURES** - The Village will ~~attempt to~~ select the candidate it determines is the most qualified candidate for any position. ~~All The Village generally posts~~ vacant positions ~~will be posted. The Village, and~~ will consider all ~~applicants~~ 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 ~~applied for~~ 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 ~~attempt~~ work to provide job-related training and educational opportunities for employees.

It is the

4.2 EMPLOYMENT AND PROMOTION OF RELATIVES - ~~This policy of 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 Village that 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 will not be hired or transferred to the same department. In addition, 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/Department Director 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 of the" and "employee" are defined as follows:

- a) Elected Officials: Village President and Village Trustees may not be employed by the Village.
- 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.
- 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).
- c) _____

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

4.2 Discrimination — 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, unfavorable discharge — from the military (except dishonorable discharge), national origin, age, or 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 for some positions.

Probationary Period-

~~4.3~~ **4.4 PROBATIONARY PERIOD -** The probationary period is a period during which all new ~~and promoted~~ employees are given an opportunity to demonstrate their ability to perform the requirements of the position for which they have been hired ~~or to which they have been promoted.~~ This period is 12 months for new employees (except Police Officers) ~~and 6 months for promoted employees.)~~ The employee's Department ~~Manager~~Director shall determine if the employee has successfully completed the probationary period ~~through written recommendation to the Village Manager.~~

Duration—

~~4.3.1~~ 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 for Police Officers is eighteen (18) months.~~ The probationary period shall begin on the employee's first day of work.

~~4.3.2~~ 4.4.2 At such times during the probationary period and in such manner as the Department ~~Manager~~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~~Village's discretion, ~~if the probationary employee requires an extended leave of absence.~~

~~After six (6) months of the probationary period, a probationary employee may be eligible for a pay adjustment not to exceed 3% based on his supervisor's recommendation. After satisfactory completion of the twelve~~

~~(12) month probationary period, an employee may be eligible for a base pay adjustment not to exceed 6% plus the pay scale base adjustment, based on his~~the supervisor's recommendation and ~~with~~ the approval of the Department ~~Manager~~Head and ~~the~~ Village Manager ~~or designee. The Village Board will determine available funding each year for pay adjustments. If a probationary an~~ employee's probationary period is extended beyond twelve (12) months, ~~then the employee he/she~~ will be eligible for the above-described twelve (12) month salary adjustment, only if and when the ~~employee individual~~ satisfactorily completes the probationary period. If the employee satisfactorily completes the probationary period, a ~~salary~~base pay adjustment may, ~~at the sole discretion of the Village,~~ be retroactive to the end of the original ~~twelve (12) month probationary period if the supervisor so recommends and approval is granted by the Department Manager and Village Manager~~probationary period.

~~4.3.3~~ 4.4.3 ~~Probation for~~ Promoted Employees — Upon promotion, a regular employee will become a probationary promotional employee ~~and shall be required. They will need~~ to successfully complete a six (6) month probationary period ~~before becoming a regular employee in the position to which the employee has been promoted.~~ 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. ~~Accrued annual leave~~ Vacation time may be taken during this time. Promotional probationary employees will continue to accrue ~~annual~~vacation and sick leave during their probationary period.

~~The promotional, probationary period may be extended if the probationary employee requires an extended leave of absence, for whatever reason, during that period. The Department Manager may extend the probationary period for the same period of time as the leave of absence.~~

~~A promoted, probationary employee may be eligible for a pay adjustment not to exceed 3% based on his supervisor's recommendation upon satisfactory completion of the probationary period and upon approval of the Department Manager and Village Manager.~~

Reclassification-

~~4.4~~ **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.

~~4.5~~ Performance Appraisals- **4.6 PERFORMANCE DEVELOPMENT SYSTEM (PDS) - Job** performance appraisal ~~is~~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 ~~plan~~plans for both the employee and supervisor, and performance goals for the next evaluation period. Information derived from the performance ~~appraisal~~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 ~~his/her~~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.~~ A. After the first six (6) months of the probationary period for new employees.
- ~~B.~~ B. Upon successful completion of the probationary period for new and promoted employees.
- ~~C. — Each anniversary date of employment or promotion. The employee's anniversary date shall be the first day of his work for the Village. An employee's promotional anniversary date shall be the date the employee was promoted to a new position with the Village.~~
- 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.~~ D. At such other times as deemed appropriate by the employee's ~~Department Manager~~Department Director.

~~The~~ .

E. ~~_____~~ An employee may request a higher level review. ~~The~~
~~employee's supervisor's immediate supervisor from their~~
~~Department Head~~ Department Director. The Village Manager or
designee will conduct the higher level review. ~~provided that, at no time~~
~~will a higher level review be conducted by any authority higher~~
~~than the Village Manager. Note: This does not apply to Police~~
Officers below the rank of Sergeant.

F. ~~Annual base adjustment will be given based upon the satisfactory progress of. If not satisfied,~~ the employee ~~at the time of the annual performance 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 ~~three fourths~~ six (6) months of the evaluation period prior to the annual performance evaluation, ~~(anniversary date). The anniversary date the evaluation~~ may be ~~adjusted~~ rescheduled for ~~one year only~~ six (6) months, to allow the supervisor adequate time to observe and evaluate the performance of the employee.

~~4.1 Outside Employment~~

~~4.6~~ **4.7 OUTSIDE EMPLOYMENT** - Regular, full-time Village employees may not engage in outside work or employment without first providing written notification ~~to and receiving written approval from their Department Manager~~ Department Director, and the Village 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 ~~Manager~~ 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 ~~his~~ their primary interest to the accomplishment of ~~his~~ 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, or that otherwise interferes with the employee's job performance and adversely affects his/her ability to fulfill all job responsibilities.~~ 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 the performance of their~~ services while on Village Time.

Commented [AS11]: Added per Board feedback at 7/18/16 Workshop

~~Activities and conduct away from the job must not compete with, conflict with or compromise the company interests or adversely affect job performance and the ability to fulfill all job responsibilities.~~

~~4.7 Termination and Resignation~~ **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.

~~4.8 Retirement~~ **4.9 RETIREMENT** - In accordance with the Age Discrimination in Employment Act, the Village imposes no mandatory retirement age on employees.

~~4.8.1~~ **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. ~~Commissioned Police personnel are covered by the~~ 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 Personnel Division.~~Finance Department.

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

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.

~~4.8.3~~ 4.10.3 Health and Medical Program -If In accordance with the Municipal Employee's Continuanace Privilege Law (215 ILCS 5/367i) and COBRA legislation, eligible, a retired, resigned or terminated employee~~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 Director 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).

~~Program at his own expense. For detailed information, please contact the Personnel Division.~~

CHAPTER 5

PAY PRACTICES

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

- ~~A.~~ **A.** A framework for equitable compensation for work of a similar nature and level.
- ~~B.~~ **B.** The means for fairly compensating employees for continued good or outstanding service.
- ~~C.~~ **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.
- ~~C.~~ **D.** Nothing in the foregoing shall confer any employee right to a guaranteed pay rate.

Commented [AS12]: Added per Board feedback at 7-18-16 Workshop

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-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 ~~Manager~~Director with approval of the Village Manager.

~~5.3~~ **Deductions-5.3 DEDUCTIONS** - When an employee is hired, ~~he~~they must submit to the Village the following information: ~~his~~ 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 ~~Personnel Division~~Assistant Village Manager or designee.

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

Pay Increases—**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.

~~5.4~~ **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 ~~Manager~~Director and final approval of the Village Manager. An employee's salary adjustment will usually be effective January 1 of each year. adjusted on his anniversary date of employment or promotion.

~~5.4~~ effective January 1 of each year.

5.7.1 The open range pay plan allows for flexibility in the granting of merit-based increases in pay. Based In some cases, based upon the exceptional performance of the individual, in addition to the base pay adjustment, a supervisor may opt to grant no increase, or a maximum of 8% for exceptional service and performance, with the with the recommendation of the department manager/Department Director and final approval of the Village Manager. The listing of particular types of salary payments in this manual shall not prohibit the Village, an employee may receive additional compensation. The Village Manager shall notify the Village President of any employee base pay increase exceeding 10 percent.

Commented [AS13]: Added per Board feedback at 7-18-16 Workshop

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 may be are allotted an annual funded pool of compensation dollars that ~~Department Head~~Department Directors are able to distribute (in addition to base salary increases) to eligible employees based on exceptional performance and merit. Department Directors may 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-

Commented [AS14]: Added per Board feedback at 7-18-16 workshop

Commented [AS15]: Added per Board feedback at 7-18-16 Board Workshop

time, lump sum merit bonus based upon job performance. Annual review periods run from authorizing other payment methods, October 1 through September 30 of each year.

~~5.5 Effect of Promotion~~ **5.8 EFFECT OF PROMOTION** - Employees who are promoted to a new position may ~~shall~~ receive a minimum of a 5%discretionary increase in pay over their previous rate upon starting the new position. ~~No employee will receive more than one base adjustment in any one fiscal year.~~

Commented [AS16]: Updated from 7-18-16 Workshop

~~5.6 Effect of Demotion~~ **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 ~~Manager~~ Director and with the final approval of the Village Manager ~~upon starting the new position.~~

CHAPTER 6

HOURS OF WORK AND OVERTIME

~~6.1 Employee Workday~~ **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.

~~Lunch breaks or work~~ **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 if the workload permits. If the workload does not permit this, the employee will be fully compensated for the time worked. Some departments have union contracts or internal operating policies that further guide employee work day schedules.

6.2 —Overtime Provisions

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, but at a minimum every quarter 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 must be appropriately recorded.

Commented [AS17]: Clarified time reporting requirements, per Board inquiry at 7/18/16 meeting.

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 without prior supervisor approval. Employees who work unapproved overtime may be subject to discipline.

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

~~6.2.2~~ 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, ~~annual~~ 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. ~~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~~ **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. Compensatory time shall be accrued at the same rate as overtime except for exempt employees who will accrue hour for hour. No employee shall be allowed to accumulate more than forty (40) hours of compensatory time. An employee who resigns or is terminated must receive payment for accumulated compensatory time in a given year. Any hours in excess of forty (40) are automatically paid.

Exempt

~~6.4.1~~ Employees ~~overtime compensation~~ 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 allowed for those, 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.

~~6.4~~ **6.5 EXEMPT EMPLOYEES** - Employees in the following exempt positions: Village Manager, Department Managers, Division Heads, Assistant Village Manager, Assistant Department Managers, and Professional personnel. These employees are not eligible for compensatory overtime or comp time as defined herein.

~~6.5 No Pyramiding compensation~~ **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

~~Village Holidays - The following is the~~

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

~~7.1~~ New ~~Years~~~~Year's~~ Day _____ Thanksgiving Day
 Memorial Day _____ Day ~~After~~~~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 ~~the employee's~~~~their~~ regular rate of pay, subject to the approval of the _____ Department ~~Manager~~~~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 ~~Manager~~ ~~Director~~.

~~7.1.1~~ ~~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 ~~holidays~~~~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 ~~second floating holiday~~~~other~~ will be ~~credited~~~~awarded~~ on July 1 of ~~that~~~~the~~ year. Both floating holidays must be used by the employee in the calendar year in which they were earned. ~~A Floating~~ ~~holidays~~~~holiday~~ may be used for any authorized purpose. The employee's supervisor shall approve or disapprove of all floating holiday use requests. ~~A Floating~~ ~~holidays~~~~holiday~~ can be taken ~~only as a~~~~in~~ full ~~or a half~~ day ~~off~~~~increments~~. ~~A Floating Holiday is not paid out if not used. It is also not paid out if an employee is terminated or resigns.~~

~~7.1.2~~ ~~7.1.3~~ Holidays falling on Saturday and Sunday ~~-Whenever~~ ~~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.

~~7.1.3~~ ~~7.1.4~~ Special Holiday Provisions -Because of the nature of the service, holiday provisions in the Police Department and the ~~Recreation Department~~~~Village Links/ Reserve 22~~ are somewhat different from those outlined ~~here in this section~~. For further explanation, consult ~~those departments~~~~your supervisor or Department Director~~.

~~7.1.4~~ ~~7.1.5~~ Holiday Overtime Computation - Regular Holidays ~~will be~~ ~~counted~~~~count~~ toward the 40 hour ~~work~~ week for ~~purposes of~~ overtime computation. Floating Holidays will not count toward the 40-hour _____ workweek for purposes of overtime.

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

~~7.2.1~~ 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~~ 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~~ 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~~ 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.

~~7.2.4 a~~ 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.

~~7.2.5~~ 7.2.6 During the first year of service, the Village Manager, Assistant Village Manager, Department ~~Managers~~Directors, Assistant Department ~~Managers~~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.

~~7.2.6~~ 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.

~~7.2.7~~7.2.8 _____ T
he time at which an employee shall take his/her annual leave shall be determined by the Department ~~Manager~~Director with due regard for the operational needs of the Village. _____

~~7.2.8~~ Holidays During Annual Leave - ~~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.

~~7.2.9~~ 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.

Use of Annual Leave—

~~7.3—~~**7.3 USE OF ANNUAL LEAVE** – Annual leave may be used for any authorized purpose. The employee's Department ~~Manager~~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 ~~annual leave~~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 ~~Accumulation—~~ An employee may accumulate up to 40 total days of ~~annual~~vacation leave. After 40 days no additional vacation leave may be accrued.

~~7.4 Refusal or Cancellation of Annual Leave—~~**7.4 REFUSAL OR CANCELLATION OF ANNUAL LEAVE** – The Department ~~Manager~~Director or his/her designee may refuse to approve ~~an annual~~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—~~**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 ~~annual~~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 ~~Personnel Division~~Assistant Village Manager. (See Appendix)

~~Continuation~~**7.6 TUITION ASSISTANCE PROGRAM**– The purpose of ~~insurance Coverage~~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;

Commented [AS18]: Updated per Board feedback from 7/18/16 Board Workshop.

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 (½) 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.

~~7.6~~ **7.7 CONTINUATION OF INSURANCE COVERAGE** - Employees who are injured or ill for ~~longer~~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 ~~three (3) months~~90 days that the employee is receiving a disability pension, the Village will continue to pay the Village's share of insurance premiums. Employees ~~either on a disability pension for longer than three (3) months or on a retirement pension who wish to~~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~~ ~~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 Payment for 8.1.1 Sick Leave ~~-Use-~~ Employees must use annual leave for absences from work ~~off~~ for three (3) consecutive days or less, reported to their supervisor, for reasons ~~as~~ provided in Section 8.1. Thereafter, an employee should use ~~his~~ accrued sick leave for any period of absence ~~for these reasons reported due to the employee's supervisor illness or injury.~~

Any When an employee ~~who~~ is absent from work for more than eleven (11) or more consecutive work days, because of ~~the reasons provided~~ 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 ~~the reasons provided for~~ defined in Section 8.1, the Village may require a ~~doctor's~~doctor's certificate:

- ~~A-~~ A. Attesting to the illness or injury;
- ~~B-~~ 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~~ 8.1.2 Accumulation of Sick Leave ~~-An~~ 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~~ 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~~regularly update ~~their~~ supervisor, notifying the supervisor of the condition of the employee.

~~8.1.4~~ 8.1.4 To the extent permitted by law, an employee who has reported sick is expected to use good judgement and remain at ~~his~~their residence during the time ~~he~~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~~ 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~~ 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~~ 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~~ 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~~ 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.

~~Funeral Leave-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 ~~Funeral Leave~~leave when approved by the Department ~~Manager-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.

~~8.2~~ _____ 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 With Pay~~

~~8.3.1 Jury Duty - Full time, regular employees shall be granted leaves of absence for required jury duty. Such employees shall turn over jury duty pay to the Personnel Division and then shall receive their normal salary for the period of jury duty. Employees must submit a copy of their jury duty notice to their Department Manager immediately upon receipt.~~

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~~ 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/Department Director.

~~Family and Medical Leave:~~ 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 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 8.4.1 Eligibility - An employee must have:

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

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

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

8.4.3 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 ~~the~~ 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.

~~(a)~~
(b) At the commencement of FMLA leave, employees shall be required to first use their paid leave time as follows:

- ~~(i)~~ (i) For leaves under Section 8.4.2(a), (b), and (c) above, employees must first use their accrued but unused annual leave.
- ~~(ii)~~ (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.

8.4.4 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 ~~Manager-Director~~. If an employee fails to give thirty (30) ~~day's~~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) ~~day's~~days' notice is impossible, or the leave is unforeseeable, the employee must give written notice to the ~~Department Manager~~Department Director 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~~Village 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~~Village 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.

~~8.4.5~~ 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.

~~8.4.6~~ 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.

~~Village Manager designdes to discuss their circumstances sufficiently in advance to allow time for proper consideration of their requests.~~

~~Absence for Military Leave - All employees, other than temporary, who are called for military training or service.~~
8.5 MILITARY LEAVE - The Village shall be granted a leave of absence without pay from their positions, as is required by law. When military reserve training is scheduled comply 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 requirements of all current state and preservation of employment rights and federal statutes regarding military leave, compensation, benefits during such active service as provided in, 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 from. 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.

8.5 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 to the deployment order is in effect, if the employee has exhausted all available vacation and personal time.

Unpaid Leaves -

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~~ **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-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** **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** **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** **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** **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** **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 observance of

| adherence to these principles will be assessed during ~~the annual or other~~ performance
| evaluations. Failure to observe these principles may negatively affect performance
| evaluations and ~~or~~ lead to appropriate disciplinary action, including termination.

~~Conduct-~~

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.9.1.1~~ Reporting to work punctually as scheduled and being at the work station, ready for work, at the assigned time.

~~B.9.1.2~~ Notifying the supervisor when the employee will be absent from work or is unable to report on time.

~~C.9.1.3~~ Complying with all Village safety regulations.

~~D.9.1.4~~ Wearing clothing appropriate to the work being performed.

~~E.9.1.5~~ Performing assigned tasks and other duties assigned by their supervisor effectively and efficiently.

~~F.9.1.6~~ Eating meals only during meal periods and only in designated areas.

~~G.9.1.7~~ Maintaining work place and work area cleanliness and orderliness.

~~H.9.1.8~~ Treating all persons in a courteous and respectful manner at all times.

~~I.9.1.9~~ Refraining from behavior or conduct deemed offensive or undesirable or which is subject to disciplinary action.

9.3 Prohibited Conduct - 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.~~ **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.

~~B.~~ **9.3.2** The use of profanity ~~or~~ abusive language, and/or discourteous actions directed toward fellow employees, supervisors, vendors, guests, or members of the public.

~~C.~~ **9.3.3** The unauthorized possession of firearms or other weapons on Village property.

- ~~D.~~ 9.3.4 Insubordination ~~is~~ 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.~~ 9.3.5 Assault on a fellow employee or customer.
- ~~F.~~ 9.3.6 Misuse of Village property or of another's private property.
- ~~G.~~ 9.3.7 Gambling on Village property.
- ~~H.~~ 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.
- ~~I. Incompetence or inefficiency in the performance of duties.~~
- 9.3.9 Unsatisfactory work performance, including failure to follow instructions or directions
- ~~J.~~ 9.3.10 Conviction of a criminal offense which involves moral turpitude or relates to the performance of an employee's duties.
- ~~K.~~ 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.
- ~~L.~~ 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.
- ~~M.~~ 9.3.13 Conduct which brings discredit on the Village service.
- ~~N.~~ 9.3.14 Dishonesty in the performance of his/her duties.
- ~~O.~~ 9.3.15 Improper political activities during work hours. (See Section 9.7 or failure to comply with Village Ethics Policy. (Ethics Policy/ Chapter 12)
- ~~P.~~ 9.3.16 Abuse of sick leave ~~or~~ other compensated absences, or break/lunch periods; any unauthorized absence without leave.
- ~~Q.~~ 9.3.17 Repeated failure/refusal to work overtime.
- ~~R.~~ 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~~environment.
- ~~S.~~ 9.3.19 Use by an employee of the Village's name to further personal interests, ~~without the express prior approval of the Village Manager.~~

~~7.~~ 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.

~~U.~~ 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.

~~9.4 — Anti Sexual Harassment Policy — It is the policy of the Village of Glen Ellyn that sexual harassment of employees in the work place is unacceptable and shall not be tolerated.~~

~~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 "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 such actions as repeated offenses of sexual flirtations, 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 propositions, continued or repeated requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; graphic or degrading verbal; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments about an individual, about his or her appearance, or gestures; display in the workplace of sexually suggestive objects or pictures, or any offensive or abusive; 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 Village time or using company Village 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.

Physical Conduct of this type is improper if: (a) submission to the conduct is either an explicit or implicit term or condition of employment; (b) submission to or rejection of the conduct is used as a basis for employment decisions affecting the person involved; or (c) the conduct has the purpose or effect of substantially interfering with an individual's work performance or environment.

It is also a violation of this policy to retaliate in any way against anyone because they have complained about sexual harassment or discrimination, whether that concern relates to harassment of, or discrimination against, either the individual raising the concern or another individual.

Any employee of the Village of Glen Ellyn who feels that he has been the victim of sexual harassment or retaliation in violation of this policy should notify his department manager or the Personnel Analyst. Such complaint shall be held in strict confidence to the fullest extent possible, although a full investigation including interviewing any witnesses will be conducted. The complaint shall be investigated to determine whether it is justified.

Management and/or supervisory personnel shall take appropriate action when they become aware of sexual harassment. Such action will include an investigation of the charges and may include discipline up to and including termination of the offending employee or employees.

b) 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.

Additional Information- In addition to the internal procedures described above, any employee who believes ~~he/she has~~they have been ~~subjected~~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, ~~Illinois~~IL, 60601; (312) 814-6245 and/or the Equal Employment Opportunity Commission,

Suite 2800, 500 West Madison Street, Chicago, ~~Illinois~~IL, 60601; (312) 353-2713.

- g) 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 ~~Public Relations~~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.

9.5 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 respect 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.

~~**9.6 Media Relations** – The Village tries to cooperate with the media (radio, television, and newspapers) whenever possible. Department Managers or their designee are instructed to be the spokesmen for their respective Departments, giving the media information and aid that the Department Managers feel is appropriate. Employees shall obtain permission from their Department Managers prior to filling speaking engagements or publishing articles as official representatives of the Departments. No employee shall discuss publicly, or for publication, matters pertaining to Village procedures or policies without prior approval of the Department Manager.~~

~~**Political Activity**~~ **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~~ Department Director. 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~~Department Director and the Village Manager in drafting a response.

9.7 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)

Conflicts of Interest

9.8 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. ~~For further information, please consult the Village's "Guidelines for Official Conduct," which is distributed to all regular employees of the Village.~~ (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.

~~Drug and Alcohol Testing Program~~ – **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~~Department Director 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 this ~~Employee Manual~~.

9.10.3 - Random Testing Program:

9.9a) 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 ~~model policy as prepared by Substance Abuse Management, Inc. in cooperation with the Intergovernmental Risk Management Agency (I.R.M.A.). This policy is~~Safety Manual. All CDL licensed employees are subject to random testing.

adopted by reference, and is on file in the Personnel Division of the Village, and in each Village department.

Privacy Interests

- 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)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)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.

~~9.10~~ **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, ~~beepers/pagers~~, telephones, ~~computer disks~~ 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 ~~disks~~ 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~~ Department Director. 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 SEPARATIONS~~SEPARATION~~Policy-

~~10.1~~ **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.~~ **A.** On the occasion of the first incident, the supervisor may take the following action:
- ~~1.~~ **1.** Meet with the employee to discuss the matter.
 - ~~2.~~ **2.** Inform the employee of the nature of the problem and the action necessary to correct it.
 - ~~3.~~ **3.** Prepare a memorandum written documentation for the supervisor's own records indicating that the meeting has taken place, and verifying the result of the meeting areas for improvement have been addressed
- ~~B.~~ **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.~~ **1.** Issue a written reprimand to the employee.
 - ~~2.~~ **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.~~ **3.** Prepare and forward to the ~~Department~~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.~~ **C.** Should additional incidents occur, the supervisor, in conjunction with the ~~Department Manager~~Department Director, may proceed as follows:
- ~~1.~~ **1.** Place the employee on Administrative Leave with or without pay prior to ~~the conduct of~~conducting an informal, pre-~~discipline-disciplinary~~ hearing conducted by the Village Manager or ~~his~~ designee.

~~2.~~ 2. Recommend demotion, suspension, or termination of the employee and forward to the ~~Department Manager~~Department Director 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.~~ 3. The Village Manager or ~~his~~ designee ~~will~~may conduct an informal, ~~pre-discipline~~ hearing on a date determined by the Village Manager to provide an opportunity to the employee to present ~~his~~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. The progressive disciplinary procedures described in Sections (A), (B), and (C) above may be applied to an employee who is experiencing a series of unrelated problems involving job performance and/or conduct.~~

~~E. D.~~ D. In cases involving major offenses or serious misconduct, ~~and in all cases prior to termination, at a minimum the procedures contained in Sections 10.1(C)(3) above employee will be followed. The aforementioned progressive disciplinary policy is illustrative of guidelines to encourage proper employee behavior and job performance. It 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 DEMOTION

~~10.2.1~~ 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~~Department Director 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~~ 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, ~~and only after an informal, pre-discipline hearing as stated in Section 10.1(C)(3).~~

10.3 Suspension10.3 SUSPENSION

10.3.1 _____ The Village Manager may suspend an employee without pay for disciplinary purposes as recommended by the ~~Department Manager~~Department Director. 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 Layoffs10.4 LAYOFFS

10.4.1 10.4.1 The Department ~~Manager~~Director, with the approval of the Village Manager, may lay off an employee when ~~he deems it 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 10.4.2 The duties performed by the laid off employee may be reassigned to other _____ employees.

10.4.3 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 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.

Termination10.510.5.1 TERMINATION / RESIGNATION

- A. A. A probationary or an "At-Will" employee may be terminated at any time, for any reason, with or without notice or cause.
- B. ~~The Village Manager may terminate any A terminated employee, unless prohibited by law, at any time and may, at his discretion, terminate any employee by paying him will be paid only for work hours completed before their release.~~

- C. ~~A regular~~An employee who is terminated may, upon request, be given written reasons for the action.

~~10.6D. Resignation~~—The Village requests that an employee, who wishes to resign, give ~~his~~their ~~Department Manager~~Department Director at least two (2) weeks written notice prior to resignation.

~~10.7 Grievances~~**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~~Department Director no later than fourteen (14) calendar days following the incident. ~~The Department Manager~~Department Director should ~~respond~~immediately acknowledge receipt of the grievance and attempt to resolve the matter in Fourteen (14) calendar days. The Department ManagerDepartment Director 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~~Department Director'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

MISCELLANEOUS PROVISIONS

Personnel Records –

PERSONNEL ITEMS

~~11.1~~ **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.~~ A. Application form
- ~~B.~~ B. Performance appraisals
- ~~C.~~ C. Disciplinary records

D. Letters of Commendation

~~11.1.1~~ **11.1.1 Review of Personnel File** - Each employee is allowed to inspect and retain copies of ~~his~~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 ~~Personnel Analyst~~Assistant Village Manager, who will schedule a time for inspection that is convenient for both the employee

and ~~the Personnel Division. A reasonable charge may be made for any copies of records.~~ Assistant Village Manager or designee

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

~~11.1.3~~ 11.1.3 All requests from sources outside the Village for personnel information concerning applications for employment, current employees, and former employees shall be ~~directed to~~reviewed by the ~~Personnel Division.~~ Village Attorney and the Assistant Village Manager. ~~The Personnel Division~~ 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.

However, the Personnel Division, Department Manager or Division Head may release the following information without first obtaining the consent of the individual involved:

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

~~11.1.4~~ 11.1.4 Personnel files are kept in the office of the ~~Personnel Analyst~~ 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, ~~the Personnel Analyst,~~ and ~~a Department Manager~~ Department Director.

~~11.3 Substance Abuse Testing. In order to help protect the public and co-employees by attempting to confirm that Village employees have the ability to perform duties, a Department Manager may require that employees submit to a urinalysis 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 acopy provided to the employee within a reasonable time after such test is ordered.~~

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 9.2 of the Code.

Employee Assistance Program 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 ~~who are experiencing substance abuse~~ 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.~~

11.4 ~~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.

11.5 Smoking Policy for Village Building and Work Places

- ~~(a)d) No Village staff member will be permitted to smoke in any Village building used by the public or as a place of work.~~
- ~~(b)e) No Village staff member will be permitted to smoke in any Village vehicle.~~
- ~~(c) Smoking areas for the public may be designated by those staff members responsible for the management of Village buildings.~~

-- END OF DOCUMENT --

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

Purpose

~~11.3.1 -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 policy administrative order is to provide policy guidelines which govern the use of these resources in a manner consistent with the Village's goals.~~

Policy

~~11.3.2 - 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 Village network and computing resources for both business and certain non-business purposes subject to the following policy.

11.3.3 - 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.

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

11.3.5 - 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.

11.3.6 - 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.

11.3.7 - 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.

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

11.4 CELL PHONE POLICY

Commented [AS19]: Added following Board feedback at 9/18/16 Workshop. This policy verbiage stems from the Village's existing Administrative Order No. 6.

11.4.1 - The Village of Glen Ellyn recognizes that the performance of certain job responsibilities may be enhanced by or may require the use of a cellular (cell) phone or a Smartphone. Employees whose positions require the use of a cell phone or Smartphone either participate in the Village-issued cell phone program or participate in the Village's Cell Phone Stipend Program. This policy provides guidelines for both of these programs.

11.4.2 - This policy establishes eligibility, accountability, employee rights and responsibilities. In addition to these purposes, this administrative order shall allow the Village to offer a fair and practical stipend plan for employees conducting Village business on personal cellular communication devices. This policy shall encourage employees to transition from handling multiple cell phone devices to a single device as an effort to improve efficiency in handling communication with both internal and external contacts.

11.4.3 Village-Issued Cell Phone Program

A. Eligibility

General eligibility requirements include:

1. The job function of an employee requires considerable time outside of his/her assigned office or work area and it is important to the Village that s/he is accessible during those times;
2. The job function of the employee requires him/her to have wireless data and internet access;
3. The job function of the employee requires him/her to be accessible outside of scheduled or normal working hours; or
4. The employee is designated as a "first responder" to emergencies in the Village.
5. Employees are encouraged to consult with their supervisor regarding their eligibility.

B. Plan

If an employee meets the eligibility requirements for a cell phone, as outlined above, a Village-issued cell phone or Smartphone may be requested via the employee's supervisor.

Once approved by the supervisor, the Village's I.T. Manager or his designee will supply the employee with a Village-issued phone.

The Village-issued cell phone is neither permanent nor guaranteed. The Village reserves the right to remove a participant from this plan and/or cancel the plan if there are insufficient budget resources to meet the plan costs.

C. Equipment

Depending on employee's position and need, the employee may have the option to choose a specific type of cell phone or Smartphone from an approved list of phones (phones provided free to the Village as part of a government plan). If the employee wishes to be issued a cell phone or Smartphone that is not part of the approved list, the requested phone may be issued with the permission of the I.T. Manager and the employee's supervisor. However, should the requested cell phone have an additional cost attached to its purchase, the employee will be required to pay any cost difference between the approved cell phone list and the requested cell phone.

D. Oversight, Approval, & Funding

Individual departments and department managers are responsible for identifying employees who hold positions that include the need for a cell phone. Each department is strongly encouraged to review whether a cellular device is necessary, and to select alternative means of communication (i.e. land-lines, pagers, and/or mobile radios) when such alternatives would provide adequate and less costly service to the Village.

The department manager is responsible for overseeing employee cell phone needs and assessing each employee's continued need of a cell phone for business purposes. The need for a Village-issued cell phone stipend should be reviewed annually, to determine if existing cell phone provisions should be continued as-is, changed, or discontinued.

Village-issued cell phones will be funded by the department submitting the request.

E. Employee Rights and Responsibilities

Employees are required to keep Village-issued cell phones in good working order. Cell phones are not replaced unless a free upgrade is provided by the Village's cell phone provider. Should a Village-issued cell phone come into disrepair prior to the eligibility of free phone upgrade,

the Village will be responsible to issue the employee a new phone. However, the Village reserves the right to revoke this free cell phone provision if it deems it necessary due to excessive phone replacement.

The employee should use the Village-issued cell phone mainly for business purposes, however, from time to time, it is understood that a Village-issued cell phone may be used for personal purposes. While it is understandable that employees may occasionally need to make brief calls of a personal nature, it is expected that such calls will be kept to a minimum. Moreover, should the use of the cell phone for personal purposes result in additional cost to the Village, the employee may be responsible to cover this additional cost.

The Village's telephone, e-mail, computer, voice mail, Internet, smart phones, digital cameras, and other communication systems are not intended for personal use. The Village may monitor any of these systems to prevent abuse and ensure that our communications with vendors, members of the public and each other are of the highest quality. By using the telephone, e-mail, voice mail, Internet or other modes of communication, you consent to such monitoring. With regard to the e-mail, computer, voice mail and Internet systems, employees are advised that passwords, varying levels of message protection, and other security measures are all accessible by the Village.

- 1) No Expectation of Privacy: Users have no expectation of privacy in the use of Village technology resources, including the creation, entry, receipt, storage or transmission of data. All data generated by, created, entered, received, stored or transmitted via the Village's technology resources is Village property, and the Village may, without prior notice, access, search, monitor, inspect, review or disclose all such data and use of technology resources. Users specifically consent to the access by and disclosure to the Village of information created, entered, transmitted or received via the Village's technology resources that is stored by a third-party electronic communication service or remote computing service, and have no expectation of privacy in such information.

Employees are advised that records related to electronic communications (i.e. calls, text messages, voicemails, or emails) sent from or to and electronic files (i.e. pictures or electronic files) stored on Village-owned mobile/cellular telephones or other electronic devices are public information. Information related to telephone numbers called, length of call, and time and date of call, emails, text messages, voicemails, instant messaging, or digital files or any other information generated by, created, entered, received, stored or transmitted via the Village's technology resources ordinarily may be obtained through the Freedom of Information Act except in narrowly defined circumstances. Even public records on personal electronic devices may be subject to disclosure under FOIA. Users are required to provide the Village with access to such devices upon request to facilitate compliance with the law. Employees are also advised that electronic mail is also discoverable and should use professional e-mail etiquette at all times.

- F. Security/Password Protection: Any cell phone that has data capabilities must be secured based on current security standards including password protection and encryption. If a cell phone with data capabilities is stolen or missing, it must be reported to the employee's supervisor, the wireless device service provider, and to the IT Department as soon as possible.

G. Cancellation

Any Village-issued cell phone will be immediately retracted from the employee if the employee terminates employment with the Village. In case of a change in job positions, the employee's supervisor must review whether the new position requires the need of a Village-issued cell phone. If it does not, then the Village-issued cell phone will be retracted.

11.4.4 - Cell Phone Stipend Program

- A. General eligibility requirements include:
- B. The job function of an employee requires considerable time outside of his/her assigned office or work area and it is important to the Village that s/he is accessible during those times;
- C. The job function of the employee requires him/her to have wireless data and internet access;
- D. The job function of the employee requires him/her to be accessible outside of scheduled or normal working hours; or
- E. The employee is designated as a "first responder" to emergencies in the Village.
- F. Employees are encouraged to consult with their supervisor regarding their eligibility.

11.4.5 Stipend Plan

- A. If an employee meets the eligibility requirements for a cell phone, as outlined above, a stipend may be requested using the *Cell Phone Stipend Agreement* form. The request may be made at any time during the fiscal year, and is only required to be submitted once.
- B. Once approved, the stipend amount will be added directly to the employee's compensation and wages (in effect, subject to applicable taxes), at a fixed amount. The Village will pay only the agreed upon amount, even if monthly costs exceed the stipend amount. The employee may be required to turn in their Village-issued cell phone to their Department Manager.
- C. The stipend allowance is neither permanent nor guaranteed. The Village reserves the right to remove a participant from this plan and/or cancel the plan if there are insufficient budget resources to meet the plan costs.

11.4.6 Stipend Options

- A. Text/Voice/Data Plan Stipend: The amount of the stipend will be determined based on a reasonable basis to justify the minutes or data needed to perform an employee's job responsibilities. The Village has established a tiered model based on the current market rates that provide the following options:

<u>Cellular Service</u>	<u>Stipend</u>
<u>Text Messaging Only</u>	<u>\$10</u>
<u>Voice Only</u>	<u>\$20</u>
<u>Voice/Data</u>	<u>\$50</u>

- B. Equipment Reimbursement: The Village may reimburse an employee for the net purchase cost of a cell phone device as a one-time incentive. This reimbursement will be a post-purchase reimbursement issued to the employee. The cell phone will belong to the employee, not the Village.
- C. The amount of the equipment reimbursement may not exceed \$100 for an employee with Voice/Data service or \$50 for an employee with Voice Only service. Activation fees, insurance, taxes, or other fees are not covered under this reimbursement. Employees must submit a bill or purchase receipt for their device in order to receive this reimbursement. The purchase of phone accessories (i.e. car charger, phone case, headphones, etc.) is not eligible for equipment reimbursement funding.
- D. The stipend and reimbursement amounts will be evaluated and adjusted periodically to align with market rates.

11.4.7 Oversight, Approval, & Funding:

- A. Individual departments and department managers are responsible for identifying employees who hold positions that include the need for a cell phone. Each department is strongly encouraged to review whether a cellular device is necessary, and to select alternative means of communication (i.e. land-lines, pagers, and/or mobile radios) when such alternatives would provide adequate and less costly service to the Village.
- B. The department manager is responsible for overseeing employee cell phone needs and assessing each employee's continued need of a cell phone for business purposes. The need for a cell phone stipend should be reviewed annually, to determine if existing cell phone stipends should be continued as-is, changed, or discontinued.
- C. Stipends will be funded by the department submitting the request.

11.4.8 Employee Rights & Responsibilities

- A. The employee is responsible for purchasing a cell phone and establishing a service contract with the cell phone service provider of his/her choice. The employee is responsible for all payments to the service provider. The employee purchases cellular phone service and equipment, determines plan choices, service levels, calling areas, service and phone features, and accepts termination clauses and payment terms.
- B. The employee may use the phone for both business and personal purposes, as needed. The employee may, at his/her own expense, add extra services or equipment features, as desired. If there are problems with service, the employee is expected to work directly with the carrier for resolution as soon as possible to minimize service disruption. The employee will be responsible for any costs or fees associated with these issues.

C. To ensure the stipend remains a reimbursement not subject to income tax deductions, an employee receiving a cell phone stipend must submit to the Finance Department, a copy of the summary monthly access plan charges at minimum on a quarterly basis. If the employee terminates the wireless contract at any point, s/he must notify his/her supervisor and Finance Department within five (5) business days to terminate the stipend.

D. The Village does not accept any liability for claims, charges or disputes between the service provider and the employee. Use of the phone in any manner contrary to local, state, or federal laws (i.e. usage of cellular devices while driving) will constitute misuse, and will result in immediate termination of the cell phone stipend.

11.4.9 ~~11.4.9~~ **No Expectation of Privacy:** Users have no expectation of privacy in the use of Village technology resources, including the creation, entry, receipt, storage or transmission of data. All data generated by, created, entered, received, stored or transmitted via the Village's technology resources is Village property, and the Village may, without prior notice, access, search, monitor, inspect, review or disclose all such data and use of technology resources. Users specifically consent to the access by and disclosure to the Village of information created, entered, transmitted or received via the Village's technology resources that is stored by a third-party electronic communication service or remote computing service, and have no expectation of privacy in such information.

Employees are advised that Village/public records related to electronic communications (i.e. calls, text messages, voicemails, or emails) sent from or to and electronic files (i.e. pictures or electronic files) stored on the mobile/cellular telephone or other electronic devices are public information. Information related to telephone numbers called, length of call, and time and date of call, emails, text messages, voicemails, instant messaging, or digital files or any other information generated by, created, entered, received, stored or transmitted via the Village's technology resources ordinarily may be obtained through the Freedom of Information Act except in narrowly defined circumstances. **Even public records on personal electronic devices may be subject to disclosure under FOIA.** Users are required to provide the Village with access to such devices upon request to facilitate compliance with the law. Employees are also advised that electronic mail related to Village business is also discoverable and should use professional e-mail etiquette at all times.

11.4.10 Security/Password Protection: Any cell phone that has data capabilities must be secured based on current security standards including password protection and encryption. If a cell phone with data capabilities is stolen or missing, it must be reported to the employee's supervisor, the wireless device service provider, and to the IT Department as soon as possible.

11.4.11 Employees are expected to delete all Village data from the cell phone when their employment with the Village expires, except when required to maintain the information in compliance with a litigation hold notice, statutes of limitations, or other applicable legal requirement.

11.4.12 Cancellation: Any stipend agreement will be immediately cancelled if an employee receiving a cell phone stipend terminates employment with the Village. Any such stipend will also be cancelled if an employee changes job positions. In case of a change in job positions, a new *Cell Phone Stipend Agreement* form must be re-submitted per the procedures outlined below to establish the continued business need for a cell phone. If, prior to the end of the cell phone contract, a voluntary decision by the employee, employee misconduct, or misuse of the phone results in the need to end or change the cell phone contract, the employee will bear the cost of any fees associated with that change or cancellation.

11.4.13 Cell Phone Stipend Procedure

- A. Employee submits request on the *Cell Phone Stipend Agreement* form to Department Manager or Supervisor along with a copy of the summary monthly access plan charges and/or bill.
- B. Department Manager or Supervisor grants or denies the request.
- C. The form for granted requests is sent to the IT Manager and Finance Director.
- D. Once approved, the IT Manager will work with the Employee to configure connectivity, issue test pages and/or emails, and update the employee's contact information in the Outlook staff directories.
- E. Upon confirmation that the employee is successfully receiving messages on their personal phone, the employee turns in their Village issued cell phone (If previously assigned) to their Department Manager.
- F. The Department Manager sees that the department's contact information for the employee is updated and notifies the necessary people in the department of the new number at which to contact the employee.
- G. Employee submits quarterly summary bill statements to the Finance Department.
- H. Relinquished Village-issued cell phones are sent to IT, which will retain or donate the phone and notify the Village's cell phone provider to cancel the telephone from the Village account.

11.4.14 Employee Conduct and Use of Electronic Devices: Use of Village telephone, e-mail, voice mail, computer or other electronic communication devices in a manner that does not comply with the Village's equal employment, harassment or other policies or standards of conduct is strictly prohibited. Any unauthorized or inappropriate use of electronic devices may result in disciplinary action, up to and including termination. Anyone using Village technology resources for defamatory, illegal, fraudulent or other inappropriate purposes may also be subject to civil liability or criminal prosecution, where appropriate. If you suspect an employee is misusing Village resources, you are responsible for immediately reporting the misuse to your Supervisor, Department Head, or Human Resources.

11.54 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.

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 head~~ Department Directors 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 head~~ Department Directors 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

<u>BENEFIT TYPE</u>	<u>FULL-TIME (EXEMPT AND NON- EXEMPT)</u>	<u>PART-TIME</u>	<u>SEASONAL/ TEMP</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) Eligible - Sworn 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). Some optional benefits are also available to part-time employees working <30 hrs/week.</u>	<u>Not eligible with certain exceptions</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>	

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.

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

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

<u>BENEFIT/POLICY</u>	<u>SUMMARY</u>	<u>CONTACT INFORMATION</u>	<u>PAGE</u>
<u>Disability Pay</u>	<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.</u>	<u>Police Sworn: Contact the Police Chief's Office at 630-469-1187</u> <u>IMRF</u> <u>800-275-4673</u> <u>www.imrf.org</u> <u>IMRF Employer ID #: 03103</u>	
<u>Tuition Assistance Program (TAP)</u>	<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).</u>	<u>Contact Asst. Village Manager or designee</u>	
<u>Employee Assistance Program (EAP)</u>	<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.</u>	<u>Aetna Resources for Living</u> <u>800-843-1327</u> <u>www.mylifevalues.com</u> <u>U: village of glen Ellyn</u> <u>P: 8008431327</u> <u>Group #: Village of Glen Ellyn</u>	
<u>Flexible Spending Accounts (FSA)</u>	<u>Enables employees to place pre-tax dollars into a spending account for qualified medical or dependent care.</u>	<u>HR Simplified: (888) 318-7472</u> <u>www.hrsimplified.com</u> <u>Employer ID#:HRS Glen Ellyn</u>	
<u>Floating Holidays</u>	<u>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.</u>	<u>Contact Asst. Village Manager or designee</u>	
<u>Health Insurance</u>	<u>Eligible employees have a choice between an HMO and PPO plans for health insurance coverage through Blue Cross/Shield.</u>	<u>HMO: (800) 892-2803</u> <u>PPO: (800) 458-6024</u> <u>www.bcbsil.com</u> <u>Group No:</u> <u>HMO: H15076-0026</u> <u>PPO: P 14772-100</u> <u>Express Scripts (Rx): IPBCRXG</u> <u>www.express-scripts.com</u>	
<u>IMRF's Voluntary Additional Contribution (VAC)</u>	<u>Voluntary retirement savings plan that is available to IMRF members that is distinct from the pension benefit plan.</u>	<u>IMRF</u> <u>800-275-4673</u>	

<u>BENEFIT/POLICY</u>	<u>SUMMARY</u>	<u>CONTACT INFORMATION</u>	<u>PAGE</u>
<u>Retirement Savings</u>	and is completely funded by the employee via payroll deductions.	www.imrf.org	
<u>Holidays</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.	Contact Asst. Village Manager or designee	
<u>IMRF Supplementary Life</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.	NCPERS: 877-202-5706 www.ncpers.org	
<u>Leave Allowances</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)	Contact Asst. Village Manager or designee	
<u>Life and AD&D Insurance (IPBC)</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.	Contact Asst. Village Manager or designee Policy #: GL673892	
<u>Service Recognition Awards</u>	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	
<u>Pension Benefits</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. Eligible non-sworn employees participate in the Illinois Municipal Retirement Fund (IMRF).	Police Pension Contact the Chief's Office 630-469-1187 IMRF 800-275-4673 www.imrf.org IMRF Employer ID #: 03103	
<u>Safety Incentive Award</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.	Contact Asst. Village Manager or designee Program Vendor: C.A. Short Company www.cashort.com 800-535-5690	

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