

THE VILLAGE OF
WILLOWBROOK

Village of Willowbrook
Employee Personnel Manual

Adopted March 1, 2012



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ARTICLE I - GENERAL INFORMATION

1.1 PURPOSE AND SCOPE OF POLICY:

The primary purpose of this Personnel Manual is to establish normal procedures which will serve as guidelines to administrative actions concerning various personnel activities. These policies are intended to indicate the customary and most reasonable method whereby the best interest of the Village employees may be served. The personnel policies, procedures, rules and regulations set forth in this “Manual” shall be applicable to all Village employees.

This Personnel Manual is being issued to all Department Heads, supervisors and employees as a means of providing an important personnel tool. It is designed to serve as a source of information so that it can be referred to with authority and totality. **This Personnel Manual does not constitute nor create an employment contract of any kind and is not intended to provide assurance of continued employment and/or the continuance of any policy or any condition or benefit of employment, including, but not limited to, salary, insurance, etc. Policies in this Manual provide information and guidance to employees, but the Village reserves the right to amend or change the policies or any condition or benefit of employment, including, but not limited to, salary, insurance, etc., at its discretion with or without notice to employees.**

Unless otherwise provided in a written contract of employment, employees of the Village of Willowbrook are employed “at will” and shall be dismissed at any time, with or without notice, and with or without cause. In this Manual, the pronouns, “he, him, or his” shall refer to both male and female employees equally.

1.2 APPLICABILITY:

The policies contained in this Manual supersede all prior policies, procedures, and practices set forth in any other policy Manual. Some of the subjects covered in this Manual, such as the group insurance plans, are detailed in separate specific benefit plan documents. It is important to understand that this Manual is only a summary of those benefits and that the written benefits plan documents are always the final authority. Employees should expect that these benefits shall be modified from time to time as benefit practices change frequently.

This Manual shall apply to all employees whether they are exempt, non-exempt, full-time, temporary, or part-time except as provided for by any Federal, State or local law

including but not limited to provisions of the “Board of Police Commissioners”, Title 2 of the Village Code, and Title 12 of the Village Code relating to Grievances and Hearings.

1.3 CONFLICTING PROVISIONS:

Where the Village Code, any departmental rule or regulation, law, statute or policy shall conflict with the provisions of this Manual, the more stringent or restrictive regulation shall apply. For employees who are represented by a collective bargaining unit, this Manual shall only apply if those agreements are silent to that topic.

1.4 EXCEPTIONS:

The Village Board may permit relief from any of the provisions contained in this Personnel Manual upon proper application filed with the Village Administrator. Said application shall specify the exact nature of the relief being requested and the reason or reasons substantiating the particular employee’s request. The Village Administrator shall review each such application giving consideration to all relevant facts pertinent to the relief requested. The Village Administrator shall forward to the Village Board a recommendation with respect to each such application. Each recommendation shall include a description of the facts and circumstances given consideration by the Village Administrator in the formulation of his recommendation.

1.5 AUTHORITY – DISTRIBUTION:

The authority to approve personnel policy is vested in the Mayor and Board of Trustees. It is the responsibility of the Village Administrator to recommend modifications to the Mayor and Board for final approval.

The overall authority and responsibility to administer the personnel policy is vested in the Village Administrator. Under the direction of the Village Administrator, the Department Heads shall be responsible for the day-to-day administration of the personnel policies, procedures, rules, and regulations.

1.6 DEFINITIONS & EMPLOYEE CLASSIFICATIONS:

For the purpose of this Manual, the following definitions shall apply:

(A) Employee – All exempt and non-exempt employees of the Village.

(B) Non-exempt Employee – Any person hired by the Village who may be regularly scheduled and is paid on an hourly basis and because of positional duties and responsibilities and level of decision making authority, and the method of

compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime.

- (C) Exempt Employee – Any person hired by the Village who is paid on a salary basis and who, because of positional duties and responsibilities and level of decision making authority, is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). Exempt employees are expected to work whatever hours are necessary to accomplish the goals of the exempt position.
- (D) Regular Full-Time Employee – Any employee who has successfully completed his probationary period and is regularly scheduled fifty-two weeks of the year, less permitted vacation, sick or other personal time, working in excess of an average of thirty-five hours per week. All regular full-time employee positions shall be authorized by the Mayor and Board of Trustees.
- (E) Part-Time Employees – Any employee, who has successfully completed his probationary period, who is assigned to a position and works a shift schedule less than thirty-five (35) hours per week on a regular basis.
- (F) Temporary – Any employee whose work assignment is limited in duration and typically involves a specific function.
- (G) Interns - The Village supports the concept of employing students in positions relating to course work when funding is available.
- (H) Risk Manager – Employee to whom the Village Administrator has assigned Risk Management responsibilities.
- (I) Work Week – Seven consecutive days beginning at 12:01 A.M., Monday.
- (J) Police Department Work Period – Twenty-eight consecutive days as posted by the Chief of Police.
- (K) Seminar – A lecture or training session or a series of lectures or sessions typically on a single topic for a short duration of time, i.e., one day.
- (L) Relative – For the purpose of this Manual, relatives shall be deemed to include the following: father, mother, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandfather, grandmother, child (whether biological, adopted, or child under legal guardianship), son-in-law, daughter-in-law, uncle, aunt, first cousin, stepfather, stepmother, stepbrother, stepsister, stepson, stepdaughter, en loco parentis arrangement, or spouse.

(M) Gratuities – For the purpose of this Manual, gratuities shall include but not be limited to such items as or such discounted items as: money, gift certificates, cash, contributions, stocks, bonds, consumable goods such as liquor, candy, food, beverages; sporting goods, automotive equipment, appliances, clothing, flowers, plants, landscaping materials, office supplies, pens, pencils, paper, perfume, cologne, electronic equipment, books, magazines, subscriptions, pictures, paintings, memberships, records, tapes, furniture and other such items for personal use, or as otherwise defined within the Village Code.

(N) Workplace or Work Place - For purposes of this Manual, unless applicable law requires a different definition, means any site or location owned or leased by the Village, as well as non-Village owned property where Village employees perform work or otherwise conducts Village business.

1.7. VILLAGE HISTORY:

In 1959, a homeowners group called the Ridgemoor Homeowners Association decided to incorporate as a village in order to be able to guide the development of farmland which surrounded their homes. Changes in the law scheduled to become effective January 1, 1960, which would require a population of 400 for incorporation, caused this group of 167 people to expedite its request to be made a village.

While the case for incorporation was before court, the attorney for the homeowners association called the president, Anton Borse, frantically asking for a name for the new village. Borse looked out of his window and saw the willow trees along the creek at the back of his property and promptly gave the village its name. Willowbrook became one of the State's smallest villages on January 18, 1960.

1.8. ORGANIZATION OF VILLAGE GOVERNMENT:

The Village of Willowbrook was incorporated on January 18, 1960. It adopted the Mayor-Trustee form of government under the general Illinois Statutes governing cities and villages. The International City Management Association has recognized the Village as a municipality with characteristics of the overall general management form of government. The Village legislative and governing body is comprised of a Mayor, six Trustees and a Village Clerk. All elected Village officials serve four-year staggered terms. The Village has several appointed officials which include the Village Administrator, Attorney, Chief of Police, Director of Municipal Services, and Director of Finance.

The Mayor also serves as the Liquor Control Commissioner.

1.9 ELECTED OFFICIALS:

- (A) Mayor – As Chief Executive Officer of the Village, he presides over board meetings, approves ordinances and resolutions, executes official documents, appoints with the advice and consent of the Board of Trustees, the Village Administrator, Attorney, Director of Municipal Services, Director of Finance and Chief of Police and the membership of various standing committees and commissions.
- (B) Village Board of Trustees – The Trustees, along with the Mayor, form the governing board of the Village. All Trustees are elected at large and do not represent wards or districts. Their primary responsibilities include: enacting ordinances, overseeing the financial activity of the Village, levying taxes, setting the policies for Village services, serving on standing committees, and bearing responsibility for all municipal improvements. Standing committees on which board members serve are Public Safety, Municipal Services, Finance and Administration, and Hotel/Motel Tax Advisory.
- (C) Village Clerk – The Clerk maintains all records of Village business and serves as clerk to the Mayor and Board of Trustees.

1.10 APPOINTED OFFICES:

- (A) Village Administrator – The Village Administrator is the Chief Administrative Officer of the Village and is responsible for the management of all Village operations, under the direction of the Mayor and Board of Trustees. The Administrator serves as business manager, attends all board meetings, and makes recommendations to the Board. His authority is set forth in the Village Code.
- (B) Director of Finance – The Director of Finance is responsible for the efficient operation of the central accounting system of the Village, said system includes pre-audit and other financial controls. The Director of Finance advises Department Heads and the Village Administrator in the review of revenue estimates and in the preparation of the budget, and provides the Village Board of Trustees and the Village Administrator with timely and informative financial reports and statements. The work of the Director of Finance is reviewed through conferences, meetings, reports, and by independent post audits. The Director of Finance reports to the Village Administrator.
- (C) Village Attorney – The Attorney is the chief legal officer for the Mayor and Board of Trustees, the Village Administrator and other Village officials. The Attorney

receives compensation for representing the Village in all lawsuits and other law related matters.

(D) Chief of Police – The Chief of Police is the head of the Police Department and is charged with the administration of all police matters within the Village. The Chief of Police reports to the Village Administrator. The Chief of Police shall also serve as the Emergency Management Agency Coordinator.

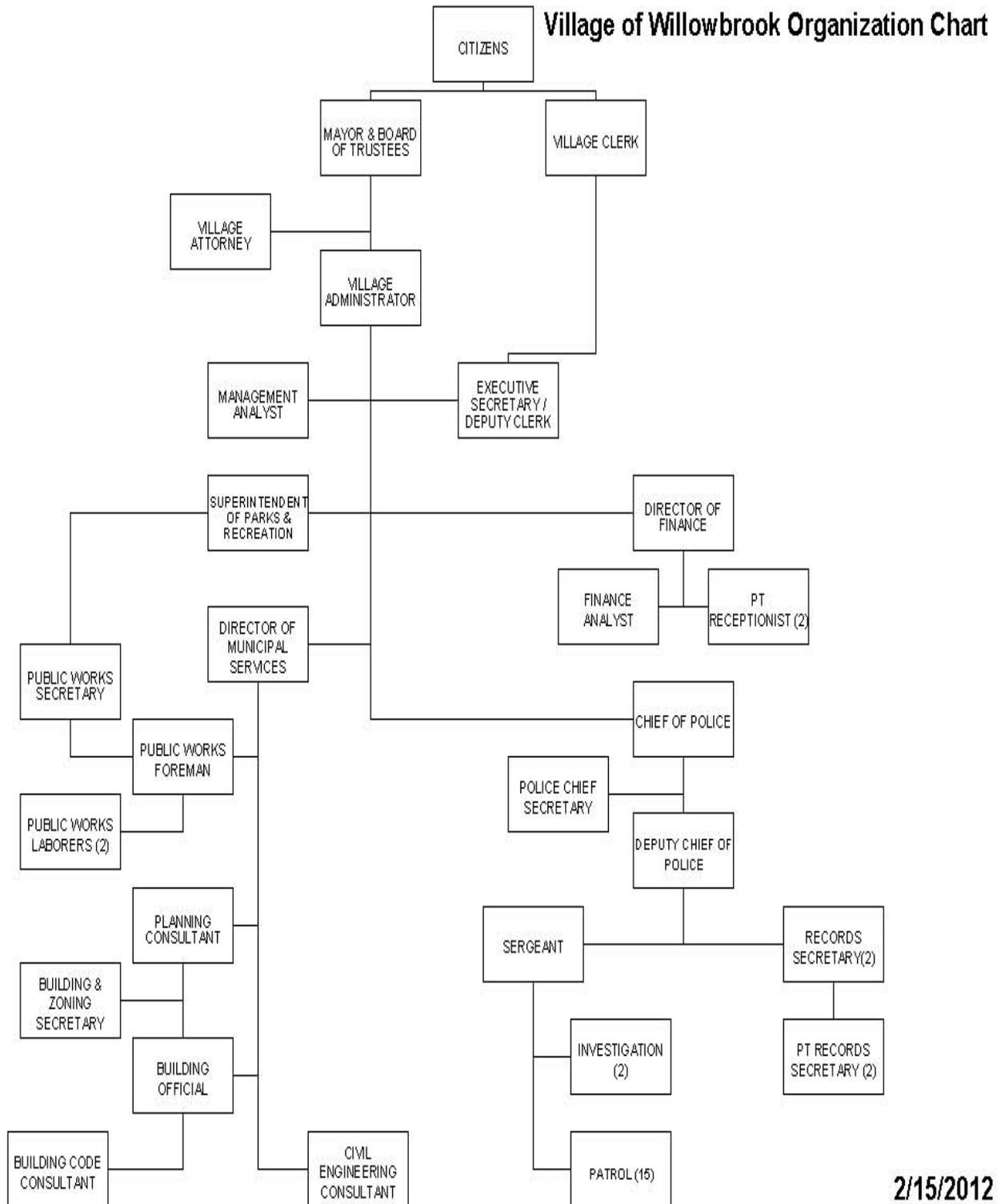
(E) Director of Municipal Services – The Director of Municipal Services is responsible for the management of Public Works functions including Streets, Water, and Storm Water. He is also responsible for Building Inspection Services including building supervision, code enforcement, and the design and construction of public improvements as well as those duties as assigned by the Village Board and Village Administrator. The Director of Municipal Services reports to the Village Administrator.

1.11 EMPLOYEE CODE OF CONDUCT: (This section to be revised thru supplemental)

All Village employees shall strive to maintain a consistently high professional standard of honesty, integrity, and dedication in order to provide quality services to the residents, visitors, and business owners of the Village of Willowbrook. Services provided by the Village shall be performed in an impartial manner, free of unlawful personal and/or political consideration. A spirit of teamwork shall be maintained in and among all Village Departments in order to effectively administer Village programs and services. Personal information obtained through contact with citizens or patrons of Village services of the Village or through any other source must remain confidential to the extent appropriate. Employees must take care to avoid any possible conflict of interest or the appearance of misconduct as described in the Village Personnel Manual, Village Ordinances, and applicable state and federal laws.

Employees are encouraged to participate in public and community affairs which do not create an actual or perceived conflict of interest with their position and responsibilities with the Village. Employees shall adhere to the rules, regulations, and policies regarding employment with the Village (including revisions thereto).

1.12 Organization Chart:



2/15/2012

ARTICLE II - GOVERNING PRINCIPLES OF EMPLOYMENT

2.1 EQUAL OPPORTUNITY EMPLOYER – NON-DISCRIMINATION:

The Village is an equal opportunity employer and prohibits discrimination in the workplace.

Except as otherwise permitted by law, the Village, its officials and employees shall not refuse to hire, segregate or act with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure or terms, privileges or conditions of employment on the basis of race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, pregnancy, genetic information, military status, sexual orientation, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations as defined in the Illinois Human Rights Act or any other status or condition protected by applicable State or Federal laws.

The Village is committed to providing a workplace that is free from all forms of discrimination. No Village official or employee shall engage in any form of discrimination as described above. In addition, no Village official or employee shall engage in discrimination in the form of sexual harassment or any other form of workplace harassment. The Village has a commitment to ensure equal opportunities for employees with disabilities. Every reasonable effort will be made to provide an accessible work environment and additional accommodations as required by law. Employment practices will be administered in such a manner to promote non-discrimination of employees with disabilities.

2.2 GENETIC INFORMATION NONDISCRIMINATION ACT:

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, employees are asked not to provide any genetic information when responding to any requests for medical information. “Genetic information” as defined by GINA includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

2.3 EMPLOYMENT ELIGIBILITY (Form I-9):

Applicants must provide evidence of identity and employment eligibility within three (3) days of hire. New employees will be advised of the proper documents that must be provided to the Village in accordance with State and Federal law.

2.4 ILLINOIS CIVIL UNION ACT:

The Illinois Civil Union Act provides the same rights and responsibilities to Civil Union partners as spouses. A Civil Union may be legally entered into through a state licensing and certification process. Partners in Civil Unions and same-sex marriages legally established in another state will also be recognized in Illinois. By law, self-funded benefit plans must treat Civil Union partners the same as spouses offering medical, dental, vision, life, and disability plans (See Article V. Employee Benefits).

Federal laws such as COBRA are not affected by the Illinois Civil Union Act. As a result, the Village is not required to extend Federal protections to Civil Union partners, including COBRA. Additionally, a Civil Union partner is not considered a tax dependent per the Internal Revenue Service. As a result, Civil Union partners under benefit programs will require the Village to impute the appropriate income into the employee's pay and apply withholding to the imputed amount if the employee does not claim the partner as a tax dependent.

2.5 AMERICANS WITH DISABILITIES ACT (ADA/ADAAA):

(A) Intent

It is the intent of the Village to guarantee disabled persons equal employment opportunities and to participate in or enjoy the benefits of Village services, programs, or activities, and to allow disabled employees a bias free work environment. Employment practice (e.g. hiring, training, testing, transfer, promotion, compensation, benefits, termination, etc.) will be administered in a non-discriminatory manner. The Village, upon request, will provide reasonable accommodation in compliance with the American with Disabilities Act (ADA/ADAAA). Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. The Village has a commitment to ensure equal opportunities for disabled Village employees. Reasonable effort will be made to provide an accessible work environment including the use of auxiliary aids and services as requested by the employee as long as they can satisfactorily perform the essential job duties required of the position. Questions regarding accommodations should be directed to the Village's ADA Coordinator.

(B) American with Disabilities Act Grievance Procedure:

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by the Village of Willowbrook.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant, and location, date, and description of the alleged discrimination. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

ADA COMPLIANCE COORDINATOR
(630) 920-2261 (voice)
(630) 920-2259 (TTY)
7760 Quincy Street, Willowbrook, IL 60527

Within 15 calendar days after the receipt of the complaint, the ADA Compliance Coordinator will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the ADA Compliance Coordinator will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audiotape. The response will explain the position of the Village of Willowbrook and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA Coordinator within 15 calendar days after receipt of the response to the Village President or his/her designee.

Within 15 calendar days after receipt of the appeal, the Village President or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Mayor or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator, appeals to the Mayor or his/her designee, and responses from the ADA Coordinator and Mayor or his/her designee will be kept by the Village of Willowbrook for at least three years.

2.6 DRUG & ALCOHOL-FREE WORKPLACE (also see Article 7.14, Prescription and Over-the-Counter Drug Use):

(A) Policy:

This policy is established in compliance with the Federal and State Drug-Free Work Place Acts respectively. The regulations mandate that grant recipients or contractors certify that they will provide a drug-free work place through the implementation of the steps outlined below. Furthermore, it is the goal of the Village of Willowbrook to provide a safe work environment and a healthy productive work force. Ongoing compliance is required by all affected employees.

(B) Policy Statement and Guidelines:

1. The Mayor and Board of Trustees adopted the following policy statement in an effort to maintain a drug-free work place:

“The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and/or paraphernalia, including cannabis, is strictly prohibited within the administrative work place, Village boundaries and while utilizing Village property.”

2. Employees will be notified of this policy via the individual’s orientation process at the time of hiring. Additionally, the Village will make every effort to reaffirm this position to employees annually by doing the following:
 - a. inform employees of the dangers of drug abuse in the work place;
 - b. reiterate Village policy concerning use of drugs in the work place;
 - c. advise employees of available drug counseling, rehabilitation, and employee assistance programs; and
 - d. instruct employees as to the penalties that may be imposed upon the violation of this policy.
3. Employees are expected to abide by the terms of this statement as a condition of their employment.

(C) Penalties for violation of this Policy:

1. Any employee convicted of any criminal drug statute arising from an incident occurring in the work place or outside the work place on Village business shall be responsible for notifying the Village no later than five days after such conviction.
2. Within thirty (30) days of receiving such notice, the Village shall utilize any of the following remedies as a method to correct the prohibited activity:
 - a. refer employees for counseling or rehabilitation and satisfactory treatment;
 - b. suspend employee without pay for up to a maximum of five days; or
 - c. terminate the employee.

(D) Village's Responsibility:

The Village will be responsible for the following in order to comply with the federal and state regulations.

- a. Each employee engaged in the direct or indirect performance of a state or federal grant or contract will be given a copy of this statement. An employment letter stating that the employee agrees to abide by the terms of this drug-free work place policy statement will be signed by the employee and a copy of the policy letter will be returned to the Department Head. Failure to comply with the policy provision may result in corrective action being taken by the Village;
- b. The Village will contact the granting or contracting agency within ten days of receiving notification from an employee of a drug statute conviction or otherwise receiving actual notice of such conviction. In turn, the Village will take the remedial action previously set forth in this document;
- c. The Village Administrator will maintain an active file of employee assistance programs with the responsibility of assisting employees in the selection of a proper course of action in the event drug counseling, treatment, and rehabilitation is required through self-referrals for substance abuse and personal problems affecting them, their dependents, and their work performance.

(E) Posting of Notice:

The Drug-Free Work Place Policy shall be posted in a prominent place in the workplace.

2.7 NON-HARASSMENT/DISCRIMINATION:

It is Village policy to prohibit intentional and unintentional harassment/discrimination of any individual by another person on the basis of any protected classification including, but not limited to, race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, genetic information, military status, sexual orientation, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations. The purpose of this policy is not to regulate Village employees' personal morality, but to ensure that in the workplace, no one harasses or discriminates against another individual.

If an employee feels he/she has been subjected to conduct which violates this policy, he/she should follow the Village's policy for reporting harassment and/or discrimination allegations. Every report of perceived harassment or discrimination shall be fully investigated, and corrective action shall be taken where appropriate. Violation of this policy shall result in corrective action up to and including termination. All complaints shall be kept confidential to the extent possible, but confidentiality shall not be guaranteed. In addition, the Village shall not allow any form of retaliation against individuals who complain or cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith shall be subject to corrective action, up to and including termination.

2.8 SEXUAL HARASSMENT POLICY:

(A) Statement of Village Policy

The Village is committed to providing a work place that is free from all forms of discrimination, including sexual harassment. Sexual harassment is illegal. Any employee's behavior that fits the definition of sexual harassment is a form of misconduct which may result in disciplinary action up to and including dismissal.

Sexual harassment could also subject the Village and, in some cases, an individual to substantial civil penalties.

The Village's policy on sexual harassment is part of its overall affirmative action efforts pursuant to state and federal laws prohibiting discrimination based on

age, race, color, religion, national origin, ancestry, military status, citizenship status, unfavorable discharge from the military, marital status, sexual orientation, handicap, genetic information, and sex. Specifically, sexual harassment is prohibited by the Civil Rights Act of 1964, as amended, and the Illinois Human Rights Act.

Each employee of the Village bears the responsibility to refrain from sexual harassment in the work place. No employee, male or female, should be subjected to unsolicited or unwelcome sexual overtures in the work place. Furthermore, it is the responsibility of all supervisors/managers to make sure that the work environment is free from sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which create a hostile or offensive environment, must be eliminated. Instances of sexual harassment shall be investigated in a prompt and effective manner.

All employees of the Village, particularly those in a supervisory or management capacity, are expected to become familiar with the contents of this policy and to abide by the requirements it establishes.

(B) Definition of Sexual Harassment:

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

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

The Courts have determined that sexual harassment is a form of discrimination under Title VII of the Civil Rights Act of 1964, as amended.

One example of sexual harassment is where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors. Another example is where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity.

Other conduct commonly considered to be sexual harassment includes:

- Verbal: Sexual innuendoes, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside their presence, of a sexual nature.
- Non-Verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, “catcalls”, “smacking”, or “kissing” noises.
- Visual: Posters, signs, pin-ups or slogans of a sexual nature.
- Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

Sexual harassment may involve a man harassing a woman. Sexual harassment may involve a woman harassing a man or harassment between members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in courts is to assess sexual harassment by a standard of what would offend a “reasonable woman” or “reasonable man”, depending on the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms such as “honey”, “darling”, and “sweetheart” is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three (3) statements that might be made about the appearance of a woman in the work place:

“That’s an attractive dress you have on.”

“That’s an attractive dress. It really looks good on you.”

“That’s an attractive dress. You really fill it out well.”

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment depending on the perceptions and values of the person to whom it is directed. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach, or to err on the side of caution.

(A) Responsibility of Individual Employees:

Each individual employee has the responsibility to refrain from sexual harassment in the work place.

An individual who sexually harasses a fellow worker is, of course, liable for his or her individual conduct.

The harassing employee will be subject to disciplinary action up to and including dismissal in accordance with the Village's disciplinary policy and the terms of any applicable collective bargaining agreement.

The Village Administrator is the designated coordinator of the Village's sexual harassment policy and is available to consult with employees regarding their obligations under this policy.

(B) Responsibility of Supervisory/Managerial Employees:

Each supervisor/manager is responsible for maintaining the work place free from sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as well as with all other forms of employee misconduct.

The Courts have found that organizations as well as supervisors/managers can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee but does business with an organization, such as a customer, contractor, sales representative, or repair person).

Liability is either based on an organization's responsibility to maintain a certain level of order and discipline, or on the supervisor/manager acting as an agent of the organization. As such, supervisors/managers must act quickly and responsibly not only to minimize their own liability but also that of the Village.

Specifically, a supervisor/manager must address an observed incident of sexual harassment or a complaint, with seriousness, take prompt action to investigate it, report it, and end it, implement an appropriate disciplinary action, and observe strict confidentiality. This also applies to cases where an employee tells

the supervisor/manager about behavior that constitutes sexual harassment but does not want to make a formal complaint.

In addition, supervisors/managers must ensure that no retaliation will result against an employee making a sexual harassment complaint. Supervisors/managers in need of information regarding their obligations under this policy or procedures to follow upon receipt of a complaint of sexual harassment should contact the Village Administrator.

2.9 PROCEDURES FOR FILING A COMPLAINT OF HARASSMENT OR SEXUAL HARASSMENT:

1. Internal:

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

Each incident of harassment/ sexual harassment should be documented or recorded. A note should be made of the date, time, place, what was said or done, and by whom. The documentation may be augmented by written records such as letters, notes, names, and telephone numbers.

No one making a complaint of harassment/sexual harassment will be retaliated against even if a complaint made in good faith is not substantiated. Any witness to an incident of harassment/sexual harassment is also protected from retaliation.

The process for making a complaint about harassment/sexual harassment falls into several stages:

- a. **DIRECT COMMUNICATION:** If there is harassment/sexually harassing behavior in the work place, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- b. **CONTACT SUPERVISORY PERSONNEL:** At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor and the Village



Administrator. If the harasser is the immediate supervisor, the problem should be reported to the next level of supervision and the Village Administrator. If the harasser is the Village Administrator, the problem shall be reported to the Mayor.

- c. FORMAL WRITTEN COMPLAINT: If an employee is uncomfortable reporting an incident to any supervisor, an employee may also report incidents of harassment/sexual harassment directly to the Village Administrator. The Village Administrator will counsel the reporting employee and be available to assist with the filing of a formal complaint. The Village Administrator will fully investigate the complaint, and will advise the complainant and the alleged harasser of the results of the investigation. Any employee's behavior that fits the definition of sexual harassment is a form of misconduct which may result in disciplinary action up to and including dismissal.

2. External

The Village hopes that any incident of harassment/sexual harassment can be resolved through the internal process outlined above. All employees, however, have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with IDHR must be filed within one hundred eighty (180) days of the incident of harassment/sexual harassment. A charge with EEOC must be filed within three hundred (300) days of the incident. Charges are investigated in accordance with the rules of the IDHR and/or the EEOC.

The Illinois Department of Human Rights may be contacted as follows:

| | |
|-----------------|--------------|
| Chicago | 312-814-6200 |
| Chicago TDD | 312-263-1579 |
| Springfield | 217-785-5100 |
| Springfield TDD | 217-785-5125 |

The United States Equal Employment Opportunity Commission can be contacted as follows:

| | |
|---------|--------------|
| Chicago | 800-669-4000 |
| TDD | 800-669-6820 |

An employee who is suddenly transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC may file a retaliation charge with either of these agencies. The charges must be filed within one

hundred eighty (180) (IDHR) days or three hundred (300) (EEOC) days of the retaliation.

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

3. False and Frivolous Complaints:

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

4. Minors:

Should the alleged offender or the person who is the object of harassment/sexual harassment be a minor, the minor's parents or legal guardian(s) are to be notified upon allegations of harassment, unless prohibited by law.

2.10 WORKPLACE VIOLENCE POLICY (Does not apply to Police Officers during their normal course of field duties):

(A) Statement of Village Policy

The Village of Willowbrook will provide a safe environment for working and conducting business. The Village will not tolerate acts of violence or threats of violence committed by or against employees on Village property or any Village work location.

(B) Definitions

1. Violence – for purposes of this section, violence shall mean an act or conduct that has the purpose or effect of reasonably interfering with an employee's work performance or creating an intimidating, hostile, abusive, or offensive work environment including behavior that:
 - a. Is physically assaultive;
 - b. Consists of a communicated or reasonably perceived threat to harm another individual or in any way endanger the safety of an individual;

- c. Would be interpreted by a reasonable person as an intent to cause physical harm to an individual;
- d. Involves carrying or displaying weapons (other than as prescribed by policy), destroying property, or throwing objects; or
- e. Consists of a communicated or reasonably perceived threat to destroy property.

(C) Responsibilities

Every employee is responsible for immediately reporting to their supervisor any violent incident or threat they have witnessed or received.

1. Even without an actual threat, personnel should report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on Village property.
2. All employees who have been granted an Order of Protection (OP) or restraining order, which lists Village locations as being protected areas, must provide, within 24 hours, or next regular business day, a copy of the order to their supervisor.

(D) Procedures

1. Supervisors will:
 - a. Immediately evaluate any report of workplace violence. Where possible, appropriate action will be taken to protect the employee from further violence. Actions taken will include:
 - i. Summon a sworn officer or call 9-1-1 if an immediate danger exists;
 - ii. Relocate (in a non-punitive way) the employee's work station from public access if necessary;
 - iii. Arrange for the screening of phone calls by person, caller ID, or voice mail, as necessary, and

- b. Take appropriate measures to safeguard the information in an OP or restraining order:
 - i. Immediately take necessary action for the protection of the employee;
 - ii. If necessary, a photograph of the respondent to the order should be conspicuously posted at entrances to the victim employee's work place.
 - c. Within the limitations of staffing and organizational needs, makes every effort to accommodate the needs of the victim employee to vary hours of work to:
 - i. Meet with advocates, counselors and prosecutors;
 - ii. Relocate their residence; and
 - iii. Attend court appearances.
 - d. Encourage the victim employee to develop a safety plan which may include:
 - i. Reviewing the safety of parking arrangements and escorts to and from the parking area and work place.
 - ii. Carpooling or choosing different routes of travel to and from work; and
 - iii. Sharing emergency contact information with supervisors should the employee fail to arrive at work.
2. The Village will investigate all reports of violence or threats occurring on Village property.
 3. The Village will take appropriate disciplinary action when it is determined a Village employee has violated this directive. Violations of this policy could result in reassignment of job duties, suspension, termination, and/or criminal prosecution.

2.11 IDENTITY PROTECTION ACT (See Appendix F):

All governmental entities must take affirmative measures to restrict public access to social security numbers and limit the manners in which these numbers may be utilized.

In accordance with this Act, the Village has adopted a formal Identity Protection Policy. Please refer to Appendix F for a complete copy of this policy.

2.12 WHISTLEBLOWER PROTECTION ACT (740 ILCS 175 & HB 742):

The Whistleblower Act prohibits a unit of government from adopting or enforcing any policy preventing an employee from disclosing information to a law enforcement agency where the employee has reasonable cause to believe that the information discloses a violation of any law. This Act prevents retaliation from the employer. The Act also provides that persons who knowingly act to falsify certain information or attempt to defraud a unit of government may be liable to a unit of government for a civil penalty.

The Village of Willowbrook strives to conduct its business with the utmost integrity and in strict accordance with all applicable Federal, State, and local laws. Accordingly, employees are encouraged to immediately or as soon as practicable, report any improper actions, including violations of Federal, State, or local laws, committed by Village employees or its officials to the Village Administrator or his designee.

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination. Employees making good faith complaints or reports that are covered by this policy shall not be subjected to retaliation. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he is being retaliated against must contact the Village Administrator or his designee immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrong doing that is alleged and investigated.

The goal of this whistleblower policy is to keep the confidentiality of the employee and protect said employee against retaliation. Where possible, the confidentiality of the employee will be maintained unless the employee's identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

(A) Improper Actions

Improper actions are actions undertaken by an officer or employee in the performance of his official duties which include, but are not limited to, actions that:

1. Are in violation of any Federal, State, or local laws;
2. Constitute an abuse of authority;

3. Create a substantial and specific danger to the public health or safety of the Village, its residents, employees, and guests; and
4. Grossly wastes public funds.

Improper actions do not include common personnel actions, such as the processing of grievances, decisions regarding hiring, promotion, firing, and other discipline, or alleged violations of labor (collective bargaining) agreements, employment contracts, or policies or procedures set forth in this Manual.

All reports of illegal and dishonest activities or of actions that may be in violation of this policy will be promptly submitted to the Village Administrator or his designee, in order to allow for an investigation into the matter and to recommend and coordinate any corrective or disciplinary action that may be taken against persons violating this policy. All investigations into any conduct that has allegedly violated this policy shall be conducted in a timely manner and without unnecessary delay.

2.13 SMOKING POLICY:

- (A) The Smoke Free Illinois Act (410 ILCS 82/1 et seq.) prohibits smoking in public places and places of employment or within fifteen feet (15') of any entrance to such places and in places which are used by and open to the public.
- (B) Employees are prohibited from smoking on any portion of any Village facility. Furthermore, employees are prohibited from smoking in any Village vehicle and within fifteen feet (15') of any Village vehicle.

ARTICLE III - EMPLOYMENT PRACTICES

3.1 **RESIDENTIAL PREFERENCE:**

When permitted by law, it shall be the policy of the Village of Willowbrook when hiring equally qualified personnel, to give preference to residents of Willowbrook.

3.2 **PHYSICAL EXAMINATIONS:**

(A) Examination Required – Where permitted by law, following a conditional offer of employment, all entering regular full-time employees and part-time employees changing status shall be required to undergo a physical examination, at Village expense, administered by a physician designated by the Village, for the purpose of determining the employee’s ability to perform the essential functions of the job. They must satisfactorily pass a physical examination, as determined by the physician designated by the Village, before final appointment will be made.

(B) Special Examination – In instances where circumstances deem advisable by the Village, and where permitted by law, employees may be required, at Village expense, to undergo a special physical examination once every three years or when deemed appropriate by the Village.

3.3 **PRE-EMPLOYMENT TESTING:**

Every new employee of the Village of Willowbrook shall be fingerprinted by the Police Department in conjunction with a routine background check. The check will be performed prior to appointment at the discretion of the Village Administrator. The personal background and criminal and/or civil action reports and findings will be evaluated in relation to the applicant’s perceived ability to perform the duties and responsibilities required for the specific position.

Where permitted by law, polygraph examinations may be required of any employee prior to or during employment, where other suitable tests of integrity are absent. Such polygraph tests will never be administered by an employee of record with the Village.

Where permitted by law, psychological or psychiatric examinations may be required of any employee prior to or during employment where other suitable tests are absent. Such examination shall be at the Village’s expense. Failure of the applicant or employee to take such a test, or successfully pass the test, will disqualify him/her to enter upon or continue with the duties of the applicable position.

Where permitted by law, drug, and alcohol testing may be required of any employee prior to or during employment.

It is the applicant's or employee's obligation to consent to all tests provided for in this Section. This Section shall apply to all employees except as provided for by the Rules and Regulations of the Board of Police Commissioners.

The Village is required to comply with the U.S. Department of Transportation regulations (49CFR, Part 382) regarding drug and alcohol testing of employees holding a commercial driver's license.

3.4 EMPLOYMENT OF RELATIVES:

(A) The Village of Willowbrook shall not employ in any position or capacity any relative, as defined herein, of any elected officer/official, the Village Administrator, the Director of Finance, the Chief of Police, or the Director of Municipal Services.

(B) Notwithstanding the provisions contained in (A) above, the Village of Willowbrook shall not employ any relative, as defined herein, within the same department.

3.5 EMPLOYEE ORIENTATION:

(A) An orientation is conducted for each new employee to ensure the individual is familiar with Village policies, procedures, and practices. The orientation is mandatory for all new employees. In addition, a checklist shall be signed by the employee and the corresponding Department Head to ensure familiarization.

1. It will be the responsibility of the Director of Finance to ensure the following forms have been completed and explained to new personnel:
 - a. Life Insurance
 - b. Health Insurance
 - c. Dental Insurance
 - d. Pension Application
 - e. Illinois Municipal Retirement Fund
 - f. Governmental Forms
 - 1) Federal W-4
 - 2) State W-4

- g. Immigration Department, I-9 Form
- h. Credit Union and Deferred Compensation
- i. Employee Personnel Manual
- j. Supplemental insurance plans (if available)
- k. HIPPA
- l. Secure a copy of the employees' social security card

(B) It will be the responsibility of the corresponding Department Head of the new employee to ensure the following documents have been collected and explained to the new employee:

- a. New Hire Reporting Form
- b. Right to Know Training
- c. General Employee Safety Handbook
- d. Loss Prevention Manual
- e. Standard Operating Procedures Manual
- f. Personnel Protective Equipment
- g. Obtain a copy of driver's license

(C) It will be the responsibility of the Department Head to ensure that the following procedures have been explained to new personnel:

- a. Role of Employee Safety Review Committee and the Safety Suggestion Program.
- b. Safety devices
- c. Blood borne Pathogen Training and Hepatitis-B vaccination for at-risk employees.

(D) The new employee checklist (Exhibit 1) shall be completed and filed in the employee's personnel file.

3.6 PROBATIONARY PERIOD:

(A) Objective – The probationary or working test period shall be utilized for observing employee's work, for permitting adjustment for an employee to his new position and for rejecting any employee who does not meet required work standards.

(B) Probationary Period – All original appointments shall be probationary and subject to a probationary period of six (6) months' service after appointment. Probationary employees are not eligible for the annual salary adjustment. However, upon successful completion of a probationary period, an employee may be eligible for a prorated salary adjustment upon recommendation of the Department Head and approval of the Village Administrator. At any time during

the probationary period, an employee may be terminated by the Village Administrator without right of appeal or hearing in any manner. This Section shall not apply to appointments made under the rules and regulations of the Board of Police Commissioners.

- (C) Evaluation – The work and conduct of probationary employees shall be subject to evaluation and if found to be performing below satisfactory standards, the probationary employee may be terminated. A written evaluation will be completed on each probationary employee before the probation period ends.
- (D) With the advice of the Department Head and, at the sole discretion of the Village Administrator, an employee’s probationary period may be extended for a period not exceeding six months. During this extended probationary period, the employee is not eligible for a salary adjustment.
- (E) An employee who has completed six (6) months of probationary service and who has not received before completion of six (6) months' plus one day of service a written notice from the department manager that the employee's services are terminated, shall be considered to have successfully completed the probationary period, and shall automatically receive status as a regular employee.

3.7 IDENTIFICATION CARDS:

- (A) All employees of the Village of Willowbrook are furnished identification cards. Employees are required to keep their identification cards available for display during working hours.
- (B) Department Heads shall be responsible for collecting and destroying identification cards of employees upon their separation from service.
- (C) Any employee who misplaces or otherwise loses an identification card is required to immediately notify his or her department head. Failure to do so may result in disciplinary action.

3.8 PROMOTIONS:

- (A) It is the policy of the Village when possible to promote qualified Village employees to higher positions on the basis of merit and ability to perform the essential functions of the position when such opportunities for promotion occur. The Village staff has the responsibility for recruiting the best qualified candidates for all Village employment. When such promotions occur, the promoted employee shall serve a six-month probationary period in the position to which he is appointed. This period of probation shall not serve to limit employment rights

which said employee might have otherwise enjoyed prior to said promotion except that said employee shall not be deemed to have the right to return to his previous employment classification at his request. An employee that fails to successfully complete the probationary period shall be entitled to all the rights and privileges of the position previously held prior to the promotion if such position is still open. The Village shall be under no obligation to keep a position open during a probationary period.

(B) Employees are encouraged to discuss promotional opportunities with their supervisors and/or with the Village Administrator. Whenever possible, in-service training programs may be established either in conjunction with the daily work schedule or after regular working hours, which may lead to promotional opportunities for employees.

(C) The promotion of sworn members of the police department shall be as provided for by the Rules and Regulations of the Board of Police Commissioners.

3.9 TRANSFERS:

The Village Administrator may transfer employees between departments, on either an ongoing or temporary basis, pursuant to the consultation with the appropriate Department Heads except as such transfers may be regulated by the Rules and Regulations of the Board of Police Commissioners.

3.10 HOURS OF WORK:

Village Hall general hours are Monday – Friday from 8:30am – 4:30 pm. Hours may vary by department. Every employee shall be present on the job during the hours and days as directed by his/her supervisor.

3.11 REST PERIOD:

Each employee is eligible to take fifteen minutes rest period for each four consecutive hours of work but no earlier than one hour after starting of work and one hour prior to the end of the work day. Rest period time shall not be cumulative.

3.12 LUNCH PERIOD:

Unless directed by one's Department Head or supervisor, every employee shall have a thirty minute lunch period. This lunch period will be unpaid to the employee and may, at the discretion of the Department Head, not begin earlier than 11:30 A.M. nor end later than 1:30 P.M.

ARTICLE IV - COMPENSATION

4.1 **PAY PLAN ADMINISTRATION (Also see Appendix S):**

The Village Administrator shall be responsible to annually develop and recommend to the Village Board a schedule of pay ranges for each position in the Village service (excluding temporary or seasonal positions) to be effective on May 1 of each fiscal year. This schedule shall set a minimum salary rate and maximum pay rate for all positions.

Pay shall be determined with due regard to the grade of position, requisite qualifications, prevailing pay rates for comparable work in other public or private employment in the area, recommendation of the Department Head, and in accordance with economic conditions. It should be noted that the Village Board has the authority to determine that no adjustments be made to pay schedules in any given fiscal year. This could be due to (but not limited to) market conditions or financial/budgetary constraints. Employees working under a labor contract should review the specific details regarding pay within the specific contract.

4.2 **EMPLOYEE COMPENSATION:**

Except for those employees classified as temporary, season, or probationary, all Village employees shall be evaluated for a possible pay adjustment annually on or about May 1 of each year. Employees' wage adjustments will be based upon an annual performance evaluation with the salary grades as defined in Appendix S and in accordance with any market and budgetary constraints.

4.3 **RECORD KEEPING OF HOURS:**

It shall be the responsibility of the Department Head or designee to assure proper recording of hours worked and to submit all-time records by the due date. Before records of time worked are submitted to payroll, they are to be reviewed, approved and signed by the Department Head. Anyone who knowingly falsifies a record of hours shall be subject to disciplinary action, including dismissal.

4.4 **PAYROLL PERIOD:**

Wages or salaries are payable bi-weekly, twenty-six (26) times per year. Paydays are every other Friday for both salaried and hourly employees. When a payday occurs on a

legal holiday, the payroll will be distributed on the regular workday immediately preceding the holiday. Employees are highly encouraged to utilize direct deposit for their bi-weekly payroll check. Direct deposit can be set up by contacting the Finance Department for the appropriate paperwork. Please allow two weeks for processing the direct deposit paperwork.

Any questions or concerns related to employee pay and payroll deductions should be reported to the Finance Director who will promptly investigate the issue.

4.5 OVERTIME:

Normally there shall be no overtime for Village employees. However, in the event of an emergency or scheduling problem, the Department Head may authorize a regular full-time employee to work overtime, in which case overtime pay or compensatory time off will be given according to the following schedules:

- (A) Exempt Personnel – Exempt personnel may not receive overtime pay. However, compensatory time off with pay may be taken with the approval of the Village Administrator.
- (B) Non-exempt Personnel (except for sworn police department personnel) – For the purpose of this section, a regular full-time employee working overtime other than sworn police department personnel shall earn pay or compensatory time at the rate of one and one-half times his normal hourly established rate of pay. This shall apply to all hours worked in excess of forty hours per work week, in accordance with the Fair Labor Standards Act (FLSA). For purposes of this Manual, hours worked shall not include paid leave time.
- (C) Sworn Police Department Personnel (except for the Chief of Police and Deputy Chiefs of Police) – For the purpose of this Section, a regular full-time police department employee working overtime shall earn pay or compensatory time at one and one-half times his normal established rate of pay. This shall apply to all hours worked in excess of one hundred sixty hours per work period.
- (D) Entitled Minimum Overtime – Employees earning overtime as defined in this Section are guaranteed a minimum of two hours of work at the overtime rate when reporting for emergencies when such hours are not immediately contiguous to the employee’s normal working schedule.
- (E) Compensatory Time
 1. In lieu of overtime pay as provided for in this document, an employee may elect to be compensated in paid time off.

2. Compensatory time off shall be accrued at the rate of one and one half hours (1½) hours for the number of hours worked.
3. A non-exempt employee who has accrued compensatory time off and who has requested the use of such time shall be permitted by the Department Head to use such time within a reasonable period after making the request, if the use of the compensatory time does not unduly disrupt the operations of the department. If the use of the compensatory time would unduly disrupt the operations of the department to the extent that the employee is not able to use such compensatory time off within a reasonable period, the Department Head may order that the employee will be paid for the requested time at the employee's regular hourly rate of pay.
4. Compensatory time off may be accrued up to a maximum of forty (40) hours. All required pay deductions shall be withheld from any payments made to any employee there under.
5. Any non-exempt employee leaving the Village service shall be compensated for compensatory time accrued and unused at the final regular rate received by the employee or at the rate otherwise required by law.

4.6 PAYROLL DEDUCTIONS:

Automatic payroll deductions shall be made as required by Federal, State, and local law or by any Village or Department rules or regulations or as may, from time to time, be requested by an employee after having received the prior authorization of the Village Administrator.

All questions regarding deductions should be directed to the Finance Department. It is the employee's responsibility to maintain current payroll deduction information with the Finance Department. Employees wishing to add or change payroll deductions should contact the Finance Department at least two weeks prior to the requested change date.

4.7 DOCKING PAY:

Exempt employees (as defined in Section 1.6) receive a salary, meaning that the weekly wages stay the same regardless of hours worked. In certain circumstances, the Village has the right to "dock" the pay of exempt employees in one day increments. These are as follows:

1. An employee who violates a “major safety rule” shall lose a day or more of their salary depending on the nature of the infraction.
2. A disciplinary suspension of one or more full day(s).
3. Employees in the first or last week of employment are only paid for days during that work week in which work was actually performed.
4. An employee shall lose pay for a full day if he/she takes a full day off for personal reasons when that employee has exhausted all of his/her personal or other paid time off.
5. For days taken for sickness or disability if those days are not otherwise compensated under a Village sick leave or disability benefit plan.
6. Employees taking full days off for approved FMLA leave shall not be paid for such time unless the employee utilizes paid time off (PTO).

Employees who disagree with the docking of pay for disciplinary or safety reasons may appeal the decision to the Village Administrator.

4.8 WAGE GARNISHMENT:

When the Village receives a court-order to take deductions from an employee’s paycheck, the employee shall be notified. The Village shall act in accordance with Illinois Law and the Federal Consumer Credit Protection Act, which places restrictions on the total amount that can be garnished from an employee’s paycheck.

ARTICLE V - EMPLOYEE BENEFITS

5.1 **EMPLOYEE LIFE, MEDICAL, DENTAL, AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE:**

- (A) The Village shall provide for each regular full-time (non-union) employee a Term Life Insurance Policy in an amount up to one and three-quarters (1¾) times base pay not to exceed \$150,000 at the Village's expense.
- (B) The Village shall provide for each regular full-time (non-union) employee Accidental Death and Dismemberment Insurance in the same amount.
- (C) The Village shall provide for each regular full-time employee a Comprehensive Medical Insurance Policy at the Village's expense.
- (D) The Village shall provide for each regular full-time employee a Dental Insurance Policy, with a minimum benefit level as established each contract year per employee at Village expense.
- (E) During the open enrollment period, any regular full-time employee may add dependent coverage for eligible dependents for Dental Insurance, Comprehensive Medical Insurance, including major medical coverage as provided to employees. The premium for dependent coverage shall be paid according to a cost share percentage as determined by the Village Board.
- (F) Except as provided by the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and any amendments thereto, upon the resignation or termination of any regular full-time employee, as provided herein, all benefits for Life, Medical, Dental and Accidental Death and Dismemberment shall terminate immediately except as provided in (G), (H) and (I) below.
- (G) Any pensioned employee shall be eligible to make application for continuation of retiree benefits entirely at his/her expense. Once retiree benefits are discontinued by the employee, the employee shall not be eligible to reinstate retiree health benefits unless otherwise required by law.
- (H) Any regular full-time employee on leave of absence with or without pay, or on temporary layoff or on extended disability leave shall have Life, Medical, Dental and Accidental Death and Dismemberment benefits as determined by decision of the Village Administrator consistent with law. Such options of the Village Administrator may include:

1. Full benefits at Village expense.
2. Full benefits at employee expense.
3. Conversion privileges at Village expense.
4. Conversion privileges at employee expense.
5. Termination of all such benefits.

Notwithstanding the foregoing, the Village Administrator shall not grant benefits at Village expense for a period exceeding 30 days unless he has first secured the approval of the Mayor and Board of Trustees. Any employee, who disputes the decision of the Village Administrator, may appeal such decision to the Mayor and Board of Trustees within 30 days of notice of the Village Administrator's decision.

- (I) Should any regular full-time employee die while employed by the Village of Willowbrook, the dependents of such employee may make application for a continuation of Medical and Dental benefits. Should such dependents be eligible for such coverage as determined by the applicable carrier, then the Village shall provide for the full cost of such participation for one (1) full year following the death of the employee.

5.2 HEALTH INSURANCE BUY-BACK PROGRAM:

PURPOSE

The Village of Willowbrook recognizes that some employees may not need the health insurance benefits the Village offers because they are already covered under a spouse's insurance. The Village also recognizes that the organization's cost of health insurance continues to significantly increase and decreasing these costs will allow us to use the resources for other purposes. Consequently, the Village is initiating a program which will provide additional money to personnel who have a health insurance alternative, as well as save the Village some money in health insurance premiums.

POLICY

Any employee who does not want to be covered by a Village health insurance plan may decline the coverage. This includes an employee declining family coverage, single coverage or declining dependent coverage and keeping single coverage (such employee must be eligible for the form of coverage). However, because having health insurance is vitally important, no individual will be allowed to decline coverage unless they can offer proof of coverage under another health insurance policy.

Employees wishing to terminate their health insurance coverage in order to take advantage of this policy must complete a waiver form and return it to the Finance

Department. This waiver will apply to both single (employee only) and dependent and family coverage. A copy of a current medical insurance card showing evidence of coverage through another health insurance carrier must be attached. Following this submission verifying coverage, the insurance through the Village will be terminated effective the first day of the following month after the form is submitted to Finance.

If single coverage is waived the reimbursement is 50% of the current single premium the Village pays. If family coverage is waived the reimbursement is 50% of the current single premium the Village pays. If dependent coverage is waived (employee goes from family to single coverage) the reimbursement is 50% of the current single premium the Village pays.

The reimbursement will be distributed through payroll over 24 pay periods. All payments are considered income and are subject to normal withholdings.

Individuals whose spouse is also a Village employee are eligible for this reimbursement plan.

RE-ENROLLMENT

Re-enrollment to Village coverage can be accomplished during the open enrollment period annually or immediately if the other coverage is terminated.

It is understood that this section does not alter COBRA requirements of the employer and employee.

5.3 HOLIDAYS:

(A) General Information – All regular full-time employees exclusive of the regular sworn members of the Police Department will receive time off with pay for the following holidays during any one calendar year:

- New Year's Day
- Good Friday – one-half (½) day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve
- Personal – One and one-half (1½) days

In the event the legal holiday falls on a Saturday, the preceding Friday shall be deemed to be the legal holiday. In the event a holiday falls on a Sunday, the following Monday shall be deemed to be the legal holiday. Holiday pay is not included as time worked when calculating overtime.

CLEAN-UP DAY (Working Holiday): Presidents Day will be deemed a “Clean-up Day”. All non-shift employees will report for work as regularly scheduled and work a full day, but the offices will be closed to the public. Employees, under the direction of their respective department heads, will spend the day organizing and purging files, cleaning work areas, etc.

(B) Sworn Police Department Employees:

- (1) All regular full-time sworn members of the police department shall receive eleven (11) days of paid furlough per anniversary year in lieu of Holidays. The employee shall request the furlough and approval shall be given by the Chief of Police with regard to scheduling considerations. An employee scheduled to work on a designated Holiday shall receive a rate of pay equal to two (2) times their regular rate for each hour worked.
- (2) An employee not scheduled to work on a designated Holiday, but who is requested to do so by the Police Chief, or his designee, shall receive a rate of pay equal to two and one half (2½) times their regular rate for each hour worked.

(C) Specific Applications for non-sworn personnel:

1. If a Holiday falls on a normal scheduled work day, the employee will receive the day off with pay. However, if the Department Head requires a non-exempt employee's services, the employee will be paid one and one-half times the regular rate of pay in addition to the Holiday pay. If a salaried employee's services shall be required on a Holiday, an additional day with pay will be added to the employee's regularly earned vacation.
2. If an employee is absent from work the day before or after the holiday, the employee will not receive holiday pay until proof of illness or excusable absence is established to the satisfaction of the Department Head.

(D) Employees on leave of absence without pay shall not accrue holiday benefits nor furlough benefits for the period of the leave.

5.4 VACATION LEAVE POLICY:

(A) Vacation Leave – All regular full-time employees are eligible for the following vacations with pay as follows:

1. Each regular full-time employee is entitled to ten working days' vacation per year upon the completion of twelve consecutive months of service. Probationary employees are not entitled to vacation days. Following the successful completion of the probationary period, employees will be entitled to five working days of vacation and will be granted an additional five working days at the completion of another six months.
2. Each regular full-time employee is entitled to fifteen working days' vacation per year upon the completion of sixty consecutive months of service.
3. Each regular full-time employee is entitled to twenty working days' vacation per year upon the completion of one hundred twenty consecutive months of service.
4. Each regular full-time employee is entitled to twenty-five working days' vacation per year upon the completion of one-hundred eighty consecutive months of service.

(B) Vacation Computation – All vacations shall be computed from the anniversary date of employment.

(C) Vacation Approval and Scheduling – The time at which an employee shall take his vacation leave and the length of said vacation leave shall be determined by the Department Head with due regard to the wishes of the employee and particular regard for the needs of the Village.

(D) Accumulation of Vacation Leave – Vacation hours accumulated by an employee shall not be allowed to exceed more than twice the number of hours an employee would earn annually. Further, all eligible employees shall take no less than one week's vacation annually.

(E) Pay in Lieu of Vacation – Exempt employees may elect annually, prior to December 15, to receive payment for not more than forty (40) hours of accrued, but unused, vacation leave at a rate based upon 2080 hours per year.

- (F) Advancement of Vacation Pay – Upon request, the Department Head or Village Administrator may approve the issuance of vacation pay on the last regular pay check prior to approved vacation leave.
- (G) Termination of Employment – Upon termination of employment, all employees shall be paid for accrued pro-rated vacation pay.
- (H) Employees on Leave of Absence Without Pay:
 - 1. Employees on disability or sick leave for less than thirty days shall earn vacation at the normal rate. Employees on disability or sick leave for more than thirty days shall not accrue vacation for any time after thirty days.
 - 2. Employees on leave of absence without pay shall not earn vacations for the period of the leave.
 - 3. Employees on leave receiving Worker’s Compensation benefits from the Village of Willowbrook shall earn vacation at the normal rate.

5.5 SICKNESS AND DISABILITY LEAVE:

Any regular full-time employee shall be eligible for the sickness and disability leave benefits provided herein. The granting of sick leave and disability leave is contingent upon the following conditions:

- (A) The employee is unable to perform his/her assigned duties.
- (B) The employee requesting sick leave or disability leave is subject to a demand of his/her supervisor or the Police Pension Board when applicable to present himself/herself to the Village Physician for examination as permitted by law.
- (C) The employment status of any employee on extended sickness or disability leave shall be determined after the end of the sickness or disability leave by the Mayor and Board of Trustees except as provided by law or as determined by the Police Pension Board. In determining the continuing status of any such sick or disabled employee who may be under the jurisdiction of the Mayor and Board of Trustees, such Board shall take into consideration all factors relevant to the nature of the sickness or the disability and likelihood of the employee ever being capable of resuming his/her duties.
- (D) Employees who have been deemed to have abused this policy shall be subject to disciplinary actions, up to and including termination of employment.

- (E) All sworn officers of the Police Department shall be eligible to make application to the Police Pension Board. The Police Pension Board shall provide disability benefits as provided by law. Should a sworn member of the Police Department either elect not to make such application, or be denied participation by the Police Pension Board, such sworn officer shall only be entitled to benefits under (G) and (H) below.
- (F) All eligible employees required to do so, shall make application to the Illinois Municipal Retirement Fund (I.M.R.F.). All such employees shall be entitled to disability benefits as provided by I.M.R.F. as such benefits may from time to time be amended.
- (G) All regular (non-union) full-time employees shall be entitled to sick days consistent with the following guidelines:
1. Sick days shall be paid at the rate of 100% the normal rate of pay except as otherwise provided.
 2. Each regular (non-union) full-time employee shall earn one (1) sick day for each completed month of employment.
 3. Any regular (non-union) full-time employee shall accumulate no more than 144 such sick days. Once any eligible employee has accumulated said 144 days, he/she shall not be eligible for any additional accumulation in excess of 144 days.
 4. At the separation from the Village of any regular (non-union) full-time employee with no less than ten (10) years of service, the Village shall pay to such employee, as additional compensation, a sum of money which shall equal his/her current rate of pay times fifty percent (50%) of the number of accumulated sick days not to exceed 144 days, provided the employee leaves in good standing. Any employee terminated or discharged subsequent to disciplinary action, or any employee who otherwise separates from service with the Village with less than ten (10) years of service, shall not be eligible for this paid additional compensation.
 5. Approval of payroll for employees on sick leave shall be the responsibility of the respective Department Head. Proof of eligibility for employees requesting sick leave shall be at the discretion of the Department Head.
 6. Maternity leave benefits shall be as provided as any other sickness or disability leave benefit.

- (H) Notwithstanding any provision contained herein to the contrary, when an illness or injury of a member of an employee's immediate family does not warrant the granting of an emergency leave, an employee may use up to ten (10) sick days in a calendar year to provide necessary care to such family member, subject to the conditions set forth in Paragraph G. For purposes of this Paragraph H, a member of an employee's immediate family is defined as a spouse, child (whether biological, adopted, or child under legal guardianship) living in the employee's home and a parent, parent-in-law, child (whether biological, adopted, or child under legal guardianship), son-in-law, and daughter-in-law (including step parents and children) of an employee not living in employee's home.
- (I) In the case of child birth, an employee may use Sick Leave to care for the child and spouse over a period not to exceed seven (7) consecutive calendar days starting from the time of birth of the child. This does not mean that the employee is entitled to seven (7) days of Sick Leave, but rather that the employee is entitled to use Sick Leave for any scheduled work days in the seven (7) days following the time of birth.
- (J) Notwithstanding any provision contained herein to the contrary, accumulated sick days may not be utilized as personal time off but are intended only to be utilized in the case of illness or injury.
- (K) Except as otherwise provided by law, employees on extended sick or disability leave, that is, sick leave in excess of 30 calendar days, shall not accrue vacation leave, sick leave, or holiday leave benefits. Further, except as otherwise provided by law, employees on leave of absence without pay shall not earn sickness and disability benefits for the period of leave.
- (L) Each employee who does not use a sick day in the prior year (May 1 through April 30) shall be provided with three (3) personal days which must be used during the next twelve (12) months and must be scheduled in advance with approval of the Department Head.

5.6 EMPLOYEE ASSISTANCE PROGRAM:

The Village recognizes that its employees are the organization's most valuable resource and every effort should be made to strengthen them. One aspect of this effort is to offer intervention, assessment, and counseling services to employees who may be experiencing problems of a person nature. As a result, a comprehensive Employee Assistance Plan (EAP) is offered to full and part time personnel. A copy of the complete program document can be found in Appendix R.

5.7 PROFESSIONAL ASSOCIATIONS & MEMBERSHIPS:

An employee shall be eligible for reimbursement for expenses incurred for participation in clubs, organizations, agencies, associations, etc., subsequent to a clear demonstration to the Village Administrator that there is indeed a community-wide benefit to be derived from the employee's participation in the organization in which it is seeking reimbursement. This approval will only be granted subsequent to the recommendation of the respective Department Head. Continued participation may be approved by the Department Head.

5.8 MEETINGS & SEMINARS; REIMBURSEMENT:

- (A) Approval Necessary – The approval of the respective Department Head shall be required prior to registration or attendance at any meeting or seminar by any employee. Approval will only be considered when funds are budgeted and available for these types of expenditures.
- (B) Eligible Programs – The Department Head shall judge the eligibility of the meeting or seminar and attendance by Village personnel based on its benefit in the up-grading of Village personnel and Village services to the residents against the costs of participating in the meeting or seminar.
- (C) Payroll Policy – Where the attendance at a meeting or seminar is a requirement of Village department policies, the attendance will be during normal working hours. Overtime or compensatory time off shall be given in accordance with all applicable laws.
- (D) The following expenses are eligible for reimbursement to an employee:
 - 1. One hundred percent (100%) of entry fee, registration fee, tuition, etc.
 - 2. One hundred percent (100%) of books and printed material.
 - 3. One hundred percent (100%) of any other material specifically required for completion and participation in the approved activity.
 - 4. Mileage reimbursement at a rate prescribed by ordinance.
 - 5. All travel and reasonable meal expenses.
- (E) Requests for reimbursement must be made on the Village Travel Reimbursement Form.

5.9 TRAINING AND ADVANCEMENT OF EDUCATION; REIMBURSEMENT:

(A) The Village will encourage regular full-time employees to:

1. Participate in job related training programs.
2. Continue formal education in areas of general Village concern.

(B) For the purpose of this Section, the following definitions should apply:

1. Attendance at an Institution of Higher Education – A program of intensive training over a period of time at a state accredited education institution differentiated from a seminar or training session on a single topic for a short duration, i.e., one day.
2. Job Related – The subject matter of a seminar, training program or a field towards a degree at an institution of higher education where the topic of such relates to some Village concern or general municipal matters.

(C) Written approval of the Department Head and Village Administrator shall be required. The Village Administrator shall determine whether attendance at an institution of higher education shall be job related. All requests will be considered on a case by case basis based on operational requirements, budgetary considerations, and the expected benefit to the employee and the Village. There is no appeal opportunity to the Village Administrator's final decision.

(D) The following shall be eligible programs:

1. Any training program, seminar, or school which is conducted by an accredited college or an accredited university, or is sponsored, conducted or recommended by the State of Illinois or any agency of the State of Illinois, relating to the field for which the employee is employed.
2. Attendance at an institution of higher education in a field which shall be interpreted as job related as defined herein by the Village Administrator.

(E) Regular full-time employees shall be eligible as follows:

1. Attendance at an eligible program as provided for in Section 3.17(D)1 shall be at the discretion of the applicable Department Head.
2. Attendance at an eligible program as provided for in Section 3.17(D)2 shall be subject to the employees having been a regular, full-time

employee or management personnel for twelve consecutive months or longer.

(F) Payroll Policy:

1. Where the training or schooling as outlined in Section 3.17(D)1 is a requirement of the Village or Department policy, the attendance will be during normal working hours. Overtime or compensatory time shall be given in accordance with all applicable laws.
2. Where the training or schooling as outlined in Section 3.17(D)2 is the initiative of the employee, no payroll will be earned for attendance at the activity. It is the responsibility of the employee to arrange scheduling with the approval of the respective Department Head.

(G) The following shall be eligible expenses for reimbursement following demonstration of proof of successful completion of the course (the grade of "C" or better or, in the case of a Pass/Fail course, receipt of a "Pass"):

1. Training program, seminar, or schooling as provided in Section 3.17(D)1: 100% of entry fee, registration fee, tuition, books, printed matter, travel expenses or any other material specifically required for completion and participation in the approved activity.
2. Job related courses at an institution of higher education as provided for in Section 3.17(D)2: 100% of entry fee, registration fee, tuition, books, printed matter or any other material specifically required for completion and participation in the approved activity in an amount not exceeding \$3,000.00 per employee per fiscal year.

5.10 UNIFORMS & EQUIPMENT:

The Village Administrator and Department Heads shall arrange for uniforms and/or establish reasonable uniform allowances in cases where uniforms are deemed appropriate for the good of the Village. The Village Administrator and/or Department Head shall arrange for equipment in cases where such equipment or material is necessary to perform the primary duties of the respective position or protection for the employee from the work hazards incidental to the occupation.

5.11 EMPLOYEE RECOGNITION & AWARDS:

Informal reinforcement of positive employee performance by supervisory personnel is encouraged and should occur regularly as warranted. Employees who perform in an outstanding manner and/or who make a significant contribution can be acknowledged

formally by a Department Head or the Village Administrator in one of the following ways:

LETTER OF APPRECIATION

An employee who makes a significant contribution to a specific project, program or event may be recognized by a Letter of Appreciation issued by a Department Head or Village Administrator. Supervisors are encouraged to recommend employees to the Department Head for such recognition. A copy of the Letter of Appreciation shall be placed in the employee's Personnel File.

LETTER OF COMMENDATION

An employee who performs above and beyond in responding to a significant project, program or event (especially where the response directly benefits the public) may be recognized by a Letter of Commendation issued by a Department Head or Village Administrator. Supervisors are encouraged to recommend employees to the Department Head for such recognition. A copy of the Letter of Commendation shall be placed in the employee's Personnel File with a copy to the Mayor and Board of Trustees.

MERITORIOUS SERVICE AWARD

(A) Village personnel shall be eligible for a Meritorious Service Award plus honorarium if he/she qualifies under any of the following:

1. Any Willowbrook employee during his/her regular course of employment shall be eligible if at the risk of his/her personal safety attempts to save the life of another or save the person from serious personal injury.
2. Any Willowbrook employee during his/her regular course of employment shall be eligible if, in attempting to save the life of another or prevent serious injuries to another, exhibits superior efforts in a range which exceeds the common standards of performance expected of his/her profession.
3. Any Willowbrook employee not necessarily in the course of normal employment but within an adjoining municipality or adjoining unincorporated area shall be eligible for an award if at the risk of his/her personal safety attempts to save the life of another or save the person from serious personal injury.
4. Any Willowbrook employee not necessarily in the course of his/her regular employment but within an adjoining municipality or adjoining unincorporated area shall be eligible if in attempting to save the life of another or prevent serious injuries to another, exhibits superior efforts in

a range which exceeds common standards of performance expected of his/her profession.

- (B) Any Village of Willowbrook employee at any time shall be eligible for Meritorious Service Recognition if he/she demonstrates a level of proficiency of service which exceeds the standards for his profession. This shall include service to citizens, community relations, or superior personal dedication and loyalty.

5.12 RETIREMENT SYSTEM:

Eligible Village employees participate in a combination of Social Security and the Illinois Municipal Retirement Fund 40 ILCS 5/7-101 et seq). Sworn police officers participate in the Police Pension Fund and contribute toward the Medicare portion only of Social Security. See the current labor contract for complete details on retirement benefits for sworn officers.

The State of Illinois has mandated that each non-sworn employee of the Village hired after January 1, 1982 who is assigned to work more than one thousand (1,000) hours per year shall participate in IMRF. Employees hired prior to January 1, 1982 have a six hundred (600) hours per year standard for required participation. This is true even though the Village is under the one thousand (1,000) hour standard. These standards refer to the number of hours an employee is expected to work in a year.

IMRF is a program providing for the payment of retirement, disability, and death benefits to state and municipal employees. Participating employees contribute to IMRF on a pre-tax basis pursuant to statute based on total annual earnings.

If a member terminates service without retiring, accumulated IMRF contributions are refundable upon request. Employer contributions are not refundable under any circumstances. Employees hired before January 1, 2011 are vested with a minimum of eight years of service under the plan. Employees hired on or after January 1, 2011 qualify under tier two benefits which increases the retirement age and changes the vesting requirements to ten (10) years of service. A detailed listing of all Tier 1 and Tier 2 benefits is available through IMRF.

Annual benefit statements are provided by IMRF to participating members. Employees may request an estimate of benefits form IMRF at any time to obtain an approximate projected retirement benefit figure.

Enrollment and benefits forms are available through the Finance Director and/or the local IMRF representative for the Village. It is the employee's responsibility to keep all information on file and up to date including, but not limited to, name, address, and beneficiary(s).

5.13 SOCIAL SECURITY:

As required by law, a fixed percentage of employee earnings is deducted from each paycheck and deposited with the Social Security Administration. In addition, the Village contributes an equal amount to the Social Security Administration to help fund benefit programs. Detailed information on benefits, eligibility requirements, and account status is available from the Social Security Administration office.

ARTICLE VI - HEALTH & SAFETY

6.1 **JOB SAFETY (See Appendix J)**

To establish and maintain a safe and injury-free work environment, employees are required to adhere to established safety rules and procedures, including, but not limited to those found in the Employee Safety Manual attached as Appendix J. Safety is the shared responsibility of employees at every level of the organization. Each and every employee shall be aware of the risks associated with the job and strive to minimize the potential for work related safety hazards. The safety record of all employees shall be a major consideration in performance evaluations.

6.2 **WORKER'S COMPENSATION:**

Regular full-time employees covered by Worker's Compensation, who are disabled as a result of injuries sustained while in the employment of Willowbrook, shall be paid as though they worked full time for up to one full year. Any indemnity payment received by the employee for wages lost by such employee shall be endorsed over to the Village of Willowbrook. This provision shall not apply to any temporary or permanent/partial damage disability awards. At the termination of such a one-year period, indemnity benefits shall be payable to the employee without the benefit of receiving payroll from the Village.

Temporary and part-time employees shall receive Worker's Compensation insurance benefits where appropriate, consistent with the provisions of the policy and federal, state and local laws.

6.3 **LIGHT DUTY POLICY:**

(A) The Village of Willowbrook has developed a light duty policy to assist in the rehabilitation of injured employees and to maintain the productivity of the Village. Light duty may be granted at the discretion of the Department Head. Light duty policies have been shown to yield the following benefits:

1. reduce Worker's Compensation costs
2. reduce employee turnover
3. reduce training costs for replacements
4. reduce the amount of award settlements
5. produce a degree of safety awareness
6. speed recovery towards normal capabilities

(B) The light duty program will operate under the following general guidelines:

1. Any employee who suffers an injury is encouraged to return to work in a capacity which is compatible with his/her physical capabilities.
2. The Village is not obligated to provide light duty assignments. An employee will be assigned a light duty position if such work is available.
3. Past light duty assignment will not influence current requests for a light duty assignment. The physical restrictions of each employee and the requirements of his/her department at that time will be the two factors which determine light duty assignments.
4. The most important consideration is the welfare of the employee. If the light duty assignment is not benefitting the employee, or the medical progress of the employee is not improving, the light duty assignment will be cancelled.
5. Light duty assignments will be temporary in nature. Such assignments should not extend beyond eight (8) weeks except in unusual cases when a brief extension will be allowed for valid medical reasons. The Village may terminate light duty assignments for any reason it deems appropriate.

(C) The appropriate Department Head will review the request and consult with the employee and physician to determine specific duty restrictions. The employee may be required to have his/her physician complete forms as supplied by the Village indicating the specific work restrictions and/or the specific type of work that is allowed. The Village may require that the employee submit to an examination by a Village approved physician at the Village's expense.

(D) Light duty assignments may be required upon the Department Head's recommendation as well. If the light duty assignment is refused by the employee, the worker's compensation disability payments may be terminated.

(E) The Department Head will determine a light duty position for each specific employee. The following guidelines should be addressed:

1. A duty or position will not be created for an employee.
2. The duty or position should be meaningful work which contributes to the mission of the Village.
3. No employee will be moved from his regular job to allow an injured employee to participate in the light duty program.
4. An employee should be placed in a position consistent with his/her physical restrictions.
5. Light duty work should be compensated at the current pay rate of the injured employee.

(F) The appropriate Department Head will monitor the progress of the injured employee on a weekly basis. The factors to be monitored include:

1. Completion of assigned tasks.
2. Medical progress.
3. Injured employee has continued weekly physician visits or therapy treatments.

(G) The injured employee must submit a signed physician's report including the following:

1. Extent of the injuries.
2. Date expected to return to work.
3. Work restrictions.

ARTICLE VII - ADMINISTRATIVE POLICIES

7.1 **OUTSIDE OR SELF EMPLOYMENT:**

(A) Regular full-time employees may engage in outside or self-employment in other than official duty hours providing that approval is secured from their Department Head and that notice is given the Village Administrator in writing.

(B) Regular full-time employees must recognize that their primary employment duty and responsibility is to the Village of Willowbrook and that a Department Head, in judging approval of outside employment, shall determine that:

1. Outside employment must not interfere with his/her effectiveness as a Village employee.
2. Outside employment shall not interfere with an employee's response to emergency calls.
3. Outside employment shall not place an employee in a position of conflict of interest with his/her Village employment.
4. Under no circumstances shall Village property be utilized by an employee in outside employment without the written permission of the Village Administrator.
5. Under no circumstances is an employee permitted to represent himself/herself as an employee of the Village for any commercial endorsement. Further, no employee is permitted to appear in a Village uniform in any commercial endorsement.

(C) Should a Department Head subsequently determine that an employee's continuing in the course of any outside employment fails to satisfy the criteria set forth in subsection (B) hereof, the Department Head may instruct said employee to terminate said outside employment.

7.2 **OFFICIAL PERSONNEL FILES (Also refer to Section 2.11):**

The privacy of current and past employees will be assured by the Village and its representatives to the maximum extent permitted by law. The Village Administrator shall be responsible for the maintenance and administration of the official personnel files for all employees consistent with applicable law. These files shall be confidential and contain the complete employment history of each employee during employment with the Village. The personnel files shall consist of, but not be limited to: employment application, reference checks, recommendations, reprimands, performance evaluations,

wage data, promotions, education and special training received at Village expense, and other related personnel documents. Medical records shall be deemed a part of an employee's personnel file but shall be maintained by the Village Administrator in a file separate from the file containing all other employment history of an employee.

The privacy and administration of an employee's personnel files will be governed in accordance with Federal, State and Local laws and administered as follows:

- (A) Collection and Storage of Confidential Records – Department Heads and supervisors are responsible for insuring that all personnel documents (as defined above) pertaining to their employees are promptly submitted to the Village Administrator. All personnel records will be stored in a locked file cabinet. All personnel records will be locked up when not in use. Medical records shall be stored in a separate locked file cabinet.
- (B) Employee Access to their Personnel Files – Employees are permitted to inspect and copy any material which is contained within their personnel file in accordance with applicable law. An employee who wishes to inspect his/her personnel file must request same of his/her Department Head in writing. The request shall be forwarded to the Village Administrator to review the file. The Village Administrator or his designate shall be present with the employee while the employee inspects his/her personnel file.

If factual information is demonstrated to be incorrect by the employee, it will be corrected.

If an employee disagrees with certain items within his/her file, the employee may submit a concise statement of disagreements for inclusion within his/her personnel file. Such statement shall be attached to the disputed record and shall be included whenever that portion of the personnel file is released to a third party. No documents or other information shall be removed from an employee's personnel file without authorization from the Village Administrator.

- (C) External Disclosures of Information Contained in Personnel Files:

The Village treats material contained within employees' personnel files as confidential. Generally, access to an employee's personnel file shall be limited to the employee, his/her supervisor and/or Department Head, the Village Administrator and such administration personnel as the Village Administrator may designate.

Notwithstanding the above, the Village will routinely release upon request information for business or reference purposes, such information shall be strictly

limited to employment status, date(s) of employment and job title. All reference requests must be forwarded to the Village Administrator.

In the event that a court subpoenas an employee's personnel records, the Village will, after consultation with the Village Attorney, comply with any such subpoena as required by law.

Every employee must be aware that some information contained within a personnel file may be subject to disclosure pursuant to any request filed under the Freedom of Information Act, 5 ILCS 140/1 et seq. The Village will comply with Freedom of Information Act requests as required by law.

Certain other information contained within an employee's personnel file is deemed to be private and not subject to disclosure under the Freedom of Information Act. Such information will only be released upon written request, accompanied by an authorization for such release signed by the employee.

Access to an employee's personnel file shall be limited to the employee, his/her supervisor and/or Department Head, the Village Administrator and such administrative personnel as the Village Administrator may designate.

7.3 USE OF VILLAGE TELEPHONE & VILLAGE ISSUED CELL PHONES:

- (A) Employees shall be courteous when receiving or placing telephone calls.
- (B) Employees are permitted to use Village telephones for personal reasons. This is a privilege and not a right and may be withdrawn by the Department Head if abused through excessive use or if telephoning causes interference with work duties.
- (C) Toll and extra-unit calls for personal reasons may be made only with the prior approval of the Department Head or supervisor and at the employee's expense.
- (D) If a Village issued cell phone is used to make or receive any personal calls, the Village will assess a monthly charge for personal use of the cell phone.

7.4. USE OF VILLAGE EQUIPMENT AND VEHICLES:

- (A) Village vehicles, equipment, supplies, facilities or tools shall not be used for personal or unauthorized purposes without the approval of the Village Administrator or his designee.

- (B) Employees shall be responsible for the care of Village vehicles, equipment, supplies, facilities and tools and shall report promptly accidents, breakdowns or malfunctioning of any unit in order that necessary repairs may be made.
- (C) It is acknowledged that the primary use of all vehicles purchased by the Village is for the convenience in conducting Village business. From time to time vehicles will be assigned as outlined in this Manual to individuals. They shall have the vehicle available to them for personal use as outlined herein or at the direction of the Department Head in the following sections.
- (D) Some Village vehicles are assigned personally for Village use. Employees shall not use personally assigned vehicles for vacation use. In no event shall another driver, not an employee of the Village, operate the vehicle.
- (E) The Village maintains at least one additional vehicle to serve as a “fleet” vehicle which is available for employee use but not specifically assigned to any one employee or department. Employees who, during the course of the workday, are assigned to travel for any reason by vehicle should, where practicable, make arrangements with the department head or his/her designee to use the Village’s fleet vehicle. If an employee chooses to use his or her personal vehicle rather than a Village vehicle, the employee shall maintain insurance for bodily injury and property damage with respect to the vehicle.
- (F) In using the Village’s vehicular equipment, employees must keep in mind the fact that they are representatives of the Village government and that their conduct in adhering to the rules of safety and courtesy of the road is a reflection, for good or bad, on the entire organization and its level of law enforcement. Thus, it is imperative that such employees abide by these rules and customs with the highest degree of exactitude.
- (G) All Village vehicles shall be operated in compliance with the “General Employee Safety Manual”
- (H) Any employee operating a Village vehicle who receives a ticket or citation related to operation of the vehicle must immediately report the incident to the Department Head. Any fines and/or fees related to the ticket or citation shall be paid by the employee. Any court proceedings related to the ticket or citation must be attended utilizing paid time off if the court date/time is scheduled during the employee’s regular work schedule.

7.5 GRATUITIES:

Village employees shall not accept any gratuities as defined herein or as defined within the Village Code, from any individual, organization, business vendor, consultant, etc. If

an employee is offered any gratuity, the employee shall report such an event to his immediate supervisor and Department Head. It will be the responsibility of the employee to return such gratuities immediately.

7.6 PECUNIARY INTEREST:

No employee of the Village shall have a financial interest, direct or indirect, in any contract with the Village, or be financially interested directly or indirectly in the sale to or by the Village of land, materials, supplies or services, except on behalf of the Village as an employee. This provision may be waived by the Mayor and Board of Trustees upon full disclosure of all pertinent facts when in the Village's interest. It shall also be the responsibility of any employee to fully comply with all applicable federal, state and local laws relating to conflicts of interest, financial disclosure and ethics including the Village of Willowbrook Code of Ethics.

7.7 CONFIDENTIAL INFORMATION: (This section to be revised thru supplemental)

Confidentiality is extremely important in order to maintain the public and community's trust. The Village works diligently to maintain confidentiality at the highest level. All current and former employees have a responsibility not to share confidential Village information.

Employees are not permitted to remove or make copies of any confidential Village records, reports, or documents without prior approval from the Village Administrator. This is in accordance with the Village's Identity Protection Policy (Attached as Appendix F) as well as any Federal and State laws; including the Health Insurance Portability and Accounting Act (HIPAA) requirements.

7.8 POLITICAL ACTIVITY:

Employees are encouraged to exercise the privilege and prerogative of their citizenship as voters and citizens. The Mayor and Board of Trustees may from time to time adopt constitutionally permissible rules and regulations prohibiting, restricting, or otherwise regulating employee participation in political activities. All employees of the Village of Willowbrook will be expected, as a condition of employment, to abide by all such rules and regulations as they may from time to time exist. Specifically, all Village employees shall be governed by the provisions of Title 1 Chapter 12 and Title 12, Chapter 3 of the Village Code regulating Political Activity as such provisions may be amended from time to time.

7.9 PERSONAL APPEARANCE:

It is the responsibility of all employees to represent the Village in a manner which shall be courteous, efficient, and helpful. Village employees should always be well-groomed and dressed in a manner suitable for the public service environment and job duties. Department Heads shall discuss the subject of personal appearance with any employee whose personal appearance does not positively reflect the professional image of the Village.

7.10 SOLICIATION:

In order to alleviate disruption of Village services during working hours, employees, non-employees, elected and appointed officials, and consultants are prohibited from soliciting employees for donations and/or for the sale or purchase of any products or services. Unless otherwise approved by the Village, peddling or soliciting for sale or donation of any kind on Village premises during normal working hours is prohibited.

7.11 PERSONAL MAIL:

Except as specifically allowed by Federal or State law, employees shall not use the addresses of Village municipal buildings or offices for receipt of personal mail and other deliveries, nor shall employees use Village postage machines or stationery. If an employee is an officer of a professional organization, specific written approval shall be obtained from the Village Administrator prior to utilizing Village facilities for professional organizational activities.

7.12 LOSS OF PERSONAL ITEMS:

The Village shall not be responsible for personal items brought to the workplace which shall become lost or stolen.

7.13 PUNCTUALITY & ATTENDANCE:

Employees shall report promptly at the designated starting time ready to begin all assigned duties. In the event that an employee is unable to report for work due to illness or other emergency, the employee's Department Head must be contacted within two (2) hours of the beginning of the assigned shift. Failure to do so may result in a loss of that day's pay for non-exempt employees. Any employee who is absent three (3) consecutive days without authorization shall be considered to have resigned from Village employment.

7.14 PRESCRIPTION DRUG USE: (Also refer to Section 2.6, Drug and Alcohol Free Workplace)

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees, or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave time, request change of duty, and/or notify a supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deteriorates and/or other accidents occur.

7.15 INTERNET/E-MAIL USE POLICY:

The Internet/E-Mail is a useful research and communication tool, which is provided to Village employees for Village-related business. Employees are encouraged to use the Internet/E-mail for research, education, and communication as a means of enhancing and improving job performance.

(A) **PURPOSE:** The purpose of this policy is to establish guidelines for access and use of the Internet and e-mail system and to prevent misuse by employees. This policy applies to all employees, volunteers and others who use Village-provided access to the Internet and e-mail, regardless of the user's location when accessing the network.

(B) **POLICY:** The Village operates and maintains an Internet and e-mail system to communicate between employees, and between employees and the outside world through the Internet. All Village employees who utilize computer as part of their job shall have access to the Village's e-mail system. The use of any Internet and e-mail system shall be for Village business use only. The users should be aware that the action to delete data, documents or e-mail messages does not mean that the data, document, or e-mail message has been eliminated from the system.

1. No person without specific authorization shall read, alter, or delete any other person's computer files or e-mail. This applies regardless of whether the computer's operating system permits these acts.

2. E-mail is considered a formal communication tool which falls within the record retention act.
3. Department Heads will be responsible for authorizing Internet access within their departments.
4. The safety and security of the Village's network and resources must be considered at all times when using the Internet or e-mail. Users shall not share their passwords for any Village computer or network facility with any unauthorized person, nor obtain any other user's password by any unauthorized means. The appropriate anti-virus software will be provided for Internet-authorized employees. Individual users are responsible for adhering to the Internet/E-Mail Use Policy when downloading resources from the Internet.
5. Access to the Internet via Village equipment can only be used for Village related business. The user cannot disrupt or interfere with the work performed by other users on the Village network or misrepresent the interests of the Village. Subject to the prior approval of the Department Head, Internet access for person use is to be utilized only in off-work hours such as the lunch hour or after work hours.
6. All use of the Internet via Village equipment must be in compliance with all Federal, State and local laws and policies. The Internet is not to be used for illegal, improper, or illicit purposes, as explained in Section E of this policy.
7. A wide variety of information is available on the Internet. Individuals may find some information offensive. Users should be aware that the Village has no control over the content of information available on the Internet and cannot, therefore, be held responsible.
8. The following guidelines pertain to all Village departments, however, each Department Head may issue supplements to this policy, which are consistent with any portion of this policy. All supplements to this policy shall be forwarded to the Director of Finance.
9. Under the Freedom of Information Act, some electronic communications may be considered public records and, therefore, subject to disclosure absent a specific exemption.
 - (a) Departments shall be responsible for ensuring that all computer users know and understand safe computing practices. This should include, but is not limited to:
 - Performing frequent backups on data files.
 - Using anti-virus software to scan for viruses on all files that are downloaded from the Internet or any other outside source.

- (b) Departments shall immediately report all virus outbreaks to the Director of Finance. The Director of Finance is charged with logging all such outbreaks and the eradication methods used by departments and will notify other departments in the event of a serious virus outbreak.
 - (c) In the event of a serious virus outbreak, or in the event of a continued breach of policy by a department, that department will be disconnected from the Internet until policy compliance is re-established.
 - (d) Individual users must be aware of and at all times attempt to prevent potential Village liability in their use of the Internet. For this reason, outgoing messages shall not conflict with Village policy.
 - (e) Resources which are not used for either a clear Village purpose or for authorized personal use must not be accessed or downloaded.
 - (f) Resources for which there is a fee must not be accessed or downloaded without prior approval of a Department Head.
 - (g) No one shall copy, install or use any software or data files in violation of applicable copyrights or license agreements.
10. Users should be aware that e-mail messages and the transfer of information via the Internet are not secure.
11. The Internet/E-mail must be treated as a formal communications tool and may be subject to the Freedom of Information Act; therefore, each individual user is responsible for complying with this and all other applicable policies when using Village resources to access the Internet. Use of these resources in violation of this policy is grounds for disciplinary action.
12. The Village may monitor Internet/e-mail activity. Violation of policy may result in disciplinary action, up to and including, termination.

(C) EXAMPLES OF APPROPRIATE USES OF THE INTERNET/E-MAIL:

1. Accessing information to obtain job-related data.
2. Sending appropriate Village documents to other individuals and organizations.

3. Participation in email groups that may provide insight or assistance for job-related functions.
4. Communications with other municipalities and their employees.
5. Communication with other professionals with similar projects or issues.
6. To obtain information on or from vendors.

(D) EXAMPLES OF IMPROPER USES OF THE INTERNET/E-MAIL:

1. Transmission of material in violation of federal, state or local laws.
2. Distribution of sensitive or confidential information to unauthorized recipients.
3. Distribution of unauthorized messages or solicitations.
4. Access or distribution of offensive, inappropriate or pornographic material.
5. For use resulting in personal gain.
6. Distribution or downloading of copyrighted materials not owned by the Village.
7. Accessing or downloading resources for which there is a fee without prior approval.
8. Misrepresentation of self, job, fellow employees, or the Village.
9. Attempting to access information for which employee is not authorized to access.
10. Giving user name and/or password to another person for any reason.
11. Distributing software to third parties.
12. Distribution or downloading of resources which are not used for a clear Village purpose.

Please note: This policy is subject to change. The Village reserves the right to modify the policy as necessary. All users will be informed of any changes.

7.16 DOCUMENT RETENTION

(A) ACT: The Illinois Local Records Act (50 ILCS 205/1 *et seq.*) governs the retention and disposition of public records, regardless of physical form. Most often, e-mail messages are informal, temporary communications that do not qualify as “public records”; however, the content of some messages may constitute a more formal, public record and must be retained according to established retention schedules. Therefore, Employees and Officers have the same responsibilities for e-mail messages as they do for any other public record and must distinguish between official, public records and informal, non-record information. Guidelines for distinguishing a public record from a non-record follow below. Electronic communications which are considered public records must be preserved in

either reproduced paper format or electronic format. If the Employee or Officer prints out an official public record from the Village of Willowbrook's electronic communication system and retains the record in hard copy, the electronic copy may be deleted immediately.

- (B) PUBLIC RECORDS. Under the Illinois Local Records Act, "public record" means "any book, paper, map, photograph, digitized electronic material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein." 50 ILCS 205/3.

Factors to Consider to Determine if a Document (whether electronic or not) is a Public Record:

1. Was the document created or received in connection with the transaction of public business? E-mails or letters received or sent that were of a personal nature may be deleted but all others shall be retained.
2. Is it official documentary material? For example, does the e-mail contain a draft letter versus the final letter. Drafts may be deleted if a final version is prepared.
3. Is the document subject to disclosure under the Freedom of Information Act? If so, it is likely an official document to be retained.
4. Does the document result from some action or transaction that clearly relates to the official work of the Village of Willowbrook? For example, if it relates to the creation of policy or procedures regarding public employment matters, the correspondence must be retained.
5. Is the material "appropriate for preservation by such agency or officer; or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein?" This eliminates the necessity of keeping documents which do not relate to the official actions of the Village. If action is taken or a lack of action is based upon the contents of an e-mail, the e-mail must be retained.
6. Does the document have any historical significance? What is the importance of the document? Does keeping or discarding the document further the goal of the Act - the "efficient and economical management of local records?" If yes, retain the e-mail.
7. Is this a final document? For instance, many e-mail documents rapidly become stale and do not reflect "function, policies, decision, procedures, etc.," when a matter is finalized. Therefore, the Village can simply keep

the final document and delete prior drafts. However, a closer question exists relative to e-mail exchanges where the parties are sending communications to prepare the final document.

8. Internal documents created by Employees on work-related topics which do not facilitate action such as transmittal notes, notifications, announcements, and the like may be discarded.
9. Documents containing drafts, notes or interoffice memoranda that are not retained by the Village in the ordinary course of business may be discarded. Carbon copies of e-mails may be discarded where the sender or primary recipient retains a copy of the message along with any attachments thereto.
10. Even if it doesn't seem to meet any of these factors, does it seem like something which should be retained or is a "record?" If yes, it should be retained.

(C) ELECTRONIC COMMUNICATIONS ("E-MAIL"). All non-public record e-mails should be deleted as soon as they have fulfilled their purpose. If an e-mail message is determined to be a public record, it should be printed and retained in paper form in the appropriate file or saved to a specific named folder to avoid the possibility of automatic deletion.

ARTICLE VIII - LEAVES OF ABSENCE

8.1 LEAVE OF ABSENCE WITH PAY:

When deemed appropriate by the Village Administrator, a leave of absence with pay may be granted to any regular full-time employee. Such request shall be promptly reported to the Mayor and Board of Trustees by the Village Administrator.

8.2 LEAVE OF ABSENCE WITHOUT PAY:

(A) Allowable Absence Specified – The Village Administrator may grant a regular full-time employee a leave of absence without pay for a period not to exceed ninety (90) calendar days. The Village Administrator may grant a renewal of leave of absence on a quarterly basis not to exceed one year; provided that this provision does not apply to military leave.

(B) Reinstatement – Upon expiration of a regularly approved leave without pay the employee shall be offered a position comparable to that held at the time the leave was granted if such vacancy exists.

(C) Failure to Report for Duty – Failure of an employee on leave of absence to report for duty at the date designated and approved initially or upon renewal shall constitute resignation.

(D) Criteria for Granting Leave –

1. Leave without pay shall be granted only when it serves to promote the mutual benefit and interests of the employee and the Village.
2. Leave without pay for training or study to enable the employee to render more valuable service to the Village may be deemed as serving to promote mutual benefit and interest.

(E) Unpaid family military leave will be permitted pursuant to the requirements of the Family, Military Leave Act (820 ILCS 151/1, et seq.)

8.3 PROCEDURE FOR REQUESTING LEAVE OF ABSENCE:

(A) Written Request Required – An employee requesting a leave of absence for any reason must present the request in writing (Appendix O) to the Department Head, who shall submit a recommendation for consideration by the Village Administrator.

- (B) Requests are to be made in advance – Requests other than for sick leave or emergency leave should be made in advance to allow time for the department to reassign or reorganize the work of the department. Leave requests for sick or emergency leave should be made as soon as practicable.

8.4 ABSENCE WITHOUT LEAVE:

- (A) Definition – Absence of an employee from duty, including the absence for a day or portion thereof, that is not authorized by prior approval shall be deemed to be absence without leave.
- (B) Cause for Discipline – Any absence without leave may be without pay and subject to disciplinary action.
- (C) Automatic Termination – Any employee who absents himself for three consecutive days without leave shall automatically be considered to have resigned.

8.5 BEREAVEMENT LEAVE:

Regular full-time employees may be granted bereavement leave of absence with pay in cases of death of a relative as defined in Section 1.6(L). Bereavement leave shall be granted for a maximum of three (3) working days.

8.6 EMERGENCY LEAVE:

Regular full-time employees may be granted emergency leave of absence with pay in cases of a medical emergency involving a husband, wife, child (whether biological, adopted, or child under legal guardianship), father, mother, father-in-law, mother-in-law (including step relatives in the foregoing classifications). In addition, employees may be granted time off in cases of a medical emergency involving other members of the employee's immediate family, as defined in Section 1.6(J), provided such person actually resides in the employee's home. A "medical emergency" is defined as an acute medical situation warranting the employee's immediate presence and does not include pre-scheduled medical procedures, doctor's appointments, routine illnesses like colds, flu or similar types of medical care and conditions.

If a qualified member of an employee's family becomes suddenly and seriously ill or injured, the employee will be granted Emergency Leave to transport the family member to an emergency treatment facility (i.e. – hospital or critical care facility) and/or to be in attendance with the family member until the emergency no longer exists. An emergency will be regarded as having ended no more than two hours after the time the patient is

discharged from the facility (except in the case of childbirth). If the emergency (including the two hours following the time of discharge) encroaches upon a scheduled work day, the employee will be granted Emergency Leave for the entire scheduled work day. Once the emergency ends, an employee may be eligible to use Sick Leave in accordance with Section 3.9(H).

In the case of childbirth the employee will be granted Emergency Leave in order to transport his spouse to the hospital and to be in attendance with her through the time of birth for a period not to exceed three (3) days. Following the time of birth, Emergency Leave will be immediately terminated. An employee will be then eligible to use Sick Leave in accordance with Section 3.9(H).

In no case will Emergency Leave be granted in excess of three (3) working days.

8.7 JURY, COURT OR PUBLIC DUTY:

Employees shall be granted time off for required jury duty or for other required appearances under subpoena before a court. Regular full-time employees shall receive that portion of their regular salary equivalent to time normally worked; however, jury duty pay or fees shall be paid to the Village less itemized expenses.

Any regular full-time employee who is required to serve on a jury, or as a result of official duties for the village of Willowbrook, is required to appear before a court, legislative committee, or quasi-judicial body as a witness in response to a subpoena or other directive, shall be authorized leave with pay. A probationary employee called shall be his/her probationary period extended by the same amount of time as required for serving on jury duty.

An employee who receives notice of jury duty or witness service shall notify his/her Department Head immediately in order for arrangements to be made to cover the position. The employee shall also submit a copy of the jury summons or subpoena to his/her supervisor. Following jury duty, all employees shall provide the Village with appropriate documentation evidencing the length of jury duty. Time away shall not affect vacation, sick leave, or personal leave accruals. Jury duty pay or fees shall be turned over to the Village less itemized expenses.

Employees who appear in court as the plaintiff or defendant in any action not related to official duties shall not be paid for time away from work unless that time is accrued vacation or personal leave.

8.8 FAMILY & MEDICAL LEAVE:

- (A) **GENERAL POLICY:** The Village shall comply with the provisions of the Family and Medical Leave Act of 1993 (Public Law 103-3) and the rules and regulations issued by the U.S. Department of Labor interpreting said Act (collectively referred to as “FMLA”).
- (B) **DEFINITIONS:** The terms used in this subsection shall have the same meanings ascribed to said terms in the FMLA.
- (C) **APPLICABILITY:** An eligible employee is entitled to a total of twelve (12) work weeks of leave during any rolling twelve month period for any one, or more, of the following reasons:
1. The birth of a son or daughter, and to care for the newborn child;
 2. The placement with the employee of a son or daughter for adoption or foster care;
 3. To care for the employee’s spouse, son, daughter or parent with a serious health condition; and,
 4. Because of a serious health condition that makes the employee unable to perform the functions of his or her job.
 5. Because of any qualifying exigency (as defined by applicable federal regulations) arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. In addition, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a single 12-month period to care for the service member, as more fully described in the FMLA.
- (D) **UNPAID/PAID LEAVE:** FMLA leave is unpaid. However, the Village may require, or the employee may elect, to utilize paid time off as part of his/her FMLA Leave. Utilizing paid time off does not extend the maximum amount of leave time authorized by the FMLA.
- (E) **CONTINUATION OF HEALTH BENEFITS:** During any FMLA leave, the Village shall maintain the eligible employee’s coverage under any group health plan maintained by the Village on the same conditions as coverage would have been provided if the eligible employee had been continuously employed during the entire leave. If the Village provides a new health plan or benefits or changes health benefits or plans while an eligible employee is on FMLA leave, the eligible employee is entitled to the new or changed plans/benefits to the same extent as if the eligible employee were not on leave. Notice of any opportunity to change

plans or benefits given generally to Village employees shall also be given to an eligible employee on FMLA leave. The Village may recover its share of health plan premiums during a period of unpaid FMLA leave from an eligible employee if the eligible employee fails to return to work or fails to stay at work for thirty (30) days after return (except for case of retirement) after said employee's FMLA leave entitlement has been exhausted or expires, unless the reason the eligible employee does not return is due to:

1. The continuation, recurrence, or onset of a serious health condition which would entitle the employee to leave under FMLA; or
2. Other circumstances beyond the employee's control

(F) NOTICE: An eligible employee shall provide the Village with at least thirty (30) days' advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of the employee's spouse, son, daughter or parent. If thirty (30) days' notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice shall be given as soon as practicable. In the case of a planned medical treatment, the employee shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the Village, subject to the approval of the health care provider.

(G) INTERMITTENT, REDUCED SCHEDULE LEAVE: When FMLA leave is taken to care for a sick family member or for an eligible employee's own serious health condition, such leave may be taken intermittently or on a reduced leave schedule when medically necessary. If an eligible employee requests intermittent leave or leave on a reduced leave schedule that is foreseeable based on a planned medical treatment, including during a period of recovery from a serious health condition, the Village may require the eligible employee to transfer temporarily to an available alternative position, with equivalent pay and benefits, for which the eligible employee is qualified and which better accommodates recurring periods of leave than does the eligible employee's regular position.

(H) CERTIFICATION: An eligible employee's request for FMLA leave to care for the employee's seriously ill spouse, son, daughter, or parent, or due to the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position, shall be supported by a certification issued by the health care provider of the employee (where FMLA leave is requested due to employee's own serious health condition) or the health care provider of the employee's ill family member (when FMLA leave is requested to care for such seriously ill family member). Such certification shall

be made on a form provided by the Village and shall contain such information as is permitted by the FMLA. At such time as an eligible employee requests FMLA leave, the Village shall tender the medical certification form to said employee. Said medical certification form shall be returned to the Village within fifteen (15) calendar days.

- (I) REINSTATEMENT: On return from an FMLA leave, an eligible employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An employee who has taken FMLA leave due to the employee's own serious health condition may be required to provide a certification from his or her health care provider that the employee is able to resume work, if the Village uniformly applies this practice to all such employees.

- (J) APPLICATION TO SPOUSES: Spouses working for the Village who are eligible for FMLA leave shall be permitted to take only a combined total of twelve (12) work weeks of FMLA leave during any rolling twelve (12) month period if the leave is taken:
 - 1. For the birth of a son or daughter or to care for the child after birth;
 - 2. For the placement of a son or daughter for adoption or foster care, or to care for the child after placement; or
 - 3. To care for a parent (but not a parent "in law") with a serious health condition.

- (K) NOTICE: The Village shall post and keep posted at Village facilities, in conspicuous places where employees are employed, a notice explaining the FMLA's provisions and providing information concerning the procedures for filing complaints of violations of the FMLA with the Wage and Hour Division of the U.S. Department of Labor. The notice shall be posted prominently where it can be readily seen by employees and applicants for employment.

- (L) ADDITIONAL INFORMATION: Informational publications describing the FMLA's provisions are on file in the office of the Director of Finance and are available for inspection.

- (M) CONFLICTS: To the extent that there may be any conflict between the FMLA and this section, the provisions of the FMLA shall control.

8.9 MILITARY LEAVE:

Village employees who are members of the uniformed services shall be subject to the Uniformed Services Employment and Reemployment Rights Act (USERRA) (38 USCA 4301, *et seq.*), the Public Employee Armed Services Rights Act (5 ILCS 330/1, *et seq.*), the

Local Government Employees Benefits Continuation Act (50 ILCS 140/1, *et seq.*), the Military Leave of Absence Act (5 ILCS 325/0.01, *et seq.*), the Service Member's Employment Tenure Act (330 ILCS 60/1, *et seq.*) and all other applicable state and federal laws. This Personnel Manual is not intended to grant any rights or impose any responsibilities in excess of those contained in state and federal law, except that those laws that are applicable only members of the National Guard or Armed Forces Reserves are also intended to be applicable to employees who are former members of the uniformed services and are recalled to active duty. The following is a summary of certain of those rights and responsibilities and should not be considered a complete description.

- (A) Rights and Benefits in General - Any Village employee described above who is placed on, or recalled to, active duty status shall have his or her rights and benefits protected and preserved during the duration of the emergency that led to his or her being called to active duty status until his or her return to public employment as though he or she were a public employee during the entire period. Such rights and benefits shall include insurance coverage, promotional, employment, contractual or salary benefits, or pension rights or benefits.
- (B) Mobilization to Active Duty - Any Village employee described above who is mobilized or recalled to active military duty as a result of an order of the President of the United States, shall continue to receive the same regular compensation that he or she receives or was receiving as an employee of the Village, plus any health insurance and other benefits he or she is or was receiving or accruing at the time of mobilization, minus the amount of his or her base pay for military service, for the duration of his or her active military service.

In the event that 20 percent or more of the Village's employees are mobilized to active military duty as a result of an order of the President of the United States, the provisions of this Subsection B shall not apply to individuals employed by the Village.

(C) Notice Requirements for Reemployment -

1. The employee shall give the Village advance written or oral notice of the service, unless advance notification is precluded by military necessity or is otherwise impossible or unreasonable.
2. The cumulative absences from employment for military service shall not exceed (5) years.
3. The employee must seek reemployment in a timely manner as required by USERRA. The requirements are as follows:
 - a. If service was for more than 180 days, the employee must apply for reemployment no later than 90 days after completing service.

- b. If service was for less than 181 days, but more than 30 days, the employee must apply for reemployment within 14 days after completing service.
- c. If service was for less than 31 days, the employee must actually report back to work on the first work day after completing service, allowing for an eight-hour rest period following safe transportation to the employee's residence, unless that is impossible or unreasonable.

There are exceptions for these reporting requirements if an employee is hospitalized or recovering from illness or injury. Furthermore, if the Village requests documentation to verify the actual length of service and related matters, the employee must provide such documentation.

- (D) Re-employment Requirements - An employee who is returning from a period of service of less than 91 days shall be reemployed in the position he or she would have held "but for" the military service, or, if not qualified to perform those duties, the position he or she held on the date of commencement of the military service.

An employee who is returning from a period of service of more than 90 days shall be reemployed in the position he or she would have held "but for" the military service or a position of like seniority, status and pay, or, if not qualified to perform the duties of such a position, the position he or she held on the date of commencement of the military service.

The Village is not required to reemploy a person if: (i) the Village's circumstances have so changed as to make reemployment impossible or unreasonable, (ii) reemployment would impose an undue hardship on the Village or (iii) the employee held a temporary or seasonal position with no expectation that the job would continue indefinitely or for a significant period.

- (E) Discharge - An employee who has been reemployed after active duty may not be discharged, except for cause, for one year after the date of reemployment if service was more than 180 days, or for 180 days after reemployment if the period of service was more than 30 days but less than 181 days.
- (F) Training Exercises - An employee who is required to participate in military training exercises that are not part of a mobilization to active duty pursuant to an order by the President of the United States may take a leave of absence in

accordance with the Village's policies on paid and unpaid leaves with continuation of accrued benefits and health insurance, if applicable.

8.10 VICTIM'S ECONOMIC SECURITY & SAFETY ACT (VESSA):

The purpose of this policy is to inform employees of their rights under the Victim's Economic Security and Safety Act (the "Act"), 820 ILCS 180/1.

Subject to certification requirements outlined below, an employee shall be entitled to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period if that employee is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence. This includes any person who is related by blood or by present or prior marriage and any other person who shares a relationship through a son or daughter.

A. Eligibility for Leave

1. Seek medical attention for or recovering from physical or psychological injuries;
2. Obtain services from a victim services organization;
3. Obtain psychological or other counseling;
4. Participate in safety planning, temporarily or permanently relocating, or taking other actions to increase safety from future domestic or sexual violence or insure economic security; and/or
5. Seek legal assistance or remedies, including preparing for or participating in any civil or criminal proceeding related to or derived from domestic or sexual violence.

The leave may be taken intermittently or on a reduced work schedule.

B. Notice

The employee shall provide the Village with at least forty-eight (48) hours advance notice of the employee's intention to take the leave, unless such notice is not practicable. The Village shall not take any action against the employee if an unscheduled absence occurs, provided the employee provides the proper certification set forth below as soon as is practicable.

C. Confidentiality

All information provided to the Village pursuant to this policy shall be retained in the strictest confidence by the Village, except for disclosure requested or

consented to in writing by the employee or otherwise required by state or federal law.

D. Certification

Upon taking leave, the employee shall provide to the Village a sworn statement attached hereto and obtain one of the following documents:

1. Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, member of the clergy, or a medical or other professional from whom assistance has been sought in addressing domestic or sexual violence and the effects of the violence;
2. A police or court record; or
3. Other corroborating evidence as determined sufficient by the Village.

E. Employee Benefits

Upon returning to work after taking leave enumerated under this policy, the employee shall be restored to the position held prior to taking leave or to an equivalent position. The employee shall retain any employment benefits accrued prior to the date on which leave commenced. However, nothing in this policy shall be construed to entitle any restored employee to have accrued any seniority or employment benefits during any period of leave or any right, benefit, or position of employment that the employee would not have received had they not taken leave. Additionally, the Village shall maintain coverage for the employee and family or household member under any group plan for the duration of such leave and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave. In the event that the employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired, and for reasons other than the continuation, reoccurrence, or onset of domestic or sexual violence, the Village shall recover from the employee any insurance costs that the Village paid for maintaining the level of coverage for the employee.

According to the provisions of the VESSA Act as amended, employees shall use paid time off or unpaid time off for VESSA Leave. According to the Act, any paid time off used for VESSA Leave shall not be counted toward the 12 week leave provision.

Nothing in this subsection shall be construed to prohibit the Village from requiring an employee on leave to report periodically to the Village.

8.11 EMPLOYEE BLOOD, PLATELET, AND ORGAN DONOR LEAVE:

Pursuant to 820 ILCS 149 of the Employee Blood Donation Leave Act and PA 95-354 which amends the Employee Blood Donation Leave Act in order to correspond with 5ILCS 327/ - the Organ Donor Leave Act, all regular, full time employees shall be granted more than one (1) hour of paid leave time every 56 days for the purpose of donating blood and more than two (2) hours every 56 days to donate blood platelets in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other nationally recognized standards.

Employees shall submit a written request for leave with the Department Head in advance. Medical documentation of the proposed blood donation is required for approval. Documentation should be submitted by the employee to the Department Head with as much advance notification as possible. The medical documentation shall consist of a written statement from the blood bank indicating that the employee has an appointment to donate blood.

An employee shall not be required to use accumulated sick or vacation benefit time for the period used to donate or attempt to donate blood.

The employee shall submit a written statement from the blood bank confirming that the employee kept the appointment and attempted to donate blood in order to be eligible for paid leave. If the employee does not keep his/her appointment with the blood bank, the employee shall not be compensated for the leave.

The time allowed to donate blood shall be retained by the employee if the attempt to donate blood is unsuccessful as determined and documented by the blood bank.

8.12 SCHOOL CONFERENCE & ACTIVITY LEAVE:

Pursuant to 820 ILCS 147, School Visitation Rights Act, all regular, full and part time employees, who are parents of school children from kindergarten through twelfth grade, are eligible to use up to eight (8) hours of unpaid time off per school year, per child, to attend necessary educational conferences or activities at school, if the employee is unable to meet with educators because of a work conflict; or, if the activity cannot be scheduled during non-work hours. No more than four (4) hours of school visit leave shall be taken on the same day.

No school visitation leave may be taken by an employee unless the employee has exhausted all accrued vacation, personal, compensatory, and any other leave granted to the employee, except sick and disability leaves.



Before attending a school conference or activity, the employee shall provide a written request for leave at least seven (7) days in advance. In emergency situations, no more than twenty-four (24) hours is required.

The employee shall submit a completed Illinois Department of Labor School Visitation Form, (Attachment P) with the required school administrator's signature, to the Department Head following the school visit. Failure to submit the verification document within two (2) days of the visit shall subject the employee to discipline for an unexcused absence from work.

ARTICLE IX - PERSONAL CONDUCT EXPECTATIONS/DISCIPLINARY ACTION

9.1 STANDARDS OF CONDUCT:

It shall be the duty of all employees to maintain high standards of cooperation, efficiency, and integrity when working for the Village. The references outlined in Section 9.2 are purely guidelines. The Village reserves the right to discipline employees based on what it deems to be appropriate in any given situation. Unless otherwise set forth under a written contract of employment or unless provided otherwise by the Board of Police Commissioners, employees of the Village are at-will employees and may be discharged with or without cause at any time at the sole discretion of the Village.

Neither these guidelines nor this Manual are a contract of employment. In addition, these guidelines are not all inclusive of what conduct may result in discipline. The decision of what disciplinary action shall be taken rests solely with the management of the Village and is to be made on a case-by-case basis.

9.2 REASONS FOR DISCIPLINARY ACTION:

Matters for which an employee may be disciplined include, but are not limited to:

1. Violation of any ordinance, order, rule, or policy of the Village of Willowbrook.
2. Failing to comply with any lawful direction given by a superior as well as any disrespectful conduct.
3. Reporting to work under the influence of intoxicants or non-prescription/illegal drugs, or using such substances while working. Failure to report to the Department Head the use of any prescription drug(s) which may affect the employee's ability to perform necessary job duties.
4. Absence without leave; failure to report to the Department Head when absent; or, the use of leave in an unauthorized manner.
5. Excessive or chronic absenteeism and/or tardiness, or inefficiency.
6. Incompetence, negligence, inefficiency, or failure or inability to perform assigned duties.
7. Causing damage to public property or being wasteful of Village supplies through negligence or willful misconduct, or failure to take reasonable care of Village material or property.
8. Inability to get along with fellow employees so that the work being done is hindered and not up to required levels.

9. Immoral, unethical, or disgraceful actions or any other personal conduct likely to impact the efficiency of the Village service or bring the Village into disrepute, while on or off duty.
10. Conviction of a felony or gross misdemeanor while on or off-duty.
11. Speaking critically or making derogatory or false accusations so as to discredit other employees or superiors.
12. Misappropriation of Village funds.
13. Use of Village vehicles, equipment, supplies, or tools for personal use or unauthorized purposes.
14. Making false statements, failing to provide requested information, or falsification of any records when applying for employment.
15. Falsification of personnel and/or Village work records including, time worked records, time off records, or any other Village records, improperly withholding information from Department Heads in connection with the employee's job, or assisting in the concealment or failing to report such a falsification of another employee.
16. Divulging or misusing confidential information; including removal from Village premises, without proper authorization, any employee lists, records, designs, drawings, or confidential information of any kind.
17. During work hours, the solicitation, selling, or distribution of any donation, gift, service, product, information, or other item not authorized by the Village; accepting fees, gifts, or other items of value in connection with work performed on Village time or as a representative of the Village.
18. The use of profanity or abusiveness in attitude or language and/or conduct that offends others or results in physical harm, injury, of others.
19. Any action that would compromise the proper operation of the Village and negatively impact the confidence of the public as it relates to Village government.

9-3 FORMS OF DISCIPLINARY ACTION:

Disciplinary actions include, but are not limited to, the following forms:

- Verbal Warning
- Written Reprimand
- Demotion
- Suspension
- Discharge

The degree of discipline administered shall depend on the severity of the infraction and shall be in accordance with any applicable labor contract, Board of Police Commissioner rules and regulations (if applicable), Village policies and procedures as well as local, State, or Federal laws and regulations. However, nothing herein should be construed in

any way to limit the Village's right to summarily discharge or suspend an employee for serious offences.

9-4 APPEAL OF DISCIPLINE:

Disciplinary action(s) may be appealed in accordance with the Grievance Procedures outlined in Article 10.

In those instances where employees are covered by a collective bargaining agreement or by the Board of Police Commissioners rules and regulations (if applicable), the provisions of the applicable regulations shall govern disciplinary action.

ARTICLE X - GRIEVANCES AND HEARINGS

10.1 GRIEVANCES and HEARINGS

Please refer to the Village Code, Title 12, Chapter 1. This section explains employee rights to grieve complaints as defined in the Village Code. Employees are urged to review the procedures set forth for “Grievances” as contained in Title 12 of the Village Code before initiating the grievance process.

The grievance process for Americans with Disabilities Act claims can be found in Section 2.5 of this Manual.

ARTICLE XI - EMPLOYEE SEPARATION

11.1 TYPES OF SEPARATION:

Employee separation is an inevitable part of organizational life. The following definitions and procedures are instituted in order to minimize the disruption of separation.

- A. Service Retirement: is a voluntary separation after having satisfied the age and length of employment requirements of the IMRF, Police Pension or another pension system with the employee applying for retirement.
- B. Disability Retirement: is a voluntary separation necessitated by an injury or illness which renders the employee incapable of performing the essential job duties of the position. A request for disability retirement is initiated by receipt of a written request from the employee to his Department Head indicating the date of separation. Supporting documentation shall include verification of the disability and approval of retirement, and any other documentation required by the Village Administrator's Office.
- C. Employee Initiated Resignation: is a voluntary separation given by the employee for any reason other than retirement. A resignation letter is expected with information that includes the employee's reason for leaving and the proposed last day of employment. An employee planning to resign is expected to provide the customary two week notice prior to resignation. Two weeks' notice is understood to mean that the resigning employee shall work during this time to aid in the transition of duties to another. If for any reason the Village Administrator feels the employee is not contributing positively to the workplace, the two week period may be shortened and the employee terminated immediately.
- D. Termination: is an involuntary separation of an employee which is initiated by the Village.
- E. A Reduction In Force (RIF) or Layoff: is the discharge of an employee(s) by the Village for: lack of work, lack of funds, other working condition changes or restructuring as determined by the Village. The Village shall normally consider departmental service reductions and /or skill and ability when deciding which employees to lay off. The Village shall provide employees with at least thirty (30) days advance notification prior to layoff or reduction in force.

Laid off employees shall provide the Village with current contact information and inform the Village Administrator's office of any changes of same. If the Village is unable to contact a laid off employee within seven (7) calendar days, the Village's obligation to recall the employee shall cease. The Village shall have no obligation to recall an employee after a continuous layoff for a period which exceeds one (1) year. Should an employee not return to work when recalled, his employment shall be terminated and the Village shall have no further obligation for recall.

Non-probationary employees, who are laid off pursuant to the above paragraph, shall be placed on a recall list for a maximum period of one year following the date of layoff.

- F. Recall: If an employee is qualified for an open position in another Village Department that is not being affected by the downsizing, the employee may be considered for transfer provided the employee possesses the minimum qualifications for the position and has maintained a satisfactory job performance prior to the layoff. In applying this provision, if multiple employees are affected, and where qualifications, experience, and performance are equal, longevity shall govern.

11.2 EXIT INTERVIEW:

To the extent possible, the Village Administrator shall conduct an exit interview with separated employees on the employee's last day of work. Employees are expected to return uniforms, Village keys, specific department issuances, passwords, membership info, Village issued credit card information, ID cards and/or other Village property as directed by the Village Administrator.

11.3 FINAL PAY & BENEFIT ISSUES:

An employee shall receive pay for work performed through the separation date reduced by any authorized deductions. Any other payments the employee earned in accordance with these policies and applicable employment laws shall be paid as required by law.

11.4 CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA):

A. Eligibility

If an employee resigns or is terminated by the Village, or if the work hours are reduced, resulting in the employee or his dependents no longer being eligible to participate in one of the Village's group health insurance plans, the employee and his eligible dependents shall have the right to participate in the Village's

health insurance program for up to eighteen (18) months at the employee's or dependents' expense. If the employee is determined to be disabled under the Social Security Act at the time of his termination or reduction in hours, the employee shall be entitled to continuation coverage for up to twenty-nine (29) months.

The employee's eligible dependents shall also receive coverage, at the employee's expense, for up to 36 months in the Village group health insurance plans in the event of the employee's death, divorce, legal separation, or enrollment for Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan. The eighteen (18) month continuation coverage period provided in the event of termination or reduction in work hours shall be extended to thirty-six (36) months for the employee's spouse and dependent children if, within that eighteen (18) month period, the employee dies or becomes divorced, or if a child ceases to have dependent status. In addition, if an employee enrolls for Medicare during the eighteen (18) month period, the employee's spouse and dependent children shall be entitled to extend the continuation period to thirty-six (36) months, starting on the date that the employee becomes eligible for Medicare.

B. Cost of Insurance Continuation

Should an employee or his eligible dependents elect to continue as members of the Village's health plan(s), the dependents shall be charged the applicable premium established by the Village. The premium is subject to change based on provider rate changes.

C. Termination of Coverage

Continuation coverage shall end, however, if any of the following events occur:

1. Failure to make timely payments of all premiums;
2. Coverage under another group health plan, which does not exclude or limit coverage provided to the employee because of a pre-existing medical condition;
3. The Village of Willowbrook's termination of its group health plans;
4. If an employee enrolls for Medicare, the employee shall no longer be eligible for continued coverage but, his spouse and dependent children shall be entitled to extend the continuation of coverage.

D. Notice of Insurance Continuation

When required by law, the Village shall promptly notify the plan administrator of a qualifying event. The employee shall be contacted concerning benefit options

at the time termination occurs or his work hours are reduced. The employee's qualified beneficiaries shall be notified in the event of the employee's death or enrollment for Medicare benefits and/or the continuation of IMRF benefits for health insurance. It is the employee and his dependents' responsibility to notify the Village of any changes in contact information or qualifying events that may affect coverage after the employee leaves.

11.5 UNEMPLOYMENT COMPENSATION:

The Village is a covered employer under the Illinois Unemployment Compensation Law. Unemployment compensation benefits are designed to provide a partial replacement of wages to eligible employees during short periods of involuntary unemployment. For further information, contact the local Illinois Department of Employment Securities office.

11.6 RETIREMENT BENEFITS (See also Sections 5.12 & 5.13):

A. Pension Application

Employees are generally included in one of two separate Pension Funds: Illinois Municipal Retirement Fund (IMRF) for non-sworn Village employees or the Police Pension Fund for Police Officers. Detailed information concerning these pension funds shall be obtained from the Bookkeeper or members of the respective Pension Board or IMRF representatives.

B. Accumulated Benefit Payments

Retiring personnel are eligible for payment of accumulated vacation, sick and personal leave days. Payment for accumulated vacation, sick, and personal leave time shall be based on the amount of benefits accrued at the time of retirement. Sick time shall be paid out at the minimum wage rate. Any sick leave turned over to IMRF for service credit shall not be paid out by the Village. To be considered as retiring, the employee shall apply for a pension. Any compensatory time shall be paid out according to Village policy.

Eligible retiring employees may continue to participate in the Village's medical insurance program, although, they shall be required to pay the full premium cost.

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A: EMPLOYEE PERSONNEL POLICY MANUAL ACKNOWLEDGMENT

APPENDIX A

**EMPLOYEE PERSONNEL POLICY MANUAL
ACKNOWLEDGMENT**

I ACKNOWLEDGE RECEIPT OF THE Village of Willowbrook (“Village”) Personnel Policy Manual (“Manual”). I agree that I have read this Manual in its entirety and that I am responsible for knowing its contents. I agree that I shall seek clarification from my supervisor, department head, or the Village Administrator (collectively “Supervisor”) for any provisions, policies, benefits, or rules that I do not understand. I understand that the Village may change or discontinue the provisions, policies, benefits, and rules in this Manual at any time, with or without advance notice.

I understand that Federal, State, local, and Village statutes, regulations, rules, ordinances, and resolutions (collectively “Laws”) supersede policies in this Manual where a conflict exists, *except* where the policy manual provision is more restrictive than those Laws.

I understand this Manual is only a reference guide, and is not an employment contract with the Village, either express or implied. I understand that Village employees are employed “at will” and as such may voluntarily leave at any time for any or no reason, but may also be terminated or dismissed at any time for any or no reason, with or without notice and with or without cause.

I agree to comply with the Village’s provisions, policies, benefits, and rules in this Manual, and as may be amended by the Village in writing from time-to-time, and understand and agree that my failure to do so may subject me to disciplinary action up to and including termination.

Employee’s Name (printed)_____

Employee’s Signature_____

Date_____

Supervisor’s Name (printed)_____

Supervisor’s Signature_____

Date_____



B: CONSENT TO DRUG & ALCOHOL SCREENING & POLICY ACKNOWLEDGMENT

APPENDIX B

**CONSENT TO DRUG & ALCOHOL SCREENING
&
POLICY ACKNOWLEDGMENT**

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, laboratory, or medical facility chosen by the Village of Willowbrook (the "Village") at the Village's expense. I hereby consent to the physician, clinic, laboratory, or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood, and other similar substance. I also authorize the physician, clinic, laboratory, or medical facility to disclose his, her or its findings, conclusions, and opinions regarding the drug and/or alcohol screening or testing to Village official or a designated representative.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees, or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave time, request change of duty, and/or notify a supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deteriorates and/or other accidents occur.

I also acknowledge receiving, reading and understanding the Village's Drug and Alcohol Free Workplace Policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the Village the use of legal drugs as required by this policy, may result in disciplinary action, up to and including termination.

Employee Name (printed)_____

Employee Signature_____

Date_____

Supervisor's Name (printed)_____

Supervisor's Signature_____

Date_____

C: HARASSMENT PREVENTION POLICY ACKNOWLEDGEMENT

APPENDIX C

**Harassment Prevention
POLICY ACKNOWLEDGEMENT**

I acknowledge that I have received, read, and understand the Anti-Discrimination/ Harassment Policy of the Village of Willowbrook. I understand that failure to comply with the policy may result in disciplinary action up to and including termination of employment:

Employee's Name (printed) _____

Employee's Signature _____

Date _____

Supervisor's Name (printed) _____

Supervisor's Signature _____

Date _____

D: INTERNET, EMAIL, COMPUTER USE AND TECHNOLOGY ACKNOWLEDGEMENT

APPENDIX D

INTERNET, EMAIL, COMPUTER USE AND TECHNOLOGY ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of the Village's Electronic Communications and Document Retention Policy. I understand that my use of the Village email and internet system constitutes my consent to all the terms and conditions of the policy. I understand that the email system and all information transmitted by, received or stored in the system are the property of the Village and is only to be used for business purposes.

I further acknowledge that I have no expectation of privacy in connection with the use of the internet and email system or with the transmission, receipt or storage of information in that system. I consent to the Village's monitoring of my use of the email and internet, including the printing and reading all emails entering, leaving or stored in the system.

Employee's Name (printed)_____

Employee's Signature_____

Date_____

Supervisor's Name (printed)_____

Supervisor's Signature _____

Date_____

F: IDENTITY PROTECTION ACT POLICY ACKNOWLEDGMENT

VILLAGE OF WILLOWBROOK

IDENTITY PROTECTION POLICY

Policy

Social Security numbers are confidential and protected by State and federal law, including the Privacy Act of 1974 (5 USC §552a) and the Illinois Identity Protection Act. In the course of providing services to the public, the Social Security number will be collected by the Village of Willowbrook only when allowed by law. Except when allowed by law, individuals will not be asked to provide their social security number, verbally or in writing, at any point of service. However, individuals may volunteer their social security number if they wish as an alternate means of locating a record. The social security number will not be disclosed to individuals or agencies outside the Village, except as allowed or required by state or federal law, rules or regulations, or with permission from the individual.

Employee Social Security Numbers

The Social Security number will be requested from all employees in order to comply with the requirement of the Internal Revenue Service to supply them with the name, address, and social security of every employee. The Village is required to report income along with social security numbers for all employees to whom compensation is paid. Therefore, each employee, with specific exceptions as required by law, will be required to supply the Village with a social security number for payroll, reporting and benefit purposes.

Affiliates, Vendors, Customers

Individuals who are affiliates or vendors will be required to provide a Social Security number or Tax Identification Number for mandated tax reporting purposes. Social Security numbers will be requested from water customers of the Village at the time service is established in order to assist in the collection of delinquent debts. The water customer may decline to provide the Social Security number. Water customers of the Village shall not be required to provide Social Security numbers to receive water service. All customers will be assigned an account number and the social security number will not be used as an identifier on the account.

Purpose of Collecting Social Security Number

If the collection of Social Security numbers is required, a statement must first be provided to the individual explaining the purpose or purposes for which the Village is collecting and using the Social Security number.

Confidentiality of Social Security Numbers

All records containing Social Security numbers, whether on-or off-line, in electronic or physical format, are considered confidential information and will be maintained appropriately. Any documents containing Social Security numbers must be redacted if required to be released as

part of a public records request. Therefore, any Social Security numbers requested from an individual should be placed on the document in a manner that makes it easily redacted. If and when these records are no longer needed, disposal of the records must be handled in a secure fashion and follow the Village's Record Retention Policy.

Only Village employees required to use or handle information or documents containing Social Security numbers in the course of their job duties will have access to such information or documents. Those employees will be trained on the proper procedures for handling information containing Social Security numbers from the time of collection through the destruction of the information, in order to protect the confidentiality of Social Security numbers.

Restrictions on Use

Pursuant to State law, Social Security numbers MAY NOT:

- Be publicly posted or displayed in any manner.
- Be used as the employee ID or process or record key in any Village systems.
- Be printed on any card required for the individual to access products or services provided by the Village.
- Be required to be transmitted over the Internet, unless the connection is secure or the Social Security number is encrypted.
- Be printed on any materials that are mailed, e-mailed, or otherwise delivered to the individual, unless State or federal law requires the Social Security number to be on the document. EXCEPTION: Social Security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with 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. However, no Social Security number may be printed on a postcard or other mailer that does not require an envelope or is visible on an envelope without the envelope having been opened.
- Be used for any purpose other than the purpose for which it was collected.
- Be required for an individual to access any Village Internet or Intranet website.

Proper Use of Social Security Numbers

This policy does not preclude Village employees from using a Social Security number as needed to perform their duties and responsibilities or for internal verification or administrative purposes. The Village may collect the social security number from applicants for employment in order to complete a pre-employment background check and to establish eligibility for employment.



Failure to Follow Policy

An employee who has substantially breached the confidentiality of Social Security numbers may be subject to disciplinary action up to and including discharge or termination of employment in accordance with Village policies and procedures.



IDENTITY PROTECTION POLICY
Employee Receipt Form

EMPLOYEE NAME: _____

POSITION: _____ DEPARTMENT: _____

I have received a copy of the Village of Willowbrook's Identity Protection Policy,
and I agree to comply with the policy requirements.

Employee Signature

Date

G: EMPLOYEE CODE OF CONDUCT - POLICY ACKNOWLEDGEMENT

APPENDIX G

**Employee Code of Conduct
POLICY ACKNOWLEDGEMENT**

I acknowledge that I have received, read, and understand the Employee Code of Conduct Policy of the Village of Willowbrook. I understand that failure to comply with the policy may result in disciplinary action up to and including termination of employment:

Employee's Name (printed)_____

Employee's Signature_____

Date_____

Supervisor's Name (printed)_____

Supervisor's Signature _____

Date_____



H: PERSONNEL EVALUATION HANDBOOK

APPENDIX H

VILLAGE OF WILLOWBROOK

PERSONNEL EVALUATION HANDBOOK

(This section to be revised thru supplemental)

I. PURPOSE

The purpose of this handbook is to explain the employee evaluation process of the Village of Willowbrook.

II. INTRODUCTION

Employees are evaluated so that they may learn more about themselves and how they can better serve the Village. When an employee's performance is objectively evaluated, the employee can assess his/her own career's progress and how well he/she is serving the Village.

In addition, evaluation aids the supervisor in recognizing the strengths and weaknesses of the employee. Thus, the supervisor can measure the employee's performance in relation to the requirements of the position in the determination of their merit raise.

The Performance Evaluation shall be used as an element of the Achievement Level Program and as an element in the determination of promotional points awarded by the Chief of Police.

The employee's particular performance is given one of five possible ratings. These ratings are Unacceptable, Needs Improvement, Satisfactory, Exceeds Requirements, and Outstanding. Definitions of these ratings follow:

1. Unacceptable

Performance is clearly unsatisfactory to supervisor. Employee exhibits total unwillingness and/or inability to change or improve his/her standards.

2. Needs Improvement

Performance periodically or regularly falls short of expected standards. Employee's performance is unsatisfactory, but supervisor believes employee is willing and able to make the necessary improvements.

3. Satisfactory

Performance is satisfactory to supervisor. Consistently meets standards. Employee is doing a respectable job and his/her performance may range from adequate to good.

4. Exceeds Requirements

Performance is above expected standards. Employee is competent in his/her position and occasionally assumes additional responsibilities independently, without infringing onto supervisor's area of control.

5. Outstanding

Performance is consistently far above expected standards. Employee consistently performs with excellence. Employee is among "top 10%" of co-workers.

III. PRE-EVALUATION PROCEDURE

Before the supervisor begins the evaluation, the following steps should be undertaken:

1. Familiarize yourself with the contents of the evaluation forms. Analyze its general scope as well as the detailed instructions.
2. Understand thoroughly the duties and requirements of the particular position held by the employee to be rated.
3. Use a process of objective reasoning, eliminating personal prejudice, bias or favoritism. For example, don't allow your personal likes and dislikes to certain mannerisms or aspects of personal appearance blind you to the more important measures of competency or effectiveness.
4. Don't assume that excellence in one factor implies excellence in all factors. Observe and analyze the employee's performance objectively in terms of each factor listed on the rating forms.
5. Base your judgment on demonstrated performance not on anticipated performance. The evaluation is to be on what has happened, not what might develop.
6. Evaluate based on the experience of the entire rating period. It is better not to consider only single accomplishments or failures, or the most recent performance. Neither should important single instances of faulty or brilliant performance be ignored. They should be considered in context with the total performance for the period.

7. Consider seniority apart from performance. An employee with a short service record may not necessarily be less effective than one with a longer term of employment. Seniority does not guarantee excellence.
8. Consider the requirements in terms of the level of the position. A probationary employee may very well be meeting the requirements of his/her position more effectively than his immediate supervisor does in his position in a higher classification.

IV. EVALUATION OF OBJECTIVES

By May 1 of each year, the supervisor and employee will have organized and agreed upon a list of objectives for the forthcoming fiscal year. The form used for this process is entitled "Objectives-Part I." The number of objectives will vary among departments. The procedure for the evaluation process is as follows:

1. Complete the "Department", "Name" and "Position" blanks in the form's upper left hand corner, as well as the fiscal year blanks in the top center part of the form.
2. List the employee's second objective for the forthcoming fiscal year. This objective should be specific quantifiable tasks related to the employee's position. For example, a Water Department employee's objective could be "Respond to and resolve all complaints regarding water purity, pressure and leaks."

This objective should describe a specific task for which the employee is responsible. This task must be able to be measured, as number 3 explains.

3. State how the employee's first objective will be measured. Using the above example of an objective, the measure for this Water Department objective would be "All such complaints are responded to as soon as possible and are resolved within 48 hours of receipt."
4. List the remaining objectives and their measures by the means stated above. Again, the number of objectives and measures will vary among the departments.
5. Assign a weight to each objective. Attach a significance factor to each objective on a scale of 1 to 5, with a 5 being an objective of the most significance. All the objectives may have the same weight, but usually there will be a wide variance of significance.

The following table shall generally govern the assignment of significance factors:

1 – of little or no impact on people or services

5 – of the greatest impact on citizens and services

When each objective has been “weighted”, add up these significance factors. The sum of these factors when multiplied by the highest rating possible (5-outstanding) is the total possible points on the objective section of the employees evaluation.

6. Upon completion and agreement to objectives, measures and significance, the supervisor and employee each sign and date the form. When disagreement exists regarding objectives/measures, the supervisor’s opinion should be given precedence.

These first six steps in the evaluation process must be completed by May 1.

7. The supervisor reviews the employee’s performance for the fiscal year. All department employees shall be evaluated by their immediate supervisor. In cases where a department employee may have had more than one supervisor during the rating period, the affected supervisors shall confer regarding evaluation of the employee. The current supervisor shall be responsible for completing the appropriate forms and procedures.
8. The supervisor rates the employee’s performance with regard to the listed objectives. The employee will be rated on a scale of 1 to 5. The supervisor will choose one of the five ratings based on the aforementioned definitions. If the supervisor wishes to comment on a particular rating, he/she may do so in the “comments” column. For example, an objective may not have been completed due to unforeseen circumstances. Thus, the supervisor may wish to explain the given rating. Any time a supervisor rates an employee unsatisfactory, or outstanding, the supervisor shall make written comments as to the reasons for such rating.
9. The rating for each objective is multiplied by that objective’s significance factor. As a result, the score for that particular objective is derived (example: rating of 4 X significance factor 5 = score of 20 points). Do this for all objectives.
10. Determine the total number of points by adding all scores for all objectives.
11. Translate the total number of points into a number of the 1 to 5 scale by the following method:
 - a. $\text{Total points received} \div \text{Total possible points} = \text{number (rounded to nearest tenth)}$



Example: $47/90 = 52.2\%$

- b. Multiply this percentage by 5. The product will be the employees Objective Score of the evaluation.

Example: $.522 \times 5 = 2.61$

V. EVALUATION OF TRAITS

- 1. The traits of the employee are rated by the supervisor. The form used is entitled "Part II-Traits". Every employee is rated by their supervisor with regard to the eighteen traits listed. Definitions of these traits are set forth herein.

Every supervisory employee is rated by his/her own supervisor with regard to the six traits listed on "Part II" under "Supervisory Personnel." Definitions of these traits are set forth herein.

- 2. Comments with regard to the trait rating may be made by the supervisor if necessary.
- 3. The supervisor then derives the numerical average of all traits. This score for a non-supervisory employee would be derived by averaging the 18 trait scores and shall be rounded to the nearest 2 decimal places.

VI. DETERMINATION OF FINAL EVALUATION SCORE

- 1. The accomplishment of objectives is more important than merely meeting certain ideal trait characteristics or physical health. Accordingly, multiply the Objectives Score by 4 and add this figure to the Traits Numerical Average times 2, then add the Health Monitoring Test Final Rating and divide this sum by 7.

Example:

Objectives Score= $2.61 \times 4 = 10.44$

Traits Numeral Average = $4.10 \times 2 = 8.2$

Health Monitoring Test

Final Rate = 3.1 = 3.1

TOTAL 21.74

21.7 = 3.11
7

Final Evaluation Score = 3.11

2. The resulting figure, the Final Evaluation Score, will be the figure used in determining the employee's salary.
3. Each supervisor who is responsible for the assignment of a Final Evaluation Score shall discuss same with the appropriate Department Head.

VIII. THE EVALUATION INTERVIEW

1. Review your initial evaluation of the employee's performance, and consider why you have evaluated his work as you did.
2. Determine what you want to accomplish in the interview and plan your discussion accordingly. You should have as your main objectives an improvement in the employee's performance and willingness to work. If these are already superior, the objective shifts to one of commendation and maintenance of excellence.
3. Plan to meet in private. If this is the employee's first evaluation interview, anticipate curiosity, tension or anxiety, and be prepared to minimize these.
4. Create the impression that you have time for the interview and that you consider it highly important.
5. Make the employee feel that the interview is a constructive, cooperative one, by placing primary interest upon his development and growth. Avoid any implication that the meeting was arranged for warning or reprimanding of the employee.
6. Be open-minded to the opinions and facts presented by the employee. Be willing to learn about him/her. Don't dominate or cross-examine. Avoid argument. Remember that the employee must do most of the talking at some points of the interview:
 - a. In bringing his/her opinions and feelings to the surface and to your attention.
 - b. In gaining a better understanding of himself/herself.
 - c. In identifying his/her own areas of needed or potential improvement and in making plans for their accomplishment.

7. Pick the right date, time and place. Don't conduct the interview too soon after the disciplinary action or reprimand. Pick a time when you're in a good mood and when you have reason to believe the employee feels likewise.
8. Talk about the employee's strengths first, covering each point in some detail. This helps start the interview off on the right foot. Remember that the aim is to encourage or sustain high quality performance, not to "bawl out" an employee.
9. While building upon the employee's strength, do not fail to discuss his/her weaknesses or failures and how he/she can prevent or curtail them in the future. Afterwards introduce your suggestions for a specific improvement program.
10. You should close when you have made clear whatever points you intended to cover; when the employee has had a chance to review his problems and releases any emotional tensions that may exist; when plans of action have been cooperatively developed; and when you and the employee are at a natural standing point. Always reassure the employee of your interest in his progress and indicate willingness to take up the discussion again at any time.

IX. REVIEW OF EMPLOYEE EVALUATION

1. The supervisor sets aside time to review the completed evaluation with the employee. Some tips on how to prepare the supervisor/employee review of the evaluation are addressed herein.
2. If the employee accepts the evaluation and does not request an additional review, the employee checks the appropriate answers in the lower left hand corner of "Part II." The employee and supervisor then both sign and date this form on the spaces provided in the lower right hand corner.

The employee may not accept the ratings. If so, he/she should mark the appropriate answer.

3. Likewise, the employee may request an additional review from his/her own supervisor's supervisor. In that case, the appropriate answer should be marked. Then, the time, date and place of such additional review would be determined by the parties involved.
4. If the employee wishes, immediately following the evaluation review, he/she may comment on his/her own evaluation by the supervisor by using the reverse side of "Part II-Traits."

5. Regardless of the answers marked by the employee, both he/she and the supervisor must sign and date this form when the evaluation review has been reviewed and discussed.
6. The supervisor forwards the completed personnel evaluation form to the appropriate Department Head for signature.
7. The Department Head is responsible to insure that the Personnel Evaluation Form is inserted into the employee's permanent personnel file.

X. EVALUATING THE SUPERVISOR

There are various levels and types of supervisory activity within the department organization. It is important, when rating a particular supervisor, to understand how and to what degree each of the factors applies to him/her.

Who is rated as a supervisor? For evaluation purposes, a supervisor is one to whom the responsibility has been delegated to evaluate other employees. This definition will necessarily eliminate a number of persons who, while they may direct some activities or provide a degree of technical supervision over other employees, have little or no authority to exercise control over other employees or direct responsibility for the results of their work.

XI. TRAIT DEFINITIONS

1. FLEXIBILITY

Can adapt to change easily. Can be called upon to perform tasks that are not normally required. Does not exhibit resistance to change.

2. DEPENDABILITY

Can be relied upon to be where and when assigned; trustworthy. Completes tasks by given deadline. Can be entrusted with non-routine assignments.

3. THOROUGHNESS

Finishes a task to its absolute end and at times puts forth extra effort to secure a completed project. Completes project so that no further steps are necessary.

4. PUNCTUALITY

Observes work hours as scheduled by supervisor.

Reports on time for work, for attending meetings and keeping appointments. Does not abuse approved free time; i.e., coffee breaks, lunch hours, etc.

5. ATTENDANCE

Seldom is absent from work unexcused. Seldom took time off for personal business or sick days.

6. WORK SCHEDULE EFFICIENCY

Uses time at work effectively to complete job duties. Seldom is found to be conducting personal business during working hours.

7. KNOWLEDGE AND ACCEPTANCE OF RESPONSIBILITIES

Motivated. Appears to be enthusiastic. Puts forth extra effort. Displays interest in job performance. Is aware of all job responsibilities and accepts same. Requires minimal direction and supervision for the completion of routine tasks.

8. GROOMING AND DRESS

Meets the standards of dress commensurate with the job and the degree of public or employee contacts he/she makes. Is consistently clean, neat and appropriately dressed. Presents a favorable physical impression to the public.

9. PUBLIC CONTACT

Exposure to the public eye and ear reflect credit to the Village and promotes a good public image. Is courteous and discreet in public contacts and behavior. Is aware of the necessity to present a consistently good appearance to the public.

10. SAFETY PRACTICES

Does not endanger his/her own safety or the safety of others by his actions. Helps to prevent accidents by practicing good safety procedures. Sets good safety example for others.

11. WORK JUDGMENTS

Makes a minimum of poor judgments in the course of his work. Is consistent and reliable in his/her judgments. Decisions have a good effect on the quantity and quality of work produced by himself/herself and others.

12. EFFECTIVENESS UNDER STRESS

Is able to meet deadlines under rapidly changing conditions and keeps control when faced with work “under pressure.” Work of acceptable quality in emergency or stressful situations.

13. OPERATION AND CARE OF EQUIPMENT

Exhibits concern for the condition of Village equipment in his care. Requests or performs necessary maintenance work for equipment.

14. LOYALTY

Exhibits concern for the Village’s reputation. Considers the interests of the Village at all times.

15. INTERACTION WITH CO-WORKERS

Able to work cooperatively with co-workers so that assigned tasks are completed effectively. Displays concern for co-workers needs.

16. PHYSICAL LIMITATIONS

Can physically perform assignments. Is vigorous and physically adequate.

17. VOLUME OF ACCEPTABLE WORK

Produces enough work required to meet job standards. Produces enough work so that he is clearly a net asset to the Village.

18. CREATIVITY

Uses creativity and imagination to solve problems and introduces new ideas to the Village operations.

XII. SUPERVISORY TRAIT DEFINITIONS

1. TRAINING AND INSTRUCTION

Introduces employees to change in equipment, methods, procedures and techniques as well as improves basic skills to their highest potential.

2. PLANNING

Simplifies work by “planning ahead.” Outlines future tasks so that personnel and equipment are allocated effectively. Plans what has to be accomplished.

3. ORGANIZING AND ADMINISTRATION

Tasks are completed by employees in a manner consistent with priorities. When new priorities emerge, scheduling is amended so that tasks are completed effectively.

4. OPERATIONAL ECONOMY

Adheres to budget guidelines and takes the initiative to “cut costs” whenever possible. Exhibits awareness of budget constraints.

5. ABILITY TO SUPERVISE SUBORDINATES

Provides subordinates with a clear understanding of the job expectations. Applies Village standards consistently. Subordinates appear cooperative.

6. ABILITY TO EVALUATE SUBORDINATES

Judges subordinates fairly and objectively.

XIII. COMPREHENSIVE RATING

TRAIT NUMERICAL AVERAGE

This number represents the numerical average of all trait scores by which the employee has been rated. This number is simply a quantitative method in determining a numerical rating.

OBJECTIVES SCORE

The Objectives Score is the final score achieved by the employee on the objectives section of the evaluation determined as follows:

Total weighted points received divided by the maximum possible weighted points available and the result multiplied by the maximum significance factor available being five (5).

FINAL EVALUATION SCORE

This figure is used in determining the employee's salary as administered by the Village of Willowbrook Merit Pay Plan. The Final Evaluation Score is computed by adding four (4) times the objectives score plus two (2) times the Traits Numerical average plus the Health Monitoring Test Final Rating and dividing this sum by seven (7).

Thus, the objective score accounts for four-sevenths, the Trait Numerical Average accounts for two-sevenths, and the Health Monitoring Test Final Rating accounts for one-seventh of an employee's evaluation.



J: GENERAL EMPLOYEE SAFETY HANDBOOK

APPENDIX J

VILLAGE OF WILLOWBROOK

GENERAL EMPLOYEE SAFETY HANDBOOK

I. PURPOSE

The purpose of this manual is to provide general safety rules and guidance to all personnel in implementing the Village of Willowbrook's Loss Prevention plan. This General Employee Safety Handbook and the Safety procedures outlined within it are intended for all Village employees. All employees are required to comply with the safety procedures outlined. This Handbook has been prepared to help you avoid accidents and to help you develop safe work habits and a good safety attitude. Use it wisely.

II. GENERAL SAFETY RULES

As a new employee, you should learn the safe and proper way to perform your tasks. Ask your supervisor if you have any doubts about how to do any job. Learn the proper and safe way to do your work. If for some reason you do not fully understand the job, ask your supervisor about it. That person is there to help you. Be sure you understand what must be done before you begin a job. Think clearly and plan your actions to avoid hazards on the job. The safety rules in this handbook will help you carry out your responsibility of performing your job correctly and safely.

- A. Work at a safe speed.
- B. Obey all warning tags and signs. They are posted to point out hazards and are for your protection.
- C. Use the personal protective equipment required on the job being done, such as goggles, safety shoes, gloves, etc.
- D. Maintain clean and orderly work areas so that other employees will not be distracted.
- E. Make sure that children and other persons remain at a safe distance from work area.
- F. Provide the guards or barricades when required. If they are removed for any reason, replace them as soon as possible.
- G. Be considerate at all times of the safety of your fellow workers and the general public.
- H. Avoid "horse play". Your worker's compensation coverage benefits will not cover you in the event of "horse play" injuries.
- I. Use or possession of any intoxicating beverages or narcotics on the job is strictly forbidden, except prescribed medication.

- J. Obey all safety rules and practices, and take an active part in the safety program of the Village. Encourage co-workers to follow safe work procedures.
- K. Don't try to make electrical repairs. Only authorized personnel are allowed to work on electrical equipment or energized lines. Treat every electric wire as a live one. If you come across any dangling wires, don't touch them. Report them to your supervisor immediately.

III. ON THE JOB TRAINING

You will receive on the job training from your supervisors and/or designated training personnel. This training will include instructions regarding the Village's Loss Prevention Program. It will also include, but not be limited to, the following:

- A. Prescribed safety clothing and equipment for your job.
- B. Provide annual "right to know" training in regards to toxic substances in the work place (see Right To Know Program).
- C. How to report an accident and procedures to follow.
- D. Identification of general hazards encountered in your work area and how to avoid them.
- E. Identification of specific hazards associated with your job.

In addition, First Aid and Coronary Pulmonary Resuscitation (CPR) training may be made available.

If you demonstrate, through accidents or continuous unsafe acts, that you do not understand the safety requirements of your job, you may be retrained by formal training programs. Also, you may be personally counseled by your supervisor and/or your Department Head.

IV. SAFETY STEPS FOR CERTAIN COMMON TASKS

Certain tasks are performed by almost all Village employees. General Safety guidelines for performing these tasks are outlined below:

A. Lifting and Carrying

Before any lifting or carrying is to take place, the employee should inspect what he or she is going to lift. The employee should observe the item for nails, splinters, rough edges, or other things that might cause injury. When lifting, follow these procedures:

1. Place one foot along side the object and one foot behind it.
2. Keep your back straight, and tuck in your chin.
3. Grip the object firmly with your arms and elbows close to your body.
4. Draw the object close to you. Your body should be centered over your feet.
5. Lift vertically by straightening your legs.

If you're lifting to a position above your waist, don't try to do it in one motion. First, get the load waist high using the procedures just described, then rest it on a support while you change your grip. Bend your knees again to get your leg muscles into the final lift.

When you carry something, don't try to change its position or adjust your grip while you are in motion. Stop and rest your load on a support and make the change.

To set a load down, follow the lifting procedure in reverse. Bend your legs, not your back. Always set one corner down first, then slide your hands out so they won't get pinched.

Get help to handle a large or heavy object. When two or more individuals carry a load, decide beforehand how to handle it. Check the route and clearances. Have one person act as leader and watch and coach the others.

B. Hand Trucks

1. Don't over load two-wheel hand trucks. Make sure the load is stable by putting the weight on the axle, not on the handle. Hand trucks are meant to be pushed not pulled. The exception is the four-wheel hand truck with a swivel axle and tongue, which is designed for pulling.
2. Watch where you are going. Be sure you have enough side clearances so that you don't pinch your hands and don't run over your feet.
3. Stay alert for pedestrians and for obstructions on the floor that can pitch your load forward.
4. Put the handle up when you leave the hand truck so that it won't be a trip hazard.

C. What to do When an Accident Occurs

1. If you get sick or injured at work, don't try to stay on the job. Your supervisor should be informed of your injury or illness and see that medical aid is provided if necessary.
2. In the event of injury requiring medical treatment, the following procedures should be followed:
 - a. Administer first aid to the injured person, if you are qualified, as necessary;
 - b. Call 9-1-1 for an ambulance, if necessary;
 - c. Inform your supervisor immediately of the accident;
 - d. Your supervisor will inform the family of the injured person if the accident is serious.
3. If an accident involves a vehicle, call the appropriate law enforcement agency to have a report prepared. If a report is required, do not remove vehicles if at all possible.
4. Follow the specified procedures for reporting each type of accident or situation. Use the forms as indicated for each type of accident listed below:

- a. AUTO OR TRUCK ACCIDENT: Complete, with your supervisor, IRMA “Non-Workers Compensation Accident Report” form (Exhibit 1).
- b. NON-AUTO ACCIDENT: Complete, with your supervisor, the IRMA “Non-Workers Compensation Accident Report” form (Exhibit 1).
- c. PROPERTY LOSS OCCURRENCE: Complete with your supervisor the IRMA “Non-Workers Compensation Accident Report” form (Exhibit 1).
- d. WORK RELATED INJURIES: Report all work related injuries on “FORM 45: Employers First Report of Injury or Illness”. This report must be completed by the injured employee’s supervisor (Exhibit 2).
- e. If you do not wish to receive immediate medical attention following an accident, you must complete “Refusal of Immediate Medical Attention By Employee” form (Exhibit 3).
- f. For all work related injuries, your supervisor should complete IRMA “Supervisor’s Investigation Report” form (Exhibit 4).
- g. BLOODBORNE PATHOGENS EXPOSURE: This form must accompany all reports which include a possible exposure to Bloodborne Pathogens (i.e. – AIDS, TB, Hepatitis) (Exhibit 5).

5. Forms should be submitted according to the following schedule:

- a. Your supervisor should have received all completed accident reporting forms by the end of the following workday of the occurrence.
 - b. Your supervisor should submit all completed accident forms to the Department Head within 24 hours of the occurrence.
 - c. The Department Head should submit all completed accident forms to the risk manager within 2 working days of the accident.
 - d. All forms must be completed and submitted to IRMA within 5 days of the occurrence.
6. After becoming injured, if you are unable, for any reasons, to make a full report regarding the accident, it is then the responsibility of your

supervisor to submit a preliminary report to be followed by an official report as soon as possible.

D. Reporting Hazards

1. It is your responsibility as an employee of the Village of Willowbrook to report any on the job safety violations or hazards immediately to your supervisor and the Risk Manager.
2. Deep holes in streets, damaged ditches, malfunction of traffic signal lights, street lights, missing or damaged traffic control signs, line of sight obstructions at intersections (trees, brush, etc.), hazards noted in buildings, vandalism to Village property which may cause accidents to the public should be reported to the Risk Manager immediately.

E. Your Safety Attitude

A good safety attitude will:

1. Make you check your work area for potentially hazardous conditions;
2. Avoid dangerous short cuts in doing your job because you know there is only one way to do the job and that is the correct and safe way;
3. Make you listen carefully, think, and ask questions when you are given job instructions;
4. Make you work at a steady, careful pace instead of rushing through a job, especially on a “down day” when you are not as alert as usual;
5. Exhibit patience with yourself and others to help you keep a level head.

A good safety attitude, then, comes from your sense of responsibility and safe work habits.

F. Standard Operating Procedures During Tornadoes

1. Tornado Watch – A tornado watch alert indicates that conditions are favorable for tornado formation. While no specific steps should be taken at this time, Village employees should be aware of the situation and be prepared to take cover should weather conditions deteriorate. Public Works and other non-Police personnel who are “in the field” should be especially sensitive to weather conditions and be prepared to return to

base should weather conditions deteriorate. Police personnel should carry on with their patrols with the same sensitivity.

2. Tornado Warning – A tornado warning indicates that a tornado has actually been sighted. When the threat of a tornado is imminent, Village Employees inside the Village Hall should perform the following duties:
 - a. Close all drapes
 - b. Close doors to offices with windows, e.g., the Chief of Police’s office, the Deputy Village Clerk’s office. Do not remain in these offices.
 - c. Take cover in the following areas:
 - (1) Men’s Locker Room in Police Department.
 - (2) Women’s Locker Room in Police Department.
 - (3) Booking Area in the Police Department.

All visitors in the Village Hall should follow the same procedures.

Village non-Police personnel should return to base immediately. Police personnel should continue their patrol with extreme caution as provided in the Police Department’s Emergency Operations Manual. All Village personnel, who are outside and in immediate danger, should find the lowest spot possible, e.g. a ditch and lie face down in it, protecting the head area.

G. Standard Operating Procedures for Preventing and Reporting a Fire

The purpose of these procedures is to ensure that the investment the Village has made in its physical structures is protected and employees are aware of their responsibilities in case of a fire.

1. Fire Prevention
 - a. Electrical cords should never be overloaded.
 - b. Extension cords should contain a direct ground wire and used temporarily.

- c. Cutting and welding equipment should only be operated by those individuals that possess the appropriate license.
- d. The sprinkler system and fire alarm system should be inspected and tested monthly with written documentation. In addition, the sprinkler control valve should be locked in the open position.
- e. Fire extinguishers should be strategically located in all buildings. An inspection of the fire extinguishers and any other fire equipment should be conducted semi-annually and recharged or repaired as needed. Every employee should be trained in the proper use of the fire extinguishers.
- f. Combustible materials should be stored in a fireproof cabinet in a well ventilated area.

2. Fire Occurrence

- a. Employees observing a fire should activate the nearest fire alarm pull box immediately.
- b. If possible, employees observing the fire should attempt to extinguish the fire utilizing the available equipment.
- c. Employees hearing the fire alarm should exit the Village Hall immediately according to the emergency evacuation plan. Furthermore, an effort should be made to ensure that all doors are closed upon departure of the premises.
- d. Once outside of the building, employees should assemble at the northwest corner of the Village parking lot in order to determine if all personnel have safely exited the building.

3. Fire Reporting Procedure

- a. The administrative or police receptionist shall be responsible for ensuring that Tri-State Fire District has been contacted of the fire.
- b. The Director of Public Services shall be responsible for filing the necessary insurance, safety, accident, and inspection forms pertaining to the alarm.

H. Right-to-Know Program

The purpose of this program is to establish an information network and training procedure for employees pursuant to the Illinois Toxic Substance Right-to-Know Act.

1. Information

- a. The Risk Manager shall be responsible for compiling a list of hazardous chemicals in the work environment.
- b. Material Safety Data Sheets (MSDS) shall provide specific information of all toxic chemicals in use. Additionally, sheets will identify the following:
 - 1) health hazards
 - 2) proper handling of toxic substances
 - 3) emergency procedures

This information will be maintained in the office of the Risk Manager.

- c. Labels identifying chemical type, appropriate hazard warnings, and the name and address of the manufacturer will be located on all toxic containers.
- d. The Risk Manager will be responsible for ensuring that a Material Safety Data Sheet accompanies each purchase of a product containing hazardous materials.

2. Training

- a. All new employees shall be given the Right-to-Know training. This training will communicate the individual's rights pertaining to toxic substances in the work place. Furthermore, this training is incorporated within the employee orientation procedure.
- b. Full-time employees shall be given the Right-to-Know training on an annual basis.
- c. Employees completing the training should sign an Employee Training Completion form (see Exhibit 6).

I. Willowbrook Municipal Building – Evacuation Plan

Your review of the Evacuation Plan is important. It is the responsibility of each employee to familiarize themselves with the Evacuation Plan. Copies of the Evacuation Plan are posted throughout the Village Hall facilities.

V. SAFETY SUGGESTION PROGRAM

As a method to stimulate both interest and participation in the Village Safety Plan, an Employee Safety Suggestion Program has been developed. Employees are encouraged to submit safety suggestions pertaining to their specific departments and to all Village facilities. In doing so, individuals can assist in providing a safe working environment for all Village employees.

A. Guidelines for Suggestions

1. Suggestions should be submitted utilizing the Safety Suggestion Program form (Exhibit 7), which can be obtained from the secretary of the Public Services Department.
2. Only one suggestion should be submitted per program form.
3. Suggestion forms should be returned to the attention of the Employee Safety Committee Chairperson. Incomplete forms will be returned to the originating party.

B. Review Process

1. The Employee Safety Committee will review, at their regularly scheduled meetings, each submitted suggestion for content, feasibility of implementation, and impact on the Village's overall safety program.
2. The Employee Safety Committee Chairman shall appoint a representative from the committee to respond to those employees submitting suggestions.



K: LOSS PREVENTION MANUAL

APPENDIX K

VILLAGE OF WILLOWBROOK

LOSS PREVENTION MANUAL

I. INTRODUCTION

This Loss Prevention Manual has been prepared in accordance with Resolution 02-R-14, approved by the Mayor and Board of Trustees on February 11, 2002, which recognizes the need for a comprehensive Loss Prevention Program (Exhibit 1).

Loss prevention is concerned with reducing or minimizing the effects of activities or behaviors which lead to economic loss and human suffering. This is accomplished by various methods. These methods are risk avoidance, loss prevention and control, risk assumption, and insurance or transfer of risk. The Village employs all of these methods to reduce or prevent economic loss and human suffering resulting from accidents and catastrophes.

The Village's Loss Prevention Program has two major objectives:

1. Promotion of employee safety; and,
2. Reduction of loss exposure.

The employee safety objective will be achieved mainly through activities intended to increase safety awareness and safe work habits. Loss exposure is the potential for conditions or events to produce economic loss to the Village. This can be addressed in several ways, which are discussed in the text of this manual. Safety oriented employee performance and behavior are effective ways to reduce loss exposure as well as human suffering. Therefore, safety oriented employee performance is the underlying goal of the Village's Loss Prevention Program.

II. VILLAGE ADMINISTRATOR

The Village Administrator is responsible for the development, implementation, and the administration of the Village's Loss Prevention Program.

Included within the scope of this responsibility are the following duties:

1. Develop the necessary structure and organization for risk management.
2. Appoint a Risk Manager to act as the Village Administrator's deputy in administering the program.
3. Generally review administration of the program to ascertain that it is being executed in conformity with the Mayor and Board of Trustees' policy.
4. Serve as the Village's alternate representative to the Intergovernmental Risk Management Agency.

III. RISK MANAGER

The Risk Manager is accountable directly to the Village Administrator for the administration of the Village's Loss Prevention Program. The duties of this person include, but are not limited to, the following:

1. Act as the chairperson of the Risk Management Committee;
2. Present appropriate policy and procedure recommendations of the Risk Management Committee to the Village Administrator for review and approval;
3. Implement such risk management policies and procedures as may be approved by the Village Administrator from time to time;
4. Consult directly with all management personnel and employees on loss prevention matters;
5. Provide guidance to employees so that they may be in compliance with administrative requirements of the Loss Prevention Program;
6. Attend employee safety meetings to provide information relative to the Loss Prevention Program objectives when requested;
7. Determine whether unsafe conditions, behaviors, or practices identified by the Risk Management Committee have been eliminated;
8. Inform the Village Administrator and Department Heads of the status of matters effecting the Loss Prevention Program;
9. Periodically evaluate compliance of Loss Prevention Programs within departments;
10. Provide training, materials, and programs for use by all affected employees;
11. Serve as the Village's Delegate to the Intergovernmental Risk Management Agency;
12. Maintain the required OSHA Log 200 and all records of insurance coverage, toxic substance training, material safety data sheets, claims and loss experience, and other information relating to the Loss Prevention Program;
13. Gather and analyze information regarding losses which have occurred and report monthly to the Village Administrator and the Risk Management Committee;

14. Identify facilities, conditions, behaviors, and activities which may lead to potential loss and advise the proper Department Heads;
15. Establish and maintain procedures for the processing of claims; and,
16. Recommend loss prevention goals and objectives to be included in departmental goals and objectives.

IV. RISK MANAGEMENT COMMITTEE

The Risk Management Committee serves a dual function. The first of these functions is to serve as an advisory group to the Village Administrator and the employees.

The second function of the Committee is to support the administration of employee accident prevention programs and other Village loss prevention programs. Any area, such as crime, loss prevention, property damage control, contract liability, products liability, and so forth, where loss exposure may be reduced are subjects for the Committee's interest.

Membership on the Risk Management Committee is composed of the following:

1. Risk Manager (or Director of Public Services), chairperson.
2. Chief of Police
3. Director of Community Development
4. Director of Finance
5. Village Administrator
6. Management Analyst

The Risk Management Committee meets monthly with attendance of all members mandatory. If a member is unable to attend, the meeting is rescheduled. In addition, the Chairperson may convene other meetings as required.

The specific duties of the Committee include, but are not limited to the following:

1. Recommend safety policies or procedures to the Village for adoption as general policies or procedures;

2. Initiate policy recommendations on its own and refer them to the Village Administrator for review and, if appropriate, approval as Village policy;
3. Analyze accident reports to discover patterns of behavior or conditions which may be conducive to recurrences of accidents;
4. Review safety audit findings to determine that corrective action has been taken to remedy hazardous conditions or unsafe practices;
5. Evaluate loss exposures and make recommendations to the Village Administrator for eliminating or reducing such loss exposures;
6. Discuss problems and solutions relating to general and specific loss prevention efforts in the Village;
7. When appropriate, the Committee, as a whole, will investigate a specific problem area and prepare alternate solutions for the Village Administrator's use; and,
8. Promote employee safety programs and safety consciousness.

V. DEPARTMENT HEADS

Each Department Head has the authority and responsibility to maintain a safe and healthful working environment within the Department Head's jurisdiction. Each Department Head is responsible for encouraging a work environment and work procedures which will promote safe and effective service by Village employees. Therefore, each Department Head is responsible, without limitation, for the following duties:

1. Reduce and control losses due to injuries, accidents, and liability situations.
2. Develop safety objectives with the annual goals and objectives of the department;
3. Develop and support employee safety programs and training which may aid in reducing the frequency and severity of accidents;
4. Seek advice from the Department's supervisors regarding ways of promoting safe practices for the completion of job duties by employees.
5. Develop and recommend accident prevention programs;

6. Encourage and support employee development of safety practices relative to the activities of each department.
7. Conduct periodic safety inspections of areas over which the Department Head has jurisdiction.
8. Require regular job safety training for all employees in the department;
9. Require that supervisors report any injuries, collisions or liability incurred by the Department employees and make recommendations for corrective actions;
10. Require corrective action for any reported unsafe conditions and behaviors as quickly as practical;
11. Require employees suffering lost time for job related injuries or hospitalization for any reason to obtain a doctor's return to work authorization.
12. Disseminate information relating to the Village's Loss Prevention Program to all employees within the Department Head's jurisdiction;
13. Attend all meetings of the Risk Management Committee and participate in the activities of that committee; and,
14. Set an example of safety awareness and consciousness for employees within the Department Head's jurisdiction as well as other Village employees.

VI. SUPERVISORY PERSONNEL

Supervisors have full responsibility for the safe actions of their employees and the safe operations of machines and equipment within their operating areas. A Loss Prevention Program can be effective only when supervisors cooperate in all phases of the program. The loss prevention responsibilities of supervisors are the following:

1. Enforce the safety procedures that apply to the work they supervise.
2. Provide basic job training and safety instruction to all employees under their supervision.
3. Be accountable for preventable injuries, collisions, and liabilities caused by their employees.
4. Insure that all management policies relating to loss prevention are fully implemented.

5. Provide ongoing safety instruction while issuing daily work assignments in order to focus attention upon potential hazards, changes in work conditions, behaviors, or procedures.
6. Instruct employees under their supervision in the use and need for protective equipment for specific hazardous jobs.
7. Observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.
8. Investigate accidents promptly.
9. Take corrective steps that are recommended in order to decrease the likelihood of accidents.
10. Insure that the necessary safety equipment and protective devices for each job are available, used and maintained properly.

VII. EMPLOYEES

All employees are required, as a condition of employment, to safely perform all their duties. The employees must act in order to prevent injury to themselves, to fellow employees, and to conserve material resources. All employees are accountable for the following:

1. Observe safe work procedures during execution of their job activities.
2. Maintain clean and orderly work areas so that other employees will not be distracted.
3. Obey all safety rules and follow proper work procedures.
4. Wear protective equipment when working in hazardous areas or performing hazardous duties as specified by the department.
5. Report promptly to their supervisor all unsafe actions, practices, or conditions which they observe.
6. Report promptly to their respective supervisor all accidents and injuries occurring within the course of their employment.
7. Cooperate in the investigation of accidents in order to identify the cause or causes.



L: EMPLOYEE SAFETY INCENTIVE PROGRAM

APPENDIX L

VILLAGE OF WILLOWBROOK

EMPLOYEE SAFETY INCENTIVE PROGRAM

I. GOALS AND OBJECTIVES

The Goals and Objectives of the Employee Safety Incentive Program are:

- A. To instill in the minds of each and every employee a concept that the safe way to perform a task is the most efficient and the only acceptable way.
- B. To compensate the employees when they collectively demonstrate a concern for their safety and the safety of others.

II. JURISDICTION

This Employee Safety Incentive Program shall apply to all Regular Full-Time Employees, as defined in the Personnel Manual, employed during the entire most recent claim year used in the calculation of the Debit/Credit to be applied in the forthcoming premium year. Further, this plan shall apply only to employees who are employed by the Village at the time of the approval by the Board of any and all distributions under this plan.

The Village recognizes the value of the Community of long-term part-time employees. For the purpose of this plan, part-time employees working in excess of 1,000 hours per year for each of the three claim years used in the calculation of the Debit/Credit shall be eligible for a full share.

The inclusion of long-term part-time employees in the Safety Incentive Program shall allow part-time employees with five years or more of service to receive, without petitioning, a 50% share of the Safety Incentive Dividend. In addition, these same part-time employees may petition for a 100% share of the Safety Incentive Dividend with a written request. The distribution of the dividends to these same part-time employees shall be approved by the affirmative vote of a majority of the Eligible Employees.

III. METHODOLOGY

The Village of Willowbrook is a member of the Intergovernmental Risk Management Agency (IRMA). IRMA calculates the annual premium to be paid by the Village of Willowbrook based on two criteria:

- A. Total Revenues of Willowbrook for the fiscal year ending April 30, twenty months preceding the upcoming Premium Year.
- B. Loss experience of Willowbrook as compared with similar IRMA member's loss history in accordance with IRMA rules and regulations as amended from time to time. IRMA refers to this factor as the Debit/Credit Computation.



On or about December 15 of each year, IRMA will have notified the Village of Willowbrook of the premium to be paid by the Village for the upcoming Premium Year beginning on the following January 1.

Additional compensation shall be awarded to each eligible employee as described in II above, as follows:

| <u>Debit/Credit Computation</u> | <u>Safety Incentive Dividend</u> |
|---|---|
| FROM: Maximum Debit | |
| TO: Premium based on Revenue with no debit | \$0 |
| FROM: Premium based on Revenue with no debit | |
| TO: Maximum Credit | Total Credit Divided Amongst Eligible Employees |

IV. DISTRIBUTION OF SAFETY INCENTIVE DIVIDENDS TO NON-ELIGIBLE EMPLOYEES

Upon the written request by any non-eligible employee who is not eligible as described in Section II (a “Non-eligible employee), such non-eligible employee may be considered for a full-share or partial-share (50%) of Safety Incentive Dividends. The distribution of the dividends to Non-Eligible Employees shall be approved by the affirmative vote of a majority of the eligible employees who vote.

The written request as mentioned above shall further contain a statement by the Non-Eligible Employee as to how he/she has demonstrated an acute sense of Safety Awareness leading to the accomplishment of the Village’s Loss Prevention Goals and Objectives.

V. GENERAL RULES OF APPLICATION

- A. The IRMA Debit/Credit Formula as modified from time to time shall be the sole governing factor in determining the Debit/Credit Calculation as described in III, above.
- B. The position, job classification, or compensation of Eligible Employees shall not affect the allocation of the Safety Incentive Dividend.
- C. There shall be no additional consideration of loss issues, such as at-fault accidents, no-fault accidents, subrogated claims or non-subrogated claims above and beyond the IRMA Debit/Credit Computation.
- D. Every effort will be made by the Village of Willowbrook to distribute any dividends due employees herein prior to December 24 of each calendar year.
- E. Prior to the allocation of a Safety Incentive Dividend, the approval of the Mayor and Board of Trustees must be obtained by the Village Administrator.
- F. All Eligible employees shall receive compensation of the Safety Incentive Dividends in the same manner as routine payroll is distributed.



M: STANDARD OPERATING PROCEDURES MANUAL FOR VILLAGE VEHICLES

APPENDIX M

VILLAGE OF WILLOWBROOK

STANDARD OPERATING PROCEDURES MANUAL
FOR
VILLAGE VEHICLES

(This checklist is intentionally listed here for quick reference)

WHAT TO DO IF AN ACCIDENT OCCURS

1. If qualified, administer first aid.
2. If necessary, call your base or call for an ambulance.
3. Call the appropriate law enforcement agency and file reports as required by law before moving the vehicle(s).
4. Notify your supervisor immediately.
5. Upon returning to base, complete all necessary accident reporting forms as outlined in the Village's GENERAL EMPLOYEE SAFETY HANDBOOK.

I. PURPOSE

The purpose of this manual is to inform you of the proper techniques for the operation and maintenance of Village vehicles. The procedures and information outlined herein are provided so that you operate Village vehicles in a thoughtful and safe manner.

II. GENERAL OPERATION

1. Before operating any motorized equipment, perform a “walk-around” inspection in order to ascertain whether or not equipment is free of obstruction and unreported damage or vandalism has not occurred. Record any problems per departmental procedure. Check that all lights, brakes, tires, equipment, etc. are in working order.
2. Before a motor vehicle is moved, the driver shall remove snow, ice, and frost from all windows.
3. After starting the engine, make sure that all gauges read as they should and that all necessary equipment is properly secured to or in the vehicle.
4. Use Village vehicles only for work-related travel. Whenever possible, use car pools.
5. Supervisor should make every possible effort to utilize vehicles in a way that the number of persons driving that vehicle is kept to a minimum. At no time are employees to ride in the back of any vehicle, not designed to carry passengers.
6. Do not, under any circumstances, operate Village vehicles for compensation, for pulling disabled motorists, or for private purposes, unless authorized by the Village.
7. Set a good example for other drivers. Exhibit courtesy, proper driving techniques, and drive at or below the posted speed limit.

III. FUEL CONSERVATION

1. Non-police vehicles should avoid idling and rapid acceleration. Limited idling is permissible only where it is essential for radio contact, illumination, and radar enforcement.
2. Check tires at least every thirty days to maintain the recommended pressure.
3. Do not use air conditioning units unless the outside temperature exceeds 85° F.

4. Observe all posted speed limits.
5. Schedule your daily work to reduce vehicle trips to job sites.
6. Maximize local purchases and vendor deliveries to minimize vehicle usage.
7. Avoid usage of Village vehicles for non-essential travel.

IV. RADIO PROCEDURE

1. Most Village vehicles are equipped with two-way radios. In order to maintain an efficient system and comply with FCC rules, you should use the following procedures.
 - a. Keep all radio communication brief, concise, and relevant to Village operations. Avoid unnecessary communications.
 - b. Begin transmissions with a unit number (Example: “571” from “569”) and end with a unit number (Example: “569” clear). This will help to avoid confused transmissions and interference.
 - c. Depress the talk key 1-2 seconds before beginning to speak. Otherwise, your first words may not be heard.
 - d. Direct calls to base stations to:

Monday – Friday “Willowbrook Base”
8:30 a.m. – 4:30 p.m.

Monday – Friday “Willowbrook Police Base”
4:30 p.m. – 11:00 p.m.

All other hours, contact police directly via vehicle to the patrol car.
2. The following actions are unlawful under the rules and regulations of the Federal Communications Commission.
 - a. To transmit unnecessary messages or communications of any kind on your radio transmitter.
 - b. To use profane, indecent or obscene language while transmitting.
 - c. To willfully damage or permit radio apparatus to be damaged.

- d. To cause unlawful or malicious interference with any other radio communications.
- e. To intercept, use or publish the contents of any radio message without the express permission of the proper authorities in your department.
- f. To transmit without first making sure that the intended transmission will not cause harmful interference.
- g. To make any adjustments, repairs or alterations whatsoever to your radio transmitter. It is required by law that only a professional radio technician holding a second-class license or higher, may make adjustments and repairs.
- h. To deny access to your radio equipment if a properly identified representative of the FCC asks to inspect it. The equipment must be made available for inspections at any reasonable hours.
- i. To transmit a call signal, letter, or numeral which has not been assigned to your station or car.

Upon conviction for any of the above offenses, the Communication Act of 1934 provides a penalty of not more than a \$10,000 fine or not more than one year imprisonment, or both for the first offense.

- 3. When your radio appears to be malfunctioning, take the following steps:
 - a. If radio appears to be inoperable or noisy, move the vehicle, then check the controls before writing a report.
 - b. Report radio malfunctions as provided for on the "Radio Repair Request" card.
 - c. If while on duty you hear no communication for a long time, check your radio to see whether or not the microphone button is stuck. If it is, turn off the unit and report the deficiency.
 - d. Make sure that all electrical equipment is turned off when you have finished operating the vehicle. Some radios are installed so they will remain operating when the engine is not running.

V. SAFETY

Safety in the operation of vehicles is extremely important. Your Department will provide training in appropriate vehicles and equipment. In addition:

1. Never back heavy equipment where visibility is difficult or mirrors are required unless you have checked behind the vehicle or a safety man is outside to guide your vehicle.
2. Use equipment only for the purpose for which it is designed.
3. When working on traveled roadways, protect equipment and personnel from traffic by the use of barricades or cones.
4. Use overhead lights or hazard flashers when working on or near the roadway. Malfunctions of flasher units should be immediately reported to your supervisor.
5. Carry gasoline or flammable liquids only in ventilated area of trucks. Do not carry gasoline or flammable liquids in passenger cars.
6. Do not operate unsafe vehicles until a disposition has been made. Refusal to drive unsafe vehicles shall be made in writing to the employee's supervisor.
7. Keep the floor in the driver's area free of debris and secure all equipment carried in the front passenger area unless authorized by your Department Head.
8. Do not carry equipment on the back shelf behind the passenger area.
9. At no time are you to use heavy equipment at a job site unless there is another Village employee present.

VI. SERVICE AND TOWING

1. Report any Village owned equipment needing assistance due to mechanical failure or accident to your supervisor.
2. The use of other Village equipment to tow or push immovable or disabled vehicles is prohibited.
3. Make all requests for service in writing per departmental procedure.

VII. PREVENTIVE MAINTENANCE

Your supervisor should coordinate preventive maintenance service scheduling. Preventive maintenance should be scheduled throughout the year.

VIII. “OFF THE ROAD” OPERATION

1. Vehicles are generally not considered “Off The Road” equipment. As such, exercise due caution while operations off the roadway are being performed.
2. Obtain clearance from your supervisor to leave the roadway. If you are a police officer on duty, follow the Police Department’s guidelines for emergency situations.
3. Exercise every effort to prevent damage to equipment in all situations at all times when operating off the roadway.

IX. STORAGE AND PARKING

1. Before leaving your vehicle for the day, make certain it is properly serviced for immediate operation.
2. Duplicate sets of Village vehicles keys shall be located within emergency containers located within the Village Hall.
3. Do not park equipment for extended periods of time with full loads.
4. Lock and secure equipment or vehicles left outside.

X. DRIVER EVALUATION

1. Before a new employee receives authorization to operate a Village vehicle, the appropriate Department Head will complete the following routine check:
 - a. Verification of the status and class of employee’s license through the appropriate State Department of Transportation.
 - b. Complete a motor vehicle registration check through the appropriate State Department of Transportation.
 - c. Prospective employee will undergo an eye and hearing examination.

- d. The appropriate Department Head will have the prospective employee undergo a road test evaluating the individual's driving habits. Such test will consist of, but will not be limited to, Exhibit 1.
2. Annually, the appropriate Department Head will complete the following checks for all employees under his direction that routinely use Village vehicles in performing their assigned duties.
 - a. Verification of the status and class of employee's license through the appropriate State Department of Transportation.
 - b. Complete a motor vehicle registration check through the appropriate State Department of Transportation.
 - c. The appropriate Department Head will have the prospective employee undergo a road test evaluating the individual's driving habits. Such test will consist of, but will not be limited to, Exhibit 1.

XI. EMERGENCY VEHICLES

1. Non-police vehicles are not emergency vehicles. Therefore, comply with all regulatory devices such as stop signs and signals and exercise proper lane usage to the fullest extent possible with prevailing conditions.
2. Police Officers shall exercise due caution at all times when operating in an emergency situation in accordance with departmental procedures.

XII. FUEL, OIL AND ANTI-FREEZE

1. Obtain fuel from the gasoline pumps as needed utilizing only the key assigned to the equipment being used.
2. Do not smoke while in the vicinity of the fuel pumps.
3. Obtain oil and anti-freeze through the Garage during normal working hours. Emergency access can be gained by notifying supervisors who will make arrangements for access.

If you are involved in an accident, consult the inside cover of this Manual. Review of the General Employee Safety Handbook is required of all employees; the Handbook will supplement the Standard Operating Procedures Manual for Village Vehicles.



N: REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY

APPENDIX N

REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY

Name_____

Title/Position_____

Department_____

Period for which the leave is requested (provide actual service dates):

From_____ to _____

Purpose of leave (be specific):_____

Please describe how we can contact you during your absence.

I understand that all positions in the Village are subject to elimination. Absolute assurance of reinstatement cannot be given by the Village. I understand further that once granted this leave, I am not entitled to benefit accrual for the duration of the leave and that continuation of any group health or life insurance plans will be at my expense. I also understand that my anniversary date may be extended at the discretion of the Village Administrator by the same length of time I am on a leave of absence without pay.

Employee's Name (printed)_____

Employee's Signature_____

Date_____

Supervisor's Name (printed)_____

Supervisor's Signature _____

Date_____

O: SWORN STATEMENT FOR TAKING LEAVE UNDER VESSA

APPENDIX O

**SWORN STATEMENT FOR TAKING
LEAVE UNDER VESSA**

I, _____, swear that I am taking leave under the Victims' Economic Security and Safety Act and that either I am a victim of domestic or sexual violence or have a family or household member who is a victim of domestic or sexual violence.

Employees shall provide certification that the leave request qualifies as a bona fide VESSA leave of absence. This can be accomplished by providing a sworn statement of the employee along with one or more of the following:

- Documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance;
- A police or court record; or
- Other corroborating evidence.

Employee's Name (printed) _____

Employee's Signature _____

Date _____

Supervisor's Name (printed) _____

Supervisor's Signature _____

Date _____

P: IL DEPARTMENT OF LABOR – SCHOOL VISITATION FORM

IL DEPARTMENT OF LABOR

Fair Labor Standards Division
 Compliance Processing Section
 160 North LaSalle, Suite C-1300
 Chicago, IL 60601-3150
 Tel # (312) 793-2804
 Fax #: (312) 814-1210



School Visitation Form

For Office Use Only

Please print or type all information.

| Illinois School Visitation Rights Act (820 ILCS 147/30) | | | |
|---|----------|--------|-----------|
| This form is suggested to document and verify leave taken under the above Act. This leave is for an employee to “attend necessary educational or behavioral” conferences at the school attended by his or her child. ¹ | | | |
| Employer Information | | | |
| Name of Employer: | | | |
| Employee Information | | | |
| Name of Employee: | | | |
| | | | |
| School Information | | | |
| Date of School Conference: | | | |
| Exact Time Conference Began: | | | |
| Exact Time Conference Ended: | | | |
| Name of School: | | | |
| School Address: | | | |
| City: | | State: | Zip Code: |
| School Administrator’s Name: | | | |
| School Telephone Number: | () | | |
| School Administrator Signature: | | | |

¹ Under the Act, “child” includes biological, adopted, foster, stepchild of the employee and/or a legal ward of the employee.



Q: BLOODBORNE PATHOGEN POLICY – EMPLOYEE HANDBOOK

APPENDIX Q

VILLAGE OF WILLOWBROOK

Bloodborne Pathogens Policy

I. PURPOSE

First-aid responders must constantly be aware of the personal hazards presented by contagious diseases. This policy is developed for the express purpose of providing those employees whose duties fall within this category with the maximum protection and guidance possible in order to eliminate or minimize the employee risks of exposure.

II. POLICY

All Police Department sworn personnel have the potential to be exposed to first aid and emergency medical assistance situations. Therefore, each will be covered under the provisions of this policy.

The Risk Manager/Safety Coordinator, shall administer this program and maintain all related medical records.

III. PROCEDURES FOR PREVENTION OF CONTAGIOUS DISEASE

A. The Risk Management Committee shall regularly evaluate all position descriptions and functional duties to determine and designate which employees are at risk of occupational exposure to bloodborne pathogens.

1. Occupational exposure means specific bodily contact with eye, mouth, other mucous membrane, non-intact skin, blood, or other potentially infectious bodily fluids of another person that results from the performance of assigned employee duties.

B. Hepatitis B Vaccinations are available to all employees determined to be at risk of exposure.

1. Each new, at risk employee shall be offered the HBV vaccination within the first ten days of initial assignment. Such vaccination shall be at no cost to the employee and shall be administered by the Village's designated medical facility.

2. Employees desiring anti-body testing shall have that opportunity prior to vaccination and every four years thereafter. If testing reveals the employee is immune or that the vaccine is contraindicated for medical reasons, or the new employee has previously received the complete HBV vaccination series, then a vaccination will not be required.

3. At risk employees declining HBV vaccinations must sign the Declination Statement (Attachment A) before they are permitted to work beyond the 10-day period.
 4. Any at risk employee that initially declined the HBV vaccination may, at a later date, request and receive HBV vaccinations at no cost to the employee.
- C. Training for At Risk Employee:
1. Prior to offering the HBV, each department shall train employees on biohazards. Such training shall include:
 - a. Contents of the standard.
 - b. Epidemiology of bloodborne disease.
 - c. This exposure control policy.
 - d. Types of controls available and use of protective equipment.
 - e. The Hepatitis B vaccination program.
 - f. Emergency procedures.
 - g. Post-exposure procedures.
 - h. Contaminated materials/clothing control, laundering disposal procedures.
 2. A record of all such training including dates, attendees, program content and instructors shall be maintained by the Risk Manager.
- D. Universal precautions shall be followed by all employees.
1. All bodily fluids of another shall be considered contaminated or potentially infectious materials and protective procedures shall be followed when handling such material or assisting any individual.
 2. All employees are required to report any exposure incident as soon as feasible and no later than the end of the shift in which the exposure occurred.
 3. Any employee involved in emergency first-aid procedures shall follow the guidelines for universal precautions and use all personal protective equipment as required.

E. Post-exposure Evaluation and Follow-up.

1. Following an employee's report of an exposure incident, the employee may immediately have a medical evaluation and any follow-up evaluations recommended by the physician. All such reports shall be confidential.
2. As required by OSHA regulations, medical records on all HBV and/or HIV, immune evaluations, and exposure records shall be maintained.
3. Exposure records shall include documentation of route of exposure, circumstances of exposure, identification and documentation of source individual, if feasible, and medical monitoring of exposed employee.
4. The designated program administrator shall keep and maintain all such records in a strictly confidential manner.
5. The source individual's blood shall be tested for HBV and HIV as soon as feasible but only with the prior consent of the individual. If the source individual is already known to be infected with HBV or HIV, then testing is not necessary for the known infection.

Results of the source individual's testing shall be made available to the exposed employee along with regulations concerning disclosure of the identity and infectious status of the source individual.

6. The exposed employee's blood shall be collected as soon as feasible and then tested after consent is obtained. The employee should consent to an immediate baseline blood collection but may refuse to permit HIB serologic testing. In such case, the sample shall be preserved for at least 90 days to permit the employee to elect to have the baseline sample tested.
7. When submitting an employee to post-exposure evaluation and treatment by a health care professional, the Department Head shall provide the physician with a copy of the OSHA regulation and all information regarding the employee's duties, exposure, and prior employment medical information on HIV and HBV procedures and medical records.

IV. CONTAMINATED CLOTHING

- A. Employees whose clothing comes into contact with bodily fluids of an unknown nature as a result of work related activities shall be considered contaminated. This may include civilian clothing, uniforms, turnout gear, or personal protective equipment.
 - B. If a garment is penetrated by blood or other potentially infectious materials, the employee shall immediately or as soon as possible, and before responding to another call, report back to the station and remove the garment and place it in a red biohazard bag for laundering by the employer.
 - 1. Soiled/contaminated laundry as described above shall be washed following normal laundry cycles and the clothing manufacturer's guidelines for laundering.
 - 2. Personnel involved in the bagging, transport and laundering of contaminated clothing shall wear protective gloves.
 - 3. Boots and leather goods may be brush-scrubbed with soap and hot water to remove contamination.
 - C. Disposed personal protective equipment such as gloves, gowns and face shields or masks shall be placed in special waste containers marked "BIOHAZARD."
- V. This exposure control policy shall be reviewed for procedural and regulatory compliance annually.
- VI. All employees shall receive copies of this policy and a copy shall be maintained in the Village of Willowbrook Personnel Manual. A copy of this regulation shall be available in each department for employee review.**
- VII. Any Illinois Department of Labor or OSHA inspector requesting it shall receive a copy of this policy for review.



HEPATITIS B VACCINATION

DECLINATION

I, _____, understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious material and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccine series at no charge to me.

Employee's Name (printed) _____

Employee's signature _____

Date _____

Supervisor's Name (printed) _____

Supervisor's Signature _____

Date _____



R: EMPLOYEE ASSISTANCE PROGRAM

APPENDIX R
VILLAGE OF WILLOWBROOK
EMPLOYEE ASSISTANCE PROGRAM

I. PURPOSE

The purpose of providing an Employee Assistance Program is to provide intervention, assessment, and counseling services to employees who may be experiencing problems of a personal nature.

The Village recognizes that its employees are the organization's most valuable resource and every effort should be made to strengthen them. The goal of this program is to provide an outlet where employees can turn to when problems arise. The earlier a personal problem is recognized and, to the extent possible, resolved, adverse affects upon an employee's family, health, security, and job performance can be avoided.

II. POLICY

- A. It is the Village of Willowbrook's policy to help employees who develop problems of a personal nature. The Village recognizes that marital, financial, substance abuse, and emotional problems are conditions that can be successfully treated. Employees who need assistance in these areas will be provided with consultation and treatment, if necessary, to prevent their condition from progressing.
- B. The Village recognizes that there may be a social stigma associated with some problems of a personal nature, which often discourage a person from seeking or accepting proper consultation and treatment. The program has been designed to overcome this stigma and ensure that employees receive prompt, positive and confidential results before the effect of the problem has progressed to a point of being irreversible.
- C. Job security or promotional opportunity will not be jeopardized by an employee's voluntary request for or acceptance of intervention, assessment, or counseling.
- D. The Village shall provide E.A.P. services to an employee until such time as the employee is referred out of the E.A.P. network or services covered in the Village's program are exhausted. At such time, the employee shall be responsible for the continuation of service, if the employee so desires.

III. PROCEDURE

A. Overview

1. Goals

The Employee Assistance Program has the following specific goals:

- a. To communicate with and educate all employees regarding personal problems and to encourage a positive attitude toward dealing with these problems.
- b. To create an awareness among Village employees that intervention, assessment, and counseling is available to address these personal problems. It is hoped that seeking help will prevent circumstances from reaching a point where an employee's well being is affected. Voluntary involvement will remain totally confidential between the employee and E.A.P. service facility.
- c. To insure that the Village's managerial and supervisory personnel are familiar with the components of this Employee Assistance Program and can communicate the various aspects of this program for those employees seeking or requiring help.

2. Employee Assistance Program Services include:

Intervention consultation; Personal problem assessment; Counseling; 24-hours a day, seven-days a week crisis hotline; Out-patient mental health treatment; and Out-patient substance abuse treatment.

3. Examples of Problems Presented to E.A.P. Counselors include but are not limited to:

Stress/burn out; Anxiety disorders; Marital problems; Insomnia; Personnel conflicts; Financial problems; Depression; Divorce adjustment; Traumatic stress reactions; Grief/loss issues; Family issues; Drug abuse; Eating disorders and weight control; Job issues; Anger control; Emotional problems; Legal issues; Communication problems; Social service needs; and Smoking cessation.

4. Employee personal problems may impact their job performance in many ways including, but not limited to, the following:

Productivity decreases; Inconsistent performance; Poor judgment; Mistakes; Accidents; Appearance changes; Tardiness; Insubordination; Oversleeping; Absenteeism; Personality clashes; Work area disruption; Excessive use of sick leave; Abuse of sick leave; and Extended breaks/lunches.

B. Training

Periodically, a representative from the E.A.P. will train all supervisors in the following:

1. Program services.
2. Supervisor's role and responsibility.
3. Identification of employee behaviors that would indicate the existence of employee concerns, problems, and/or issues that could impact employee job performance.

C. Access to the Employee Assistance Program

There are a number of ways in which an employee can access the Employee Assistance Program.

1. On a voluntary basis, any Village employee can contact the Village's E.A.P. provider to make an appointment or to speak to a professional, trained staff member.
2. Indirect referral – by actively promoting the E.A.P. and presenting a favorable attitude toward seeking help for problems, a supervisor, a Department Head or the Village Administrator can generate self-referrals. Some examples include:
 - a. Distributing E.A.P. brochures, including an explanation of the E.A.P. in new employee orientations.
 - b. Mentioning the E.A.P. periodically at department staff meetings.
3. Supervisor referral – this type of referral is basically making the employee aware of the E.A.P. for appropriate diagnosis, treatment, and follow-up. This occurs when an employee reveals a personal problem to a supervisor, a Department Head or the Village Administrator.

4. Formal management mandate – the nature of many personal problems involves denial and fear; consequently, individuals are sometimes reluctant to face problems by submitting to intervention, assessment or counseling through employee assistance. As a result, employees may not follow a suggestion or recommendation of a supervisor. When this occurs, and the nature of the problem results in the employee not performing his job in a satisfactory manner, affects another employee or otherwise interferes with the acceptable operation of the workplace, a formal mandate may be given to an employee to enter the employee assistance process. The use of a formal management mandate is entirely at the discretion of the Village. The Village shall not be required to utilize the formal management mandate process prior to initiating any disciplinary action against an employee.

D. Intervention

It is important to note the distinction between "referral" and "mandate." A "referral" is not compulsory, and the decision to pursue E.A.P. intervention, assessment, or counseling is voluntary. Conversely, a "mandate" to pursue E.A.P. intervention, assessment or counseling can only be invoked by a Department Head or the Village Administrator, or his designee, and is an express condition of continued employment.

Supervisory intervention may sometimes be necessary when the nature of the problem results in the employee not performing his job in a satisfactory manner, affects another employee or otherwise interferes with the acceptable operation of the workplace. A Department Head, the Village Administrator or his designee may mandate an employee for E.A.P. intervention, assessment, or counseling as an express condition of continued employment.

E. Confidentiality

1. Participation in the Village of Willowbrook's E.A.P. is strictly confidential, except as noted below. It is important to note that E.A.P. service agency must adhere to strict, state-mandated client confidentiality guidelines and appropriate and timely problem assessment services.

2. If an employee is mandated to seek E.A.P. intervention, assessment or counseling, the employee will provide a written authorization and waiver to the Village and the E.A.P. service agency authorizing the release of information pertaining to the intervention, assessment or counseling sessions.



S: EMPLOYEE PAY PLAN ADMINISTRATION

APPENDIX S
VILLAGE OF WILLOWBROOK

EMPLOYEE PAY PLAN ADMINISTRATION

(This section to be revised thru supplemental)

Appendix S

PAY PLAN ADMINISTRATION

5.1 PAY PLAN ADMINISTRATION

As noted in Section IV of the Handbook, the Village Administrator shall be responsible to annually develop and recommend to the Village Board a schedule of pay ranges for each position in the Village service (excluding temporary or seasonal positions) to be effective on May 1 of each fiscal year. This schedule shall set a minimum salary rate and maximum pay rate for all positions.

Pay shall be determined with due regard to the grade of position, requisite qualifications, prevailing pay rates for comparable work in other public or private employment in the area, recommendation of the Department Head, and in accordance with economic conditions. It should be noted that the Village Board has the authority to determine that no adjustments be made to pay schedules in any given fiscal year. This could be due to (but not limited to) market conditions or financial/budgetary constraints. Employees working under a labor contract should review the specific details regarding pay within the specific contract.

PAY PLAN (This section to be revised thru supplemental)

GOALS AND OBJECTIVES

Annually the Village shall review its Pay Plan relative to the compensation for the minimum and maximum rate of pay for each of fourteen (14) grades used to determine wages paid to employees. The Merit Pay Plan is designed to:

- A. Provide a framework for equal compensation for like work of equivalent responsibility.
- B. Provide the means of rewarding employees commensurate with their performance.
- C. Provide adjustments to changing conditions in pay levels.
- D. Establish pay scales comparable to other public agencies.
- E. Permit the Village to attract and retain qualified and competent employees.

The Pay Plan is designed to be competitive with the prevailing wages paid within the current labor market. Each position and pay grade will be monitored regularly. Prior to each review, the Village Administrator will present a recommended list of comparable communities. The Village Board will review and determine the final list of comparable communities to be utilized.



JURISDICTION

The Pay Plan shall be the exclusive method for determining wages for all non-union regular full-time employees of the Village.

GRADES

| <u>GRADE</u> | <u>Grade Titles</u> |
|--------------|---|
| 1 | (RESERVED) |
| 2 | (RESERVED) |
| 3 | Secretaries |
| 4 | (RESERVED) |
| 5 | Maintenance Worker |
| 6 | Executive Secretary/Deputy Clerk Finance Analyst Management Analyst |
| 7 | (RESERVED) |
| 8 | Building Inspector |
| 9 | Public Works Foreman |
| 10 | (RESERVED) |
| 11 | Supt. of Parks & Recreation |
| 12 | Deputy Chief |
| 13 | Chief of Police Director of Municipal Services |
| 14 | Village Administrator |

RANGES WITHIN EACH GRADE

The Village Administrator shall annually recommend pay ranges including the range minimum and range maximum of each grade through surveying of comparable communities.

Survey data will be updated regularly to confirm market position and competitiveness (originally established in April 2008 at the 60th percentile of the comparable communities with the intent of generally maintaining relative position from year to year).

The Board will annually (prior to May 1) consider a cost-of-living adjustment (COLA) based upon the CPI-U Midwest second-half 6-month average (all ranges will be increased by a Board-approved COLA amount).

The Board will annually (prior to May 1) consider a Merit increase to be available to qualifying employees.

SALARY DETERMINATION

No employee shall earn less than the low-point of the grade in which his/her position is classified.

No employee shall earn more than the high-point of the grade in which his/her position is classified.

Upon the hiring of any new employee, the Village Administrator shall, together with other appropriate information, recommend to the Village Board the following:

- 1) The grade in which said employee shall be classified.
- 2) The entry level (usually the minimum) of the employee in the respective grade. Should an employee enter at a level in excess of the minimum, the Village Administrator shall justify such a recommendation to the President and Board of Trustees.

Salary reviews shall take place as described herein to become effective May 1 of each year.

Annual salary determination shall be judged on the basis of a Board-approved COLA adjustment and a Board-approved Merit increase for qualifying employees. The Village of Willowbrook Personnel Evaluation Handbook describes the technique to be utilized in determining the "Final Evaluation Score" for each employee.

The Village Administrator shall annually recommend a "Salary Adjustment Schedule" to the Mayor and Board of Trustees and the Board shall subsequently adopt such a schedule prior to May 1 of each year. The Salary Adjustment Schedule shall provide the method of translating the "Final Evaluation Score" into a percentage of salary increase to be applied to each employees' salary, i.e.:

Salary Adjustment Schedule

| <u>Final Evaluation Score</u> | <u>COLA</u> | <u>MERIT</u> |
|-------------------------------|-------------|--------------|
| 4.25 to 5.00 | YES | MAX |
| 3.75 to 4.24 | YES | MAX x .80% |
| 3.00 to 3.74 | YES | MAX X .55% |

ADDITIONAL APPROVALS REQUIRED

Each Department Head who shall be responsible for the assignment of a “Final Evaluation Score” shall discuss same with the Village Administrator before assigning a “Rate of Salary Increase” to any employee.

PROMOTION

Except as provided for in Title 2, Chapter 4 of the Village Code, promotions may be recommended to the Mayor and Board of Trustees. The Village Administrator shall, together with the appropriate information, forward with a promotion recommendation the following additional information:

- 1) The Grade in which said promoted employee shall be classified.
- 2) The entry level (usually the low-point) of the employee so promoted.
- 3) Any employee so promoted shall be guaranteed minimally a salary commensurate with their rate of pay prior to said promotion.

DEMOTIONS

Subject to the provisions of Title 12 of the Village Code, demotions may be recommended as permitted by local, state and federal codes and statutes. The Village Administrator shall, together with the appropriate information, forward with a demotion recommendation the following information:

- 1) The Grade in which said employee shall be classified.
- 2) The entry level (usually the low-point) of the employee so demoted.
- 3) Any employee so demoted shall not be guaranteed a salary commensurate with their rate of pay prior to said demotion.

HOURLY EMPLOYEES

The hourly rate for all hourly employees shall be determined by the following formula:

$$\frac{(\text{monthly salary}) \times 12 \text{ months}}{2080 \text{ hrs/year}} = \text{Hourly Rate}$$

SALARIED EMPLOYEES

All Grade 12, 13 and 14 employees shall be salaried. Other employee positions may be salaried upon the recommendation of the Village Administrator and approval of the Village Board.

JOB DESCRIPTIONS (This section to be revised thru supplemental)

The following job descriptions are adopted for the purpose of grade determination

GRADE #1

(RESERVED)

GRADE #2

(RESERVED)

GRADE #3

Police Secretary

Performs secretarial duties for a member of middle management. Does work of a confidential nature and relieves principal of designated administrative details. Requires initiative, judgment, knowledge of company practices, policy and organization. May supervise other clerical workers. Requires knowledge of safety practices in order to perform job assignments in a safe manner thereby maximizing the resources of the organization.

Municipal Services Secretary

Under general supervision, responsible for keeping one or more sections of a complete set of books or records relative to one phase of an establishment's business transactions. Duties involve posting and balancing subsidiary ledger or ledgers such as accounts receivable or accounts payable, examining and coding invoices or vouchers with proper accounting distribution. Requires judgment and experience in making proper assignments and allocations. May assist in preparing, adjusting, and closing journal entries. May direct subordinate accounting clerks. Requires knowledge of safety practices in order to perform job assignments in a safe manner thereby maximizing the resources of the organization.

Community Development Secretary

Performs secretarial duties for a member of middle management. Does work of a confidential nature and relieves principal of designated administrative details. Requires initiative, judgment, knowledge of company practices, policy and organization. May supervise other clerical workers. Requires knowledge of safety practices in order to perform job assignments in a safe manner thereby maximizing the resources of the organization.

GRADE #4

(RESERVED)

GRADE #5

Maintenance Worker

Performs semi-skilled maintenance work within the Public Works Department. Duties call for more skill than that of a laborer, but less than that of a craftsman. Requires knowledge of safety practices in order to perform job assignments in a safe manner thereby maximizing the resources of the organization.

GRADE #6

Executive Secretary/Deputy Village Clerk

Assigned as a personal secretary to the chief administrative or senior elected official. Maintains a close and highly responsible relationship to the day-to-day

work activities of the supervisor. Works fairly independently receiving a minimum of detailed supervision and guidance. Performs varied secretarial and clerical duties including stenography and typing, receiving telephone calls and personal callers. Answers routine inquiries, maintains files, makes appointments as instructed for supervisor. Reviews correspondence, memorandums and reports prepared by others of supervisor's signature to assure procedural and typographical accuracy. Requires knowledge of safety practices in order to perform job assignments in a safe manner thereby maximizing the resources of the organization. Also performs duties of Deputy Village Clerk as assigned by the Village Clerk.

Finance Analyst

(Information to be added)

Management Analyst

(Information to be added)

GRADE #7

(RESERVED)

GRADE #8

Building Inspector

Under the direction of the Director of Municipal Services, performs office and field work relative to inspection of buildings under construction or alteration.

GRADE #9

Public Works Foreman

Supervises and coordinates activities of workers engaged in labor projects. Inspects work areas to determine type of work required and materials and equipment to be used. Directs workers in projects such as digging, carrying, lifting, and general clean-up work. Requires knowledge of safety practices in order to perform job assignments in a safe manner thereby maximizing the resources of the organization.

GRADE #10

(RESERVED)

GRADE #11

Superintendent of Parks and Recreation

Supervises and coordinates the use of recreational facilities in a neighborhood park. Interprets recreational service to the public and participates in community meetings and organizational planning to develop new programs. Administers programs by introducing new activities, equipment, and materials to Staff and directs their use. Requires knowledge of safety practices in order to perform job assignments in a safe manner thereby maximizing the resources of the organization.

GRADE #12

Deputy Chief of Police

Supervises the Central records Unit and Crime Prevention Unit. Has immediate control and supervision subject to the orders of the Chief of Police for all personnel assigned to units within the division. Promptly obeys and transmits all orders of the Chief of Police, ensuring uniform interpretation and compliance. Is familiar with administrative policy and executes that policy within the Division's area of responsibility. Is also responsible for coordinating the Patrol Commanders and supervising the Criminal Investigative Unit. He/she has immediate control and supervision subject to the orders of the Chief of Police for all personnel assigned to units within the Division. Promptly obeys and transmits all orders of the Chief of Police, ensuring uniform interpretation and compliance. Ensures, through a process of delineation and evaluation, that all sections and units of the Division are working within established mandates and goals of the Department. Is familiar with police policy and procedure and executes that policy within the Division's area of responsibility.

GRADE #13

Chief of Police

Directs and coordinates activities of municipal police department. Coordinates and administers daily police activities through subordinates. Requires knowledge of safety practices in order to perform job assignments in a safe manner thereby

maximizing the resources of the organization. Is under the direction of the Village Administrator.

Director of Municipal Services

Directs and coordinates activities of Municipal Services Department, including public works and building inspection divisions. Coordinates and administers daily department activities through subordinates. Requires knowledge of public works operations and building applicable building codes and inspection practices. Requires knowledge of safety practices in order to perform job assignments in a safe manner thereby maximizing the resources of the organization.

GRADE #14

Village Administrator

Plans, organizes, coordinates, and maintains supervision over the day-to-day business of a municipal government, acting as its chief administrative officer in accordance with policies determined by Village Board or other authorized elected officials. As provided by state laws or local ordinances, may direct the activities and functions of various departments and agencies. May recommend, authorize, introduce, or otherwise initiate proposals to other persons or bodies for subsequent action including such items as annual budgets, public works programs, purchases, bids and hiring. Requires knowledge of safety practices in order to perform job assignments in a safe manner thereby maximizing the resources of the organization.