

CITY OF SOUTH BELOIT, ILLINOIS
EMPLOYEE HANDBOOK

THIS EMPLOYEE HANDBOOK IS NOT INTENDED TO CREATE AND DOES NOT CREATE ANY CONTRACTUAL RIGHTS ON THE PART OF EMPLOYEES. EMPLOYMENT BY THE CITY OF SOUTH BELOIT IS AT-WILL, WHICH MEANS THAT EITHER THE EMPLOYEE OR THE CITY OF SOUTH BELOIT MAY TERMINATE THE RELATIONSHIP AT ANY TIME, WITH OR WITHOUT NOTICE, AND FOR ANY LEGAL REASON.

TABLE OF CONTENTS

TABLE OF CONTENTS.....	i - iii
INTRODUCTION.....	1
EMPLOYEE HIRING POLICY.....	2
EMPLOYEE BENEFITS.....	2
SICK LEAVE.....	2
Sick Leave Incentive.....	3
Sick Leave Buyback.....	3
VACATION.....	3
PAID LEAVE FOR PART TIME TEMPORARY AND SEASONAL EMPLOYEES.....	5
HOLIDAYS.....	6
REIMBURSEMENT FOR TRAINING/CLASS(ES)/TRAVEL AND GENERAL EXPENSES..	6
Travel/Training.....	6
General Expenses.....	7
HOURS OF WORK.....	8
OVERTIME.....	8
CALLBACK.....	9
PERSONAL DAYS.....	9
ABSENTEEISM AND TARDINESS.....	9
UNIFORMS.....	10
USE OF CITY VEHICLES.....	10
FAMILY MEDICAL LEAVE.....	11
Definitions.....	11
Coverage and Eligibility.....	12
Intermittent or Reduced Leave.....	12
Substitution of Paid Sick and Vacation Time.....	13
Notice Requirement.....	13
Medical Certification.....	13
Effect on Benefits.....	14
Job Protection.....	14
Family/Medical Leave Forms to be Submitted by the Employee.....	15
BEREAVEMENT LEAVE.....	15
DISCRETIONARY LEAVE.....	15
HEALTH INSURANCE.....	16
HEALTH INSURANCE WAIVER.....	16
LIFE/AD AND D INSURANCE.....	16

PERSONNEL POLICIES.....	17
Equal Employment Opportunity.....	17
Workplace Violence.....	17
Prohibited Conduct (820 ILCS 275).....	17
Reporting Procedures.....	17
Investigation and Responsive Action.....	18
No Retaliation.....	18
Americans with Disabilities Act Compliance.....	18
No Solicitation/No Distribution.....	19
Sexual and Anti-Harassment Policy.....	19
Prohibited Conduct.....	20
Policy Prohibiting Sexual Harassment.....	20
I. Prohibition on Sexual Harassment.....	20
II. Definition of Sexual Harassment.....	21
III. Procedure for Reporting an Allegation of Sexual Harassment.....	22
IV. Prohibition on Retaliation for Reporting Sexual Harassment Allegations..	23
V. Consequences of a Violation of the Prohibition of Sexual Harassment.....	24
VI. Consequences for Knowingly Making a False Report.....	24
Employee Responsibility.....	24
Complaints of Harassment.....	25
City Response.....	25
Policy Against Retaliation.....	26
Confidentiality.....	26
Confidentiality Statement.....	26
Internal Compliance Policy.....	26
Reporting Violations.....	26
No Retaliation.....	27
Acting in Good Faith.....	27
Confidentiality.....	27
Victims' Economic Security and Safety Act Policy.....	27
The Leave Policy.....	27
Reasons for Leave.....	28
Notice of Leave.....	28
Reporting While on Leave.....	28
Certification.....	28
Leave is Unpaid.....	29
Medical and Other Benefits.....	29
Intermittent and Reduced Schedule Leave.....	29
Other Applicable Leaves.....	30
Returning from Leave.....	30
Reasonable Accommodation in the Workplace.....	30
Confidentiality.....	30
No Retaliation.....	30
E-Mail Voicemail, Computer, and Office Equipment Usage Policy.....	31
Computer & Telephonic Communications Systems.....	31
E-Mail.....	32

Personal Use of Telephones.....	33
Use of Personal Cell Phones.....	33
Use of Cell Phones While Operating a Vehicle.....	34
No Tobacco Use.....	34
Workplace Inspections.....	34
Social Media and Social Networking Policy.....	34
Social Media Policy.....	34
Guidelines.....	35
Duty to Follow the Rules.....	35
Be Respectful.....	35
Be Honest and Accurate.....	36
Appropriate and Respectful Content.....	36
Social Media at Work.....	36
Friendship Requests.....	37
Retaliation Prohibited.....	37
Telecommuting Policy.....	37
Eligibility.....	37
Family Military Leave Act Policy.....	38
Non-Medical Family Military Leave.....	38
Medical Family Military Leave.....	39
Military Leave of Absence Policy.....	40
General Provisions.....	40
Weapons Policy.....	41
Purpose.....	41
Applicability.....	41
Definitions.....	41
Weapons Prohibited.....	42
Exceptions.....	42
Inspections.....	43
Violations.....	43
Concealed Carrying Prohibited.....	43
Responsibility.....	43
Nepotism Policy.....	44
Inclement Weather Policy	45
ALCOHOL AND SUBSTANCE ABUSE POLICY.....	45
Section 1-1.....	44
Section 1-2.....	44
Section 1-3. Drug and Alcohol Testing.....	46
Section 1-4. Testing Procedures.....	47
Section 1.5. Discipline.....	47
Section 1.6. Employee Assistance Program.....	48
Section 1.7. Searches.....	48
Section 1.8. Definitions.....	49
EXIT INTERVIEW.....	50

ACKNOWLEDGMENT.....54

INTRODUCTION

The City of South Beloit is a community governed by an elected City Council comprised of a Mayor and four City Council members.

The departments within the City are Administration, Streets, Waste Water Treatment, Police and Fire. The Mayor, with the approval of the City Council, appoints most non-elected officers of the City. In certain circumstances, due to the fact that the City operates in a Commission form of government, some department heads are appointed at the nomination of the Commissioner of that Department. All non-elected employees are hired after the approval of the majority vote of the City Council.

We welcome you to the City of South Beloit and look forward to working with you to attain mutual success. In order to continue further growth and success, we rely on your finest efforts. In the course of your employment with us, it is your responsibility to discuss any work-related problems you may have with your supervisor so that we can maintain our standard of excellence in serving the people of South Beloit. This Employee Handbook incorporates and supersedes previous City Ordinances establishing Employee Benefits, including, but not limited to, City of South Beloit Ordinance No. 1801.

EMPLOYEE HIRING POLICY

The City of South Beloit maintains a policy for the hiring of all personnel located within the City of South Beloit Code of Ordinances, Chapter 2 Administration, Division 9 Employee Hiring Policy, Section 2-256 – 2-258 and incorporates the same by reference herein.

EMPLOYEE BENEFITS

The following benefits are currently applicable to all full-time employees of the City of South Beloit, **except as provided otherwise by a collective bargaining agreement**. Said benefits do not create a contract of employment and are subject to change by the City Council. Only full-time employees are eligible for the benefits set forth herein. A full-time employee is one who is regularly scheduled to work at minimum 40 hours per week year round. An employee shall not accumulate benefit time during any pay period that the employee is off for the entire pay period or for thirty (30) consecutive days, whichever is less. Except during a family medical leave of absence, any employee who is in unpaid status for thirty (30) consecutive days or more, including for purposes of a disciplinary leave of absence, must pay the full cost of the applicable health insurance coverage in order to maintain it during the period of unpaid leave.

Because of the nature of their emergency services work and special provisions in the law, the accrual and use of benefit time may be different for full-time firefighters who are assigned to a 24-hour shift. Where different, the accrual and use of benefit time for such individuals is set forth below.

SICK LEAVE

Beginning January 1, 2008, an employee will earn 3.69 hours of sick leave per pay period, up to a maximum of 640 hours of sick leave for use in the event of illness, injury or disability of the employee that renders the employee unable to perform the duties of the employee's position. Full-time firefighters assigned to a 24-hour shift schedule will receive the same benefit.

In the event an employee is unable to work due to illness, injury or disability as provided above, a death in the immediate family, or for absences due to an illness, injury, or medical appointment of the employee's child, spouse, [domestic partner], sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, or for personal care of a covered family member, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury. "Covered Family Member" means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. "Personal care" means activities to ensure that a covered family member's basic medical, hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments, for a covered family member who is unable to meet those needs himself or herself. "Personal care" also means being physically present to provide emotional support to a covered family member with a serious health condition who is receiving inpatient or home care.

The employee must notify his immediate supervisor of his absence and the nature of the illness/injury or death, at the earliest possible time, but in the event of illness/injury no later than

one (1) hour prior to the start of his scheduled shift. The failure to provide such notification shall result in the employee being off without pay, and will subject the employee to discipline as well. The employee must submit a request for sick leave pay as soon as possible upon his return to work, but no later than the first working day following the absence. The request must be made on the form provided by the City and all questions must be answered fully. The claim for sick leave pay must be approved by the Department Head. Sick leave shall not be used as additional vacation time, personal days, or for any reason other than those specifically authorized in this policy. Abuse of sick leave benefits shall be grounds for disciplinary action, up to and including termination of employment. If sick leave abuse is suspected, the City may require medical documentation satisfactory to the City demonstrating that the employee is unable to work due to one of the above-identified valid uses of sick time.

When any employee (including a full-time firefighter) uses sick leave, their sick leave bank will be reduced hour-for-hour to offset all work time missed. Employees may not enter into an unpaid status rather than receiving compensation for their sick leave benefits.

Whenever an employee uses three (3) consecutive days (2 consecutive days for fire department employees on 24 hour shifts) of sick leave, the employee must produce medical documentation satisfactory to the City demonstrating that the employee is unable to work. The City may also require medical documentation, conduct an investigation or implement other measures if the City suspects abuse, if the employee has frequent or repeated absences, or if a pattern of sick leave usage develops or in other circumstances determined appropriate by the City.

In addition, the City may require the employee to submit medical documentation of the employee's fitness to return to duty.

If the City has a question regarding the employee's fitness for duty or fitness to return to duty, the City may require the employee to submit to an examination by a health care provider of the City's choice, at the City's expense.

Sick Leave Incentive. If an employee, who has accumulated 120 hours of sick leave and maintained the 120 hour balance for one fiscal year, because the employee uses no sick leave during the following fiscal year, the employee shall receive 8 hours of pay.

Sick Leave Buyback. An employee who has accumulated 504 hours of sick leave shall be compensated at retirement for 120 hours of said sick leave at the employee's regular straight time hourly rate of pay. Retirement for sick leave buy back only shall be defined as a minimum of 50 years of age and 20 years of service. IMRF-eligible employees may be entitled to convert their sick leave benefits to IMRF service credits pursuant to IMRF rules. If an employee uses their sick leave benefits to receive IMRF service credits, the employee shall not receive any sick leave buyback benefits under this section.

VACATION

Full time employees begin to accrue vacation time immediately upon becoming a full time employee. Beginning January 1, 2008, vacation time is accrued on a per pay period basis

according to the following schedule. The amount of vacation time earned each pay period (accrual level) is determined by the length of full-time continuous service as a full time employee of the City. An employee moves to the next accrual level on the anniversary date of employment. The accrual rate for employees other than firefighters assigned to a 24-hour shift is as follows:

Up to 1 year	1.54 hrs per pay period	40 hours
2-6 years	3.08 hrs per pay period	80 hours
7-14 years	4.62 hrs per pay period	120 hours
15 - 24 years	6.15 hrs per pay period	160 hours
25 years	7.69 hrs per pay period	200 hours

The accrual rate for full-time firefighters assigned to a 24-hour shift is as follows:

Up to 1 year	2.08 hrs per pay period	54 hours
2-6 years	4.15 hrs per pay period	108 hours
7-14 years	6.23 hrs per pay period	162 hours
15 - 24 years	8.31 hrs per pay period	216 hours
25 years	10.38 hrs per pay period	270 hours

In addition to the accrual schedule above, all full-time firefighters, regardless of length of service, will be given 24-hours of vacation time on or about the first day of each calendar quarter (i.e., January 1, April 1, July 1, and October 1). In the initial year of the 2022 handbook, the first quarter's vacation time will be deposited into employees' accrual banks during the first payroll period after approval of the handbook by the City Council.

A new employee may not use vacation until after completion of ninety (90) days of continuous service, unless otherwise approved by the Department Head.

All Employees other than firefighters, apart from Department Heads, must generally use vacation during the anniversary year in which it is earned. Provided, however, if an employee is unable to use said vacation during the anniversary year, the employee may, with the approval of the appropriate Commissioner, have a maximum of one (1) year plus five (5) days (40 hours) of unused vacation time in the employee's vacation bank at any one time. Vacation time will cease to accrue once the maximum amount has been reached. During January of any calendar year, an employee may request to be paid for a maximum of one (1) week (40 hours) of vacation. Said payment shall be made and vacation deducted within thirty (30) days of said request. Vacation time shall be determined at the beginning of the calendar year by the Department Head or appropriate Commissioner.

All firefighters, apart from Department Heads, must generally use vacation during the anniversary year in which it is earned. Provided, however, if a firefighter is unable to use said vacation during the anniversary year, the employee may, with the approval of the appropriate Commissioner, have a maximum of one (1) year plus five (5) days (52 hours) of unused vacation time in the firefighter's vacation bank at any one time. Vacation time will cease to accrue once the maximum amount has been reached. During January of any calendar year, a firefighter may request to be paid for a

maximum of one (1) week (52 hours) of vacation. Said payment shall be made and vacation deducted within thirty (30) days of said request. Vacation time shall be determined at the beginning of the calendar year by the Department Head or appropriate Commissioner.

Vacation time for Department Heads will be determined at time of hire by the City Council and is not subject to the schedule set forth above. If a Department Head is unable to use vacation during the anniversary year, the Department Head may, with the approval of the appropriate Department Commissioner, have a maximum of one (1) year plus five (5) days (40 hours) of unused vacation time in the Department Head's vacation bank at any one time. Alternatively, during January of any calendar year, a Department Head may request to be paid for a maximum of five (5) days (40 hours) of vacation provided such time has been carried over from the previous year or otherwise already accrued. Said request will eliminate the carryover of five (5) days (40 hours) of unused vacation from the previous calendar year. Said payment shall be made and vacation deducted within thirty (30) days of said request. Vacation time will cease to accrue once the maximum amount has been reached.

The final right to designate vacation periods and the maximum number of employee(s) who may be on vacation at any time is exclusively reserved to the Department Head in order to ensure the orderly performance of the services provided by the City. However, except as provided otherwise by department rule, no more than one (1) employee may be off from each department at one time. If there is a conflict, the employee who requested the vacation time first shall have his or her request granted. If two or more employees submit their vacation request on the same day, then the employee with more seniority will have first priority. An employee may only change scheduled vacation with the approval of his Department Head at least two (2) weeks prior to the previously scheduled vacation dates. A Department Head may cancel vacation in the event of an emergency operational need. A departmental vacation schedule will be submitted by the Department Head to the City Clerk's Office by the Department Head by February 1st of each year.

PAID LEAVE FOR PART TIME TEMPORARY AND SEASONAL EMPLOYEES

All part-time, seasonal and temporary employees shall accrue paid leave at a rate of one (1) hour per every forty (40) hours actually worked. Employees shall be allowed to carry over up to 40 hours of paid leave annually, for a total of 80 hours of paid leave, but usage is limited to 40 hours per year. The annual period shall run from the employee's date of hire to the next anniversary date. New employees shall be prohibited from using paid leave during their first ninety (90) days of employment, unless authorized in writing by the appropriate Department Head. Paid leave must be taken at a minimum of two (2) hour increments. Upon termination of employment, unused remaining hours of paid leave will not be paid out. Requests for foreseeable paid leave must be submitted at least 48 hours in advance. Requests will then be reviewed based on several factors, including operational needs, and staffing requirements. Paid Leave does not entitle individuals to take time off without notice or call in at the start of a work shift and announce that they are taking paid leave. If a request for use of paid leave is unforeseeable, the employee must provide notice as soon as practicable after the employee is aware of the necessity for leave. Department heads may deny requests for paid leave based on operational need.

HOLIDAYS

The following holidays or days annually designated as such by the City Council shall be considered Holidays for full-time employees.

Holidays

Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Years' Eve Day
New Year's Day
Martin Luther King Day
Good Friday
Memorial Day
Juneteenth (normally June 19)

Generally, an employee otherwise scheduled to work will receive the day off and receive his/her regular pay for the day. If a holiday falls on an employee's regular day off, the employee will receive an additional eight (8) hours of pay. Alternatively, if an employee who is regularly scheduled to work, is required to work his regular hours on the holiday and actually works his regular hours for the day, he/she will be paid, in addition to his regular pay, one and one-half times the employee's regular straight time hourly rate of pay for up to eight (8) hours actually worked. Overtime on a holiday will be paid in accordance with the City's overtime provisions. Full-time firefighters assigned to a 24 hour schedule shall receive the same benefit.

In order to be eligible for a paid holiday or holiday pay as outlined above, an employee must (1) work the last scheduled workday preceding the holiday, first scheduled workday following the holiday, and the actual holiday (if scheduled) or be pre-approved for paid leave time (excluding sick leave) on those days; and (2) be employed by the City at least fifteen (15) days prior to the holiday.

The following holidays or days annually designated as such by the City Council shall be considered Holidays for part-time employees.

Holidays

Independence Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Years' Eve Day
New Year's Day

Part-time employees shall only receive holiday pay if scheduled to work and if the employee actually worked any of the enumerated holidays outlined above. If a part-time firefighter who is regularly scheduled to work, is required to work his/her regular hours on the holiday and actually works his/her regular hours for the day, he/she will be paid, in addition to his/her regular pay, one and one-half times the employee's regular straight time hourly rate of pay for up to eight (8) hours actually worked.

REIMBURSEMENT FOR TRAINING/CLASS(ES)/TRAVEL AND GENERAL EXPENSES

Travel/Training

Before a training session, seminar, or class begins, an employee must submit to the Department Head and appropriate Commissioner a request to attend the training, seminar or class along with the anticipated costs associated therewith. At the time of review, and before attendance is approved or denied, consideration will be given to mileage, food, attendance fees and wages. No employee will be reimbursed for any entertainment expense, which includes shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement.

All training, seminars and classes must be approved by the Department Head and appropriate commissioner before the training, seminar or class begins. Approval for training and classes is at the discretion of the Department Head and appropriate Commissioner and will only be approved if the training or class is necessary for the employee to perform his/her duties. Prior to the approval of such expenses, the following minimum documentation must be submitted: (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred; (2) the name of the individual who is requesting or received the travel, meal, or lodging expense; (3) the job title or office of the individual who is requesting or received the travel, meal, or lodging expense; and (4) the date or dates and nature of the official business in which the travel, meal, or lodging expense will be or was expended. Backup documentation (*meal stubs, parking, toll slips, mileage readings) is required for actual reimbursement of expenses.

Classes and conferences are the only types of official business for which travel, meal, and lodging expenses are allowed. Travel will be accomplished by the most reasonable means, whether it is by air, bus, train, City or private automobile. A City vehicle should be utilized whenever possible. Should a City vehicle not be available and upon prior approval by the Department Head a private car may be used. Reimbursement at the current standard mileage reimbursement rate established by the Internal Revenue Service may be paid to cover transportation costs.

If commercial carrier, the full cost of the ticket will be paid at the most economical class. No employee will be required to fly, but should travel by the quickest mode of travel. Travel for all employees must have been approved in the department budget, must be in the interest of the City, and must be approved by the Department Head or supervisor prior to departure. General expenses

will be reimbursed up to \$50 per day including meals, tips, and incidental expenses or \$75 per day if traveling to Cook County and/or to a place with a population over 500,000.

The full cost of registration and all business related costs pertaining to the trip will be paid. If overnight lodging is required, employees are expected to utilize standard medium priced hotels or motels. However, if attending a formal, organized meeting or convention, the employee may stay at the hotel or motel where the meeting is to be held. If out of town, one personal (safe arrival) telephone call will be allowed. In all cases, the City will pay no more than the regular single room rate unless authorized.

A form for submission of travel, meal, and lodging expenses is attached to this policy. Approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses, will only be approved in the event of an emergency or other extraordinary circumstances.

General Expenses

The City will reimburse employees for all necessary expenditures or losses incurred within the employee's scope of employment that are directly related to services performed for the City. "Necessary expenditures" is defined as all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the City.

Employees must submit all necessary reimbursement requests with appropriate supporting documentation within 30 days after incurring the expense. If supporting documentation is nonexistent, missing, or lost, the employee shall submit a signed statement regarding any such receipts.

The City will not reimburse employees for losses due to an employee's own negligence, normal wear, or losses due to theft unless the City's negligence caused the theft.

HOURS OF WORK

Exempt employees (Department Heads and administrative and executive employees) are expected to work the hours necessary to perform the duties. Such exempt employees are not eligible for overtime or compensatory time. Non-exempt employees (excluding police officers and firefighters) are generally scheduled and expected to work 40 hours per week during the hours designated by the Department Head.

Pursuant to Section 7(k) of the Fair Labor Standards Act, non-exempt police officers are generally scheduled to work 84 hours per 14 day work cycle.

Pursuant to Section 7(k) of the Fair Labor Standards Act, firefighters assigned to a 24-hour schedule generally work are assigned to a 28-day work cycle and will be paid overtime for all hours actually worked in excess of 212 hours in a 28-day cycle. There shall be no "work reduction days" or "Kelly Days" in the Fire Department. Instead, firefighters will receive additional vacation time, as outlined in the Vacation section above. .

OVERTIME

For the purposes of the City's overtime policy, the term "Hours Actually Worked" means only those hours when the employee is engaged in work for the City. "Hours Actually Worked" shall not include unpaid time, sick leave, vacation leave, personal days, holiday leave, or premium pay.

Overtime for non-exempt employees (excluding policemen and firemen) will be calculated at 1 ½ times the employee's regular straight time hourly rate of pay for all Hours Actually Worked over 40 in a work week. Provided, however, an employee who is regularly scheduled to and actually works seven (7) consecutive days per week shall receive 1 ½ times his regular straight time hourly rate of pay for those regular hours actually worked on Saturday, Sunday and holidays.

In accordance with 7(k) of the Fair Labor Standards Act, police officers will be paid overtime for all Hours Actually Worked over 86 hours in a 14-day work cycle. Firemen will be paid overtime pursuant to Section 7(k) of the Fair Labor Standards Act for all Hours Actually Worked over 212 hours in a 28 day work cycle.

Hours Actually Worked is calculated based on the time the employee clocks and/or signs in, whichever is applicable. If an employee mistakenly forgets to clock in or out, the employee must notify his supervisor immediately upon discovering the mistake.

Overtime is to be specifically approved or authorized by the Department Head and/or supervisor on duty before the overtime is worked. Department Heads may reassign work or reschedule employees to avoid or minimize potential overtime costs. Maintenance of accurate time records is critically important. Failure to keep accurate time records may result in disciplinary action. Non-exempt employees are not permitted to work "off the clock" without compensation under any circumstances.

In some cases, the City may engage an employee to perform two or more different types of work. For example, an employee might work as a secretary, and also as a crossing guard. In such cases, the City and the employee might agree to an alternative overtime calculation pursuant to Section 7(g) of the Fair Labor Standards Act. All such alternative overtime agreements will be reduced to writing and signed by the City and the employee.

CALLBACK

Effective January 1, 2008, a full time non-exempt employee called back to work 2 hours or more before or after the employee's regular shift, on a designated holiday (as listed above) or on a weekend will be paid a minimum of 2 hours at 1 ½ times the employee's regular hourly rate of pay, to be calculated from 2 hours after the employee's last shift of the previous scheduled workday to 2 hours before the shift begins on the next scheduled workday.

The foregoing minimum shall not be applicable to overtime scheduled in advance or where the hours worked or callback minimum overlaps with the employee's shift or another callback minimum. An employee is not entitled to more than one callback minimum during any quarter of any day.

PERSONAL DAYS

Effective March 4, 2013, and annually on January 1, thereafter, an employee will receive 16 hours of personal time. Each personal day must be used in one eight (8) hour block and requested and approved by the employee's Department Head. Full-time firefighters assigned to a 24-hour shift shall receive twenty-four hours of personal time (i.e., one duty day). The personal day must be used in a 24 hour block and be approved by the Fire Chief. Any personal days not used within the calendar year will be forfeited.

ABSENTEEISM AND TARDINESS

Any unauthorized or unreported absence or tardiness shall be considered as without leave and a deduction of pay shall be made. Unauthorized or unreported absences, excessive absenteeism, repeated or excessive tardiness, or the abuse of sick leave (improper or excessive use) may also result in discipline, up to and including discharge.

UNIFORMS

The Department Head in conjunction with the appropriate Commissioner shall have the right to establish the clothing and/or uniforms and the equipment to be used by employees.

The City shall provide each officer and firefighter with an initial issue of all required uniform apparel and equipment and shall replace said apparel and equipment, on an as-needed basis, as deemed appropriate by the Department Head and applicable Commissioner. The City shall provide to public works employees safety apparel and equipment deemed appropriate by the Department Head and applicable Commissioner. (Annually, the lists of required apparel and equipment shall be submitted by the Department Head and approved by the applicable Commissioner). There shall be no clothing allowance provided by the City to any employee. All apparel requiring replacement shall be turned in on a one for one basis.

USE OF CITY VEHICLES

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to the City of South Beloit from time to time. Any changes in your driving record must be reported to the Human Resource Manager immediately. Fire and Police Departments report to respective administrations, who in turn will forward the information to the Human Resource Manager. Failure to do so may result in a disciplinary action, up to and including termination of employment.

If you are authorized to use a City of South Beloit vehicle for company business, you must adhere to the following rules:

1. You must be a licensed driver.

2. You are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties, and for following the manufacturer's recommended oil change schedule.
3. You must keep the vehicle clean at all times, washed, and vacuumed as often as necessary.
4. Smoking and/or vaping is prohibited in all City vehicles.
5. Persons not authorized or employed by the City of South Beloit are not allowed to operate or ride in a City vehicle, unless directed under the duties of your position.
6. City vehicles may not be used for unauthorized purposes.
7. Prior to operation of any City vehicle, your supervisor will train you on the appropriate steps to take if you are involved in an accident – filling out the accident report, getting names of witnesses, etc.
8. Failure to operate a City vehicle in a safe manner or failure to observe applicable traffic laws and regulations may result in disciplinary action.

FAMILY MEDICAL LEAVE

In accordance with the Family and Medical Leave Act, effective August 5, 1993, the City of South Beloit will grant unpaid family and medical leave to eligible employees for up to 12 weeks per 12-month period for the following reasons:

- A. The birth of a child and in order to care for such child or the placement of a child with the employee for adoption or foster care (leave for this reason must be taken within the 12-month period following the child's birth or placement with the employee); or
- B. In order to care for an immediate family member (spouse, child or parent) of the employee if such immediate family member has a serious health condition; or
- C. The employee's own serious health condition (work or non-work-related) that makes the employee unable to perform the functions of his/her position.

Definitions

- A. "12-Month Period" - means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.
- B. "Spouse" - does not include unmarried domestic partners. If both spouses work for the City of South Beloit, their total leave in any 12-month period may be limited to an aggregate of 12 weeks if the leave is taken for either the birth or placement for adoption or foster care of a child or to care for a sick parent.

- C. “Child” - means a child either under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee’s “child” is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster, step-child, or for a child for whom the employee stands in loco parentis.
- D. “Serious Health Condition” - means an illness, injury, impairment or a physical or mental condition that involves:
 - 1. In-patient care; or
 - 2. Any period of incapacity requiring absence from work for more than three calendar days AND that involves continuing treatment by a health care provider; or
 - 3. Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or which, if left untreated, would likely result in a period of incapacity of more than three calendar days; or
 - 4. Prenatal care provided by a health care provider.
- E. “Continuing Treatment” - means:
 - 1. Two or more visits to a health care provider; or
 - 2. Two or more treatments by a health care practitioner on referral from, or under the direction of, a health care provider; or
 - 3. A single visit to a health care provider that results in a regiment of continuing treatment; or
 - 4. In the case of a serious, long-term or chronic condition or disability that cannot be cured, being under the continuing supervision of, but not necessarily being actively treated by, a health care provider.

Coverage and Eligibility

- A. To be eligible for family/medical leave an employee must:
 - 1. Have worked for the City of South Beloit for at least 12 months; and
 - 2. Have worked at least 1,250 hours over the previous 12-month period.

Intermittent or Reduced Leave

- A. An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition or because of a serious health condition of the employee when “medically necessary.”
 - 1. “Medically necessary” means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.
 - 2. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave when the leave is planned based on scheduled medical treatment.
- B. An employee may take leave intermittently or on a reduced leave schedule for birth or placement for adoption or foster care of a child only with the City’s consent.
- C. For part-time employees and those who work variable hours, the family and medical leave entitlement is calculated on a pro rata basis. A weekly average of the hours worked over the 12 weeks prior to the beginning of the leave should be used for calculating the employee’s normal workweek.

Substitution of Paid Sick and Vacation Time

- A. An employee will be required to substitute accrued paid vacation, and personal leave for any part of a family/medical leave taken for any reason, except a work related serious health condition of the employee. An employee will be required to substitute accrued paid sick leave for family/medical leave for the employee’s own non-work related serious health condition or the serious health condition of the employee’s immediate family member.
- B. When an employee has used accrued paid sick, personal and/or vacation time for a portion of family/medical leave, this time will run concurrently with the employee’s 12 weeks of FMLA entitlement. The employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided equals 12 weeks.

Notice Requirement

- A. An employee is required to give 30 days’ notice in the event of a foreseeable leave. A “Request for Family/Medical Leave” form (see attached) should be completed by the employee and returned to the employee’s Department Head. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a completed “Request for Family/Medical Leave” form.

- B. If an employee fails to give 30 days' notice for a foreseeable leave with no reasonable excuse for the delay, the leave will be denied until 30 days after the employee provides notice.
- C. The City may also place the employee on family/medical leave, without a request, if it has sufficient evidence of the employee's entitlement to such a leave.

Medical Certification

- A. For leaves taken because of the employee's or a covered family member's serious health condition, the employee must submit a completed "Physician or Practitioner Certification" form (see attached) and return the certification to the employee's Department Head. Medical certification must be provided by the employee within 15 days after requested, or as soon as is reasonably possible. Should the employee fail to provide complete and sufficient medical certification, the employee's FMLA leave request may be delayed or denied until adequate documentation is presented.
- B. The City of South Beloit may require a second or third opinion (at its own expense), periodic reports on the employee's status and intent to return to work, and a fitness-for-duty report to return to work.
- C. All documentation related to the employee's or family member's medical condition will be held in strict confidence and maintained in the employee's medical records file.

Effect on Benefits

- A. An employee granted a leave under this policy will continue to be covered under the City of South Beloit's group health insurance plan and life insurance plan under the same conditions as coverage would have been provided if they had been continuously employed during the leave period.
- B. Employee contributions will be required either through payroll deduction or by direct payment to the City of South Beloit. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occur while the employee is on leave.
- C. If an employee's contribution is more than 30 days late, the City of South Beloit may terminate the employee's insurance coverage.
- D. If the City of South Beloit pays the employee contributions missed by the employee while on leave, the employee will be required to reimburse the Employer for delinquent payments (on a payroll deduction schedule) upon return from leave. The employee will be required to sign a written statement at the beginning of the leave period authorizing the payroll deduction for delinquent payments.

- E. If the employee fails to return from unpaid family/medical leave for reasons other than (1) the continuation of a serious health condition of the employee or a covered family member or (2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason), the City of South Beloit may seek reimbursement from the employee for the portion of the premiums paid by the City of South Beloit on behalf of that employee (also known as the employer contribution) during the period of leave.
- F. An employee is not entitled to seniority or benefit accrual during periods of unpaid leave but will not lose anything accrued prior to leave or during any portion of FMLA leave in which the employee was utilizing paid leave accruals.

Job Protection

- A. If the employee returns to work within 12 weeks following a family/medical leave, he/she will be reinstated to his/her former position or an equivalent position with equivalent pay, benefits, status and authority.
- B. The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.
- C. If the employee fails to return within 12 weeks following a family/medical leave, the employee will be reinstated to his/her same or similar position, only if available, in accordance with applicable laws. If the employee's same or similar position is not available, the employee may be terminated.

Family/Medical Leave Forms to be Submitted by the Employee

- 1. Request for Family/Medical Leave
- 2. Physician or Practitioner Certification - Family Member/Serious Health Condition
Employee/Serious Health Condition

This policy is subject to change, addition, rescission or modification by the City of South Beloit at any time and without prior notice.

BEREAVEMENT LEAVE

All employees shall receive ten (10) unpaid work days (2 weeks) as bereavement leave to (a) grieve the death of an immediate family member, (b) attend the funeral or alternative to a funeral of an immediate family member, (c) make arrangements necessitated by the death of an immediate family member, or (d) be absent from work due to (i) a miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed

adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a stillbirth. In the event of the death of a member of the immediate family, an employee shall, if requested, be granted leave without loss of regular straight time pay for three (3) consecutive working days of the ten (10) unpaid work days (2 weeks) (one, 24-hour duty day for full-time firefighters assigned to a 24-shift) as bereavement leave if the employee attends the funeral. The first three (3) days of leave (or one, 24 hour duty day for full time firefighters assigned to a 24 hour shift) shall be granted without loss of regular straight time pay as paid bereavement time. Following the first three (3) days of leave, the remaining seven (7) days of leave will be unpaid, or at the employee's election, will be deducted from the employee's accrued but unused vacation time, if available. Any leave taken pursuant to this section after the employee's vacation time is exhausted shall be unpaid.

For purposes of this section, the immediate family shall be defined as spouse or domestic partner, children (including adopted), children of spouse, parents of employee or spouse (including step), brothers or sisters, and grandparents and grandchildren. An employee may be required to provide satisfactory evidence of the death of a member of the immediate family if there is reason to believe abuse of this leave has occurred.

Any leave taken for the purposes outlined in this section shall be completed within sixty (60) days after the date on which the employee receives notice of the event qualifying for leave under this section. An employee shall provide the City with at least forty-eight (48) hours' advance notice of the employee's intention to take leave under this section, unless providing such notice is not reasonable given the circumstances.

An employee shall be entitled up to a maximum of six (6) weeks of bereavement leave during a 12-month period.

DISCRETIONARY LEAVE

The City Council, in its sole discretion, may approve, for an employee who: (i) has utilized all FML; (ii) is not eligible for FML; or (iii) is requesting leave for a reason not covered by FML, the use of the employee's appropriate accumulated benefit time or an unpaid leave of absence not to exceed thirty (30) calendar days for good and sufficient reason as determined by the City. Employees shall not be permitted to take an unpaid leave if they have accrued benefit time available to them. The Council shall set the terms and conditions of such leave.

HEALTH INSURANCE

Employees shall contribute the following amount via payroll deductions for the health insurance coverage and benefits offered by the City as it may from time to time be modified:

January 1, 2017	15% of the total premium for employee HMO coverage
	15% of the total premium for single plus 1 HMO coverage
	15% of the premium for family HMO coverage

The premiums will generally be adjusted by the insurance provider effective January 1 of any year. Employees will also continue to pay the additional cost associated with PPO coverage.

HEALTH INSURANCE WAIVER

Employees who decline insurance coverage provided by the City shall receive a stipend, in lieu of coverage, of \$3,000.00 each year. Employees shall make the election to decline coverage during the City's annual open enrollment period or, in the case of newly hired employee. The stipend shall be prorated and paid in quarterly installments (first pay period in April, July, October and January) following insurance declination and shall continue until the Employee decides to take insurance coverage with the City or terminates employment with the City. Employee is required to annually show proof of health insurance coverage prior to the payment of any stipend.

LIFE/AD AND D INSURANCE

City pays premium for term life and AD & D insurance for employee only for the coverage and benefits offered by the City as it may from time to time be modified.

City pays premium for term life insurance for Department Heads (City Clerk, Police Chief, Fire Chief, Public Works/Wastewater Treatment Superintendent) for a benefit amount equal to one-year salary per employee not to exceed \$100,000.00.

For all other full-time employees of the City of South Beloit, except as provided otherwise by a collective bargaining agreement, City pays the premium for term life insurance for employee only for the coverage and benefits offered by the City as it may from time to time be modified.

PERSONNEL POLICIES

The following policies are currently applicable to all employees of the City of South Beloit, except as provided otherwise by a collective bargaining agreement. Said policies do not create a contract of employment and are subject to change by the City Council.

Equal Employment Opportunity

The City is committed to the principles of equal employment opportunity and will treat all employees and qualified applicants equally regardless of race, color, religion, ancestry, national origin, sex, sexual orientation, age, qualified disability, handicap, pregnancy, military status, marital status, or any other protected basis. It is the City's policy to comply fully with all federal and state laws which ban discrimination in the employer-employee relationship.

Workplace Violence

The City will not tolerate any threats, threatening behavior or acts of violence against employees, visitors, or other individuals by anyone on City property or while an employee is off-premises engaged in City business. There is no justification for such actions. Any employee who violates this policy will face disciplinary action up to and including discharge and may face possible arrest and criminal prosecution.

Prohibited Conduct (820 ILCS 275)

"Workplace violence" includes any behavior or conduct on City premises, which is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of co-workers and/or property. It includes, but is not limited to:

- Any physical behavior, or threat of physical behavior, which involves aggressive contact with any person, including pushing, hitting, fighting, throwing objects or otherwise intentionally injuring another person or attempting to injure another person;
- Any physical behavior, or threat of physical behavior, that would place a reasonable person in fear of receiving imminent physical injury or aggressive physical contact of the sort discussed above; or
- Any act of vandalism or other intentional damage or destruction of City property.

No employee or third party, except for authorized law enforcement personnel, is permitted to bring weapons or firearms onto City property (including City vehicles).

Reporting Procedures

An employee who becomes aware of workplace violence or any threat of workplace violence, whether by an employee or non-employee, must immediately report such action to the employee's supervisor or any Commissioner. Disciplinary action may result if the employee having knowledge of a suspected violent act fails to report the incident.

Any employee who is a victim of workplace violence must immediately report the situation immediately to his or her supervisor or any Commissioner. He or she also may report the situation to law enforcement personnel.

Any report made pursuant to this policy will be treated with confidentiality to the extent reasonably possible and appropriate.

Actions that may be considered endangering or life threatening by or against any employee or individual on City property should, in addition to the reports set forth above, be reported to law enforcement by calling 911.

Investigation And Responsive Action

All incidents of alleged workplace violence will be investigated promptly by the City.

Based on the results of the investigation, the City will take appropriate action. If a violation of this policy is found, such action may include immediate discharge. Additionally, the City may report the situation to law enforcement.

When applicable, the City and its employees shall cooperate fully with police and other law enforcement officials in the investigation and prosecution of any workplace violence.

The City may take other actions as it deems appropriate under the specific circumstances, including seeking judicial action.

No Retaliation

The City forbids retaliation against any employee for reporting any violation of this policy. Any employee who engages in retaliation in violation of this policy shall be subject to disciplinary action up to and including discharge.

Americans With Disabilities Act Compliance

It is the policy of the City to comply with all the provisions of the Americans with Disabilities Act (“ADA”). The City will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person’s physical or mental disability. The City also will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not present an undue hardship. An individual who believes he or she requires an accommodation should contact the City’s ADA compliance officer or any Commissioner to make a reasonable accommodation request. The individual will then be given the opportunity to engage in an interactive dialogue with the City over the requested accommodation. As part of the interactive process, the City may request that the individual provide certain information from his or her health care provider related to his or her ability to perform the essential job functions, with or without reasonable accommodation.

Upon presentation of medical documentation supporting the need for a workplace accommodation, the City will consider whether or not it is possible to provide a reasonable accommodation of pregnancy pursuant to this procedure to the extent such accommodation does not pose an undue hardship on the ordinary operation of the business of the City.

A specifically identified individual, shall be responsible for the implementation and enforcement of the City's ADA compliance program. It will be the responsibility of the Council (or the specifically identified designee) to periodically review the City policies and communications to ensure compliance with the ADA, meet with supervisors and employees to discuss alternative means for accommodating a disabled employee, and to keep abreast of all developments in the regulations governing the hiring and employing of persons with disabilities.

Applicants and employees are assured that all information regarding a disability will be kept confidential except that (1) appropriate supervisory personnel will be informed of any restrictions on work assignments and/or reasonable accommodations that must be provided; (2) safety personnel will be informed of any emergency treatments or first aid that a person with a disability may require; and (3) government officials investigating compliance with federal, state or local laws may be informed of a person with a disability and any accommodation that is being provided.

Any employee who believes that he or she has been discriminated against due to a physical or mental disability should immediately report the problem or incident to his or her supervisor or any Commissioner. All complaints of discrimination due to a disability shall be investigated immediately, and the findings of the investigation and any remedial actions taken shall be reported to the complainant.

No Solicitation/No Distribution

Solicitation of City employees and visitors and/or the distribution of literature, pamphlets or other materials by individuals not employed by City is prohibited on all City premises.

The soliciting, collecting or selling of any materials/items for any purpose between employees during the working time of the soliciting employee or during the working time of the employee being solicited is prohibited. The term "working time" means the time during which either the soliciting employee or the employee being solicited should be working. The term "working time" does not include break periods or other periods when employees are not expected to be actively at work.

Sexual and Anti-Harassment Policy

The City will not condone or tolerate discrimination or harassment of any kind by its employees, elected officials or third parties. City employees, elected officials and third parties are expected to treat their fellow employees and citizens with courtesy and respect regardless of race, color, religion, ancestry, national origin, sex, sexual orientation, age, qualified disability, handicap, military status or marital status. Any City employee found to have discriminated against or harassed another employee or citizen will be disciplined, up to and including discharge.

Appropriate corrective action will be taken against any elected official or third party. It is the responsibility of all City Employees to ensure that their behavior and environment are maintained free of harassment.

The City will not condone sexual harassment by any of its employees, elected officials or third parties and any City employee engaging in such conduct shall be disciplined, up to and including discharge. Appropriate corrective action will be taken against any elected official or third party. As part of the City's continuing commitment to equal employment opportunity and pursuant to guidelines issued by the Equal Employment Opportunity Commission, the City adopts and endorses the following policy on sexual harassment:

Prohibited Conduct

This policy prohibits harassment or other workplace discrimination based on an employee's protected status under state and federal law. This includes conduct, whether verbal, physical, or visual, that denigrates or shows hostility or aversion toward an individual based upon that person's race, gender, sexual orientation, age, color, religious affiliation, national origin, disability, pregnancy, ancestry, marital status, military status, or other legally protected status. The City will not tolerate harassing conduct that has the purpose or effect of interfering unreasonably with an individual's work performance, affecting an individual's tangible job benefits, or creating an intimidating, hostile, or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to:

- Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status; and
- Further, the use of epithets, slurs, negative stereotyping, or intimidating acts that are not based on a person's protected status may also be considered a violation of this policy; and
- Written or graphic material circulated, available on the City's computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status.

The City discourages any such conduct in the workplace, and this policy prohibits harassment based on an individual's protected status, even if it does not rise to the level of a legal violation.

Policy Prohibiting Sexual Harassment

I. Prohibition on Sexual Harassment

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the City of South Beloit to prohibit harassment of any person by any municipal official, municipal agent, municipal employee or municipal agency

or office on the basis of sex or gender. All municipal officials, municipal agents, municipal employees and municipal agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

II. Definition of Sexual Harassment

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment 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.

Conduct which may constitute sexual harassment includes:

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

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

III. Procedure for Reporting an Allegation of Sexual Harassment

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

Any employee may report conduct which is believed to be sexual harassment, including the following:

- *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, 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.
- *Contact with 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 of the person making the report, a department head, a director of human resources, an ethics officer, the city manager or administrator, or the chief executive officer of the municipality.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the municipality will not be presumed to have knowledge of the harassment.

- *Resolution Outside Municipality.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the municipality. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

IV. Prohibition on Retaliation for Reporting Sexual Harassment Allegations

No municipal official, municipal agency, municipal employee or municipal agency or office shall take any retaliatory action against any municipal employee due to a municipal employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in

employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

V. Consequences of a Violation of the Prohibition on Sexual Harassment

In addition to any and all other discipline that may be applicable pursuant to municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the municipality and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the municipality shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

VI. Consequences for Knowingly Make a False Report

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

¹ This policy was drafted using the Illinois Department of Human Rights Sexual Harassment Model Policy and has been modified to conform to Public Act 100-0554.

Employee Responsibility

Everyone at the City can help assure that our workplace is free from prohibited discrimination or harassment. Every employee is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. Employees are encouraged to inform others in the workplace whenever their conduct is unwelcome, offensive, inappropriate, or in poor taste. In addition, employees should come forward with complaints about alleged problems or

violations of this policy at any time. Employees are expected to come forward promptly and report any problems pursuant to this policy before the alleged offending behavior becomes severe or pervasive. Complaints need not be limited to someone who was the target of the alleged offending conduct. Anyone who has observed an alleged violation of the policy is also encouraged to report such conduct. No employees, not even the highest-ranking people in the City are exempt from the requirements of this policy. Any supervisor who is aware of conduct inconsistent with this policy or who receives a report of conduct inconsistent with this policy is to report such conduct immediately to a Commissioner. A supervisor's failure to make such a report may constitute a violation of this policy.

Complaints of Harassment

If an employee experiences or witnesses any conduct that he or she believes is inconsistent with this policy, the City expects the employee to notify promptly any Commissioner or an employee's supervisor. This should be done in writing, signed and dated. Each supervisor must immediately report to a Commissioner any complaint or observation of conduct which may violate this policy. This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination.

City Response

All reports describing conduct that is inconsistent with this policy will be investigated promptly. Employees who believe they have been subjected or exposed to discrimination or harassment prohibited by this policy have the right to have any such activity terminated immediately. The City may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. The City will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The City might also conclude, depending on the circumstances, either that no violation of the policy occurred or that the City cannot conclude whether or not a violation occurred.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the City will take corrective action, including discipline up to and including dismissal, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The City may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of policy. If the person who engaged in harassment is not employed by the City, then the City will take whatever corrective action is reasonable and appropriate under the circumstances.

Employees are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation. Our policy provides for immediate notice of problems to the City employees and officials listed above, so that we may address and resolve any problems without waiting for legal proceedings to run their course. However, employees may also file a charge of discrimination in writing with the Illinois Department of Human Rights within 180 days of the harassment and/or the Equal Employment Opportunity Commission at:

Illinois Department of Human Rights
Commission
100 W. Randolph St., Suite 10-100
Chicago, IL 60601
(312) 814-6200

Equal Employment Opportunity
500 West Madison Street, Ste. 2800
Chicago, Illinois 60661-2511
(312) 353-2713

Policy Against Retaliation

The City forbids that any employee treat any other employee or former employee or applicant adversely for reporting harassment, for assisting another employee or applicant in making a report, for cooperating in a harassment investigation, or for filing an administrative claim with the EEOC or a state governmental agency. All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures stated above.

Confidentiality

In investigating and in imposing any discipline, the City will attempt to preserve confidentiality to the extent that the needs of the situation permit and in order to conduct an investigation. Confidentiality cannot be guaranteed.

Confidentiality Statement

In the course of an investigation, should any City employee be interviewed, they will be expected to sign a Confidentiality Statement as outlined below:

It is the expectation of the City that in confidential personnel matters, including personnel investigations, staff members are directed not to discuss these matters either inside or outside of their respective Department. Maintaining confidentiality is critical to the integrity of the investigation, critical to protecting staff members against retaliation, and critical to maintaining fairness to all parties involved in a personnel matter. Failure to adhere to the expectations outlined in this memorandum will be grounds for an insubordination reprimand and/or potential disciplinary action. Should you have information or questions related to the personnel matter, you are directed to discuss said information or questions solely with your department head, supervisor, or City Clerk.

Internal Compliance Policy

Reporting Violations

Any official or employee who has knowledge suggesting a violation of City policy, ordinance, or a violation of a state or federal law, should report it immediately to any Commissioner. Any Commissioner who receives a report of any such concern must immediately bring the report to the attention of the full City Council who shall promptly act to authorize investigation by an appropriate individual.

No Retaliation

This policy is intended to encourage and enable employees and others to raise serious concerns regarding conduct or practices within the City, so that the City may address them immediately. No individual shall suffer harassment, retaliation or any adverse employment consequence for making or having made a report of a suspected violation of City policy or any local, state or federal law, rule or regulation, so long as he/she had reasonable cause and/or good faith to believe the reported conduct suggested such a violation. Additionally, no individual shall suffer harassment, retaliation or any adverse employment consequence for refusing to participate in an activity that would result in a violation of City policy or any local, state or federal law, rule or regulation. An official or employee who retaliates against someone because he/she has: a) made a good-faith report of a violation or b) refused to participate in fraudulent, unethical or other conduct in violation of City policy, ordinance or state or federal law, is subject to discipline up to and including termination of employment or other appropriate corrective action. Any employee who believes he/she has been subjected to any unfavorable treatment because of reporting a good faith complaint, should report it immediately to any of the persons identified above.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of City policy, ordinance, or any state or federal law must be acting in good faith and have reasonable cause for believing the information disclosed indicates a violation of the policy, ordinance or law. Making allegations that prove not to be substantiated and which prove to have been made maliciously or knowing they were false will be viewed as a serious disciplinary offense.

Confidentiality

Reports of violations or suspected violations will be kept confidential to the fullest extent possible, consistent with the need to conduct an adequate investigation.

Victims' Economic Security and Safety Act Policy

The Leave Policy

Illinois employees may take unpaid leave under the Victims' Economic Security and Safety Act ("VESSA") to seek assistance in response to an act or threat of domestic violence, sexual assault, or stalking. An employee may take this leave to seek services for a victim of domestic or sexual violence if the victim is: 1) yourself; 2) a covered family member (spouse, child, parent); or 3) a household member (who is currently residing with you). VESSA leave is not allowed, however, if the employee's interests regarding the violent act are adverse to the victim's interests. The employee may take leave for a child who is a victim if that child is under age 18 or, if 18 years or older, the child is mentally or physically disabled and incapable of self-care. You are eligible to take up to 12 weeks of unpaid VESSA leave within any 12-month period and be restored to the same or an equivalent position upon your return from leave.

Reasons For Leave

You may take VESSA leave to obtain assistance or services for a victim for the following purposes:

- (1) to seek medical attention for, or recover from, physical or psychological injuries caused by the domestic or sexual violence,
- (2) to obtain services from a victim services organization,
- (3) to obtain psychological or other counseling,
- (4) to participate in safety planning, seek temporary or permanent relocation, or take other actions to increase the safety of the victim from future domestic or sexual violence or ensure economic security, or
- (5) to seek legal assistance or remedies to ensure the health and safety of the victim, including preparing for or participating in any legal proceeding related to or resulting from domestic or sexual violence.

If you misrepresent facts in order to be granted a VESSA leave, you will be subject to immediate termination.

Notice Of Leave

You must give the City at least 48 hours prior notice, unless providing advance notice is not practicable under the particular circumstances. If you are unable to provide advance notice, you must provide notice when you are able to do so, within a reasonable period of time after the absence. Failure to provide the required notice may result in treatment of the absences as unexcused.

Reporting While On Leave

You may be required to contact your supervisor on a regular basis regarding the status of your leave and your intention to return to work.

Certification

Employees requesting VESSA leave must provide proper certification for all absences. The certification must show that: (1) the victim for whom the leave is requested is the employee, a covered family member, or a covered household member, (2) the victim was subjected to an act or threat of domestic or sexual violence, and (3) the leave is to seek assistance for a purpose covered by the Act. The employee must provide two types of written documentation as certification: (1) a sworn statement by the employee showing that the leave qualifies for a purpose covered by VESSA and (2) written documentation from the source from whom assistance was sought or who could otherwise verify the nature of the leave, such as documentation from: (a) a representative of a victim services organization, an attorney, member of the clergy, or a medical or other professional, from whom the employee has sought services on behalf of a covered victim to address

domestic or sexual violence or the effects of the violence, (b) a police or court record, or (c) other corroborating evidence.

It is the employee's responsibility to ensure that the City receives the proper certification. If the City does not receive adequate certification within a reasonable time period after leave is requested, or if the certification does not confirm a VESSA-qualifying purpose, the employee's absences may instead be processed under other applicable leave policies and the employee will be held accountable for time taken under the City's attendance standards.

Leave Is Unpaid

VESSA leave is unpaid leave. You may choose, however, to use any accrued paid time off which would otherwise apply to the circumstances of the leave. For instance, if the leave was for you, because you are temporarily disabled due to domestic or sexual violence, you may use any accrued sick time for that portion of the leave. You may use accrued vacation or other personal time for any of the purposes allowed under the Act. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period.

Medical And Other Benefits

During an approved VESSA leave, the City will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid leave, the City will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if you fail to make timely payments of your share of the premiums. If you do not return to work at the end of the leave period, you may be required to reimburse the City for the cost of the premiums paid by the City for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuance, onset or recurrence of domestic or sexual violence, or other circumstances beyond your control. If that is the case, you will be required to produce written certification to confirm the circumstances beyond your control.

Vacation, sick time, or other benefits will not accrue while on unpaid VESSA leave. However, you will remain entitled to all of your benefits which accrued prior to your leave.

Intermittent and Reduced Schedule Leave

VESSA leave may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). If leave is unpaid, the City will reduce your salary based on the amount of time actually worked.

Other Applicable Leaves

VESSA leave will run concurrently with any other applicable leave. For instance, leave taken under VESSA which also qualifies under the Family and Medical Leave Act ("FMLA"), will be

simultaneously designated as both VESSA and FMLA leave. Likewise, absences for which an employee receives sick time or short-term disability benefits for a purpose covered under VESSA will also be designated as VESSA leave.

Returning From Leave

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions. However, you have no greater right to reinstatement or other benefits and conditions of employment than if you had not taken leave. You must return to work immediately after the expiration of your approved VESSA leave in order to be reinstated to your position or an equivalent position.

If you take leave because of your own medical or psychological condition, you are required to provide medical certification that you are fit to resume work, according to the City's usual policies.

Reasonable Accommodation in the Workplace

The City will consider making reasonable accommodations to an employee or job applicant for a known limitation resulting from domestic or sexual violence, unless the accommodation would cause the City an undue hardship. If you are an otherwise qualified individual who can perform the essential functions of your job, but need such an accommodation, the City may provide an adjustment to the job structure, workplace facility, work requirements, or your telephone number, seating assignment, or physical security of your work area in response to a need covered by VESSA. The City will also consider a request for transfer, reassignment, or modified schedule if needed due to a known limitation caused by an act or threat of domestic or sexual violence. Other safety measures may also be appropriate. Any employee covered by VESSA may make a request for leave or for a reasonable accommodation to any Commissioner.

Confidentiality

The City will maintain your written certifications and other documentation regarding any requests for VESSA leave in a confidential file. The City will not disclose the nature of your leave other than to those specific persons who need to know in order to ensure you receive your VESSA rights.

No Retaliation

The City strictly forbids any of its employees, managers or other representatives from discriminating, retaliating, or otherwise treating an employee unfavorably for requesting or taking VESSA leave or exercising any other rights under VESSA. If you feel you have been denied your VESSA rights or if you feel you have been treated unfavorably for having exercised any VESSA rights, you should immediately report such action to any Commissioner. The City will investigate your concerns and take corrective action if it determines that someone has violated the City's VESSA policy.

E-Mail, Voicemail, Computer, and Office Equipment Usage Policy

Computer & Telephonic Communications Systems

All computer and telephonic communications systems and equipment and all communications and information created on, transmitted by, received from, or stored in these systems are the property of City and as such are to be used solely for job related purposes. The use of any software and business equipment, including but not limited to cell phones, radios, pagers, personal communication devices, voice mail, e-mail, text messaging, facsimiles, telecopiers, computers (including portable computers and storage medium), and copy machines for private purposes is strictly prohibited. All materials and information created, transmitted or stored on City equipment and computer systems are the property of the City and may be accessed by authorized City personnel. All thumb drives, computers, tablets, phones, and other storage devices that are used for City business may be reviewed by the City at any time. Employees shall have no ownership or proprietary interests in the computer network, including any of the data files or applications operating or residing on the computer network or any stand-alone computers. Users specifically consent to the access by and disclosure to the City of information created, entered, transmitted or received via the City's computer and telephonic communications systems and equipment that is stored by a third-party electronic communication service or remote computing service and have no expectation of privacy in such information. No employees shall, without express authorization, copy or download any applications from the computer network, copy or load any applications onto the computer network, or disclose to, or allow the use of the computer network by, any third party.

If you use this equipment for personal purposes, you do so at your own risk. Further, you are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless you have received prior clearance from an authorized supervisor. All pass codes are the property of the City. You may not use a pass code that has not been issued to you or that is unknown to the City. If you violate this policy you may be subject to disciplinary action, up to and including dismissal.

Employees must obtain written authorization from their Department Heads to use City information technology resources to access the Internet. Requests for Internet access must be based on legitimate, business-related reasons. Employees may only use authorized connections for Internet access. The network administrator will terminate any unauthorized connections to the server. Department Heads who authorize access to the Internet are responsible for promptly notifying the appropriate Commissioner when Internet users terminate, change departments or no longer require Internet access.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the City's legitimate business interests, authorized representatives of the City may monitor the use of such equipment from time to time to the extent permitted by applicable state and federal law. Users should not have any expectation of privacy with respect to any materials and information created or stored on these systems.

As a condition of employment and continued employment, you are required to sign an e-mail acknowledgment form.

The retention of City data is regulated by a wide variety of laws and rules. Employees are not allowed to delete files or “wipe” City data storage without express authorization from the City Administrator or his or her designee, who may only grant permission to wipe or delete data in compliance with the law.

E-Mail

City provides an electronic mail (“e-mail”) system to some of its employees in order to facilitate the communication of work-related data internally and externally in the most effective and efficient manner possible consistent with legal requirements and established policies and procedures. In order to provide City employees with the benefits of e-mail communications without exposing the City to the many risks inherent in e-mail communications, we have developed a series of rules, governing these communications. These rules also apply to text messages or any other written communications created, transmitted, received by or stored on City computer and telephonic communications systems. If you have any questions, contact the Department Head.

- The E-Mail System May Be Used Only To Process and Communicate Work-Related Data And Messages.

Employees may only use e-mail and other messaging systems for legitimate business-related communications in the course of their assigned duties. No one may use such systems to conduct personal business of any kind, including downloading data from the Internet or from any other source for other than strictly work-related purposes. All data of any nature that are entered or received through your City computer or communications systems and devices including all e-mail messages are and will remain City property. None of those data or messages may be used for any purpose not related to City business, nor may they be sold, transmitted, conveyed or communicated in any way to anyone outside of City without the express written authorization of an officially-designated City representative.

- City Computers And All Data And Messages On City Computer Systems Are Subject To Inspection And Search By The City.
In the course of their duties, City Department Heads may monitor employee use of the email and other communications systems and review the contents of data or messages entering, leaving or stored in the e-mail system or other City communications systems and devices.
- The Creation Or Transmission Of Any Data Or Message That May Be Construed To Violate the City’s Anti-Harassment or Equal Employment Opportunity Policy Is Strictly Prohibited.

This prohibition includes, but is not limited to, sexually explicit or offensive messages, cartoons or jokes, ethnic or religious slurs, racial epithets or any other statement or image that might be construed as harassment or disparagement on the

basis of race, color, religion, sex, national origin, age, disability, marital status, or any other status protected by law. Further, regardless of whether the above conduct rises to the legal level of harassment or disparagement based on a protected characteristic, the creation or transmission of any such content as described above is strictly prohibited.

- E-Mail May Not Be Used To Transmit Disciplinary Messages Or Statements Regarding Individual Employees

All such negative messages must be kept strictly confidential and therefore they may not be communicated via e-mail in any form whatsoever. For many of the same reasons, performance evaluations may not be conducted or transmitted via e-mail.

- Unauthorized Access Of E-Mail, Use Of Other Employees' Passwords And Disclosure Of Other Employees' Passwords Is Strictly Prohibited.
Unauthorized use of codes or passwords intended to gain access to other employees' e-mail accounts is prohibited. Likewise, the unauthorized disclosure of other employees' passwords is prohibited.

Employees in possession of City equipment such as cellular phones, chargers, and additional electronic equipment are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment or at any time upon request, the employee may be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within the time period requested (for example, 24 hours) may be expected to bear the cost of a replacement. Employees may be asked to produce their own personal devices for inspection to allow the City to access, retrieve and secure its data and records.

Personal Use of Telephones

You are permitted to use City telephones for personal use on a limited basis and for local calls only. Approval to use City telephones for personal business may be withdrawn by your Department Head if it becomes excessive or if such use causes interference with work duties. Employees will pay for any non-business calls they make which are charged to the City. This policy is subject to change as the City deems necessary.

Use of Personal Cell Phones

While at work employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of City phones. Personal phone calls must be limited to non-work time, or otherwise cleared through the employee's immediate supervisor, and must be made in a manner that does not disturb employees who are working. Employees are expected to devote working time to performance of job duties, and any use of personal cell phones during working time for text messaging or functions other than a phone call cleared through the employee's immediate supervisor is strictly prohibited. Violations of this policy will be subject to discipline, up to including discharge. The City will not be liable for the loss of personal cell phones brought into the workplace

Employees are cautioned that the work of public employees may be subject to subpoenas and Freedom of Information Act requests. To prevent the need to search employees' personal electronic devices, employees are strongly discouraged from using their personal electronic devices to send text messages or similar communications regarding City business.

Use of Cell Phones While Operating a Vehicle

Employees who drive a vehicle in the course of performing their job duties may not use their phone for text messaging or checking e-mails while driving. Under no circumstance are employees allowed to place themselves at risk to fulfill business needs. Under all circumstances, employees must comply with traffic laws. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to discipline, up to and including discharge.

No Tobacco Use

No person shall smoke, use, or possess a lighted cigarette, cigar, pipe or other form of tobacco or similar substance used for smoking in any City building or vehicle, whether owned or leased. No person shall smoke within 15 feet of any entrance to any City building, whether owned or leased.

Workplace Inspections

To safeguard the property and personal safety of our employees and the City, the City reserves the right to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from City property by employees and all other persons leaving and entering the City's premises. In addition, the City reserves the right to search any employee's office, desk, files, lockers or other area or article on City premises. In this connection, it should be noted that all lockers, offices, desks, telephones, computers, files and so forth, are the property of the City and are issued for the use of employees only during their employment with the City. Inspections may be conducted at any time at the discretion of the City. The City is not responsible for the loss of personal property.

Employees working on the premises or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property, alcohol or illegal drugs, will be subject to disciplinary action up to and including discharge.

Social Media and Social Networking Policy

Social Media Policy

Social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your

use of social media, we have established this policy for appropriate use of social media. In conjunction with this policy, employees are expected to also abide by the City's other technology policies set forth in this Employee Handbook. This policy applies to all employees who work for the City.

For purposes of clarity, this policy is intended to assist you in conforming your activities on social media to City guidelines and its (and, as its employee, your) ethical, legal, and moral obligations and to inform you about the City's and your potential liabilities. Nothing in this policy is intended to or will be applied in a manner that limits employees' rights to engage in protected concerted activity as prescribed by the National Labor Relations Act.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog (such as Blogspot or Tumblr), journal or diary, personal web site (such as Facebook), social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City. Because your use of social media can lead to personal and professional legal ramifications for you and the City, the City expects you to follow these guidelines with respect to any other form of electronic communication as well.

The same principles and guidelines found in other City policies set forth in this Employee Handbook (as more fully described below) apply equally to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects the protection of confidential and/or proprietary information belonging to the City, our suppliers, vendors or our legitimate business interests may result in disciplinary action up to and including termination of employment.

Duty to Follow the Rules

Carefully read these guidelines as well as the City's policies regarding E-Mail, Computer Usage, Office Equipment, Professional Conduct, and Harassment and Discrimination, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination of employment.

Be Respectful

Always be fair and courteous to the City, your co-workers, suppliers, vendors and other organizations or individuals who work on behalf of the City. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers and/or management or utilizing the City's Complaint procedure, than by posting complaints to a social

media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage residents, employees, suppliers, or vendors, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the City, residents, co-workers, suppliers, vendors or other organizations or individuals working on behalf of the City or competitors. Whenever promoting the City, make sure to disclose that you are an employee of the City. This is important to comply with truth in advertising and other related laws.

Appropriate and Respectful Content

Maintain the confidentiality of Confidential City Information (as defined in sections throughout the Employee Handbook and Departmental General Orders and Policies). Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Do not create a link from your blog, website or other social networking site to a City website without identifying yourself as a City employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the City. If the City is a subject of the content you are creating, be clear and open about the fact that you are an employee and that your views do not represent those of the City, fellow employees, residents, suppliers, vendors, or other organizations or individuals working on behalf of the City. If you do publish a blog or post online related to the work you do or subjects associated with the City, make it clear that you are not speaking on behalf of the City. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the City of South Beloit."

Social Media at Work

Should your use of social media while at work become an issue, your Supervisor will bring it to your attention and may take appropriate disciplinary action. Use may be work-related as authorized by your Supervisor or consistent with the City's Communications policies. You may not use City email addresses to register on social networks, blogs or other online tools utilized for personal use. Remember, too, that you should not have an expectation of privacy in your use of any City equipment. While the City would never intentionally capture and keep your passwords to any of your social media accounts, information displayed on any City computer or other equipment may be viewed and/or recorded by the City.

Friendship Requests

City employees are discouraged from accepting friendship requests from subordinates and should refrain from inviting subordinates to their social media sites. This is to protect employees from claims and to promote the highest level of integrity, propriety, and trust.

Retaliation Prohibited

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

Telecommuting Policy

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The City of South Beloit considers telecommuting to be a viable, flexible work option in limited circumstances. Not all jobs can be performed satisfactorily from other locations. Generally speaking, telecommuting will be limited to department head positions only. Any other request for telecommuting shall be assessed on a case by case basis for a limited period of time with no expectation of ongoing continuance.

A Department Head who wishes to telecommute must make a request in writing to the appropriate Department Commissioner.

Eligibility

In general, positions requiring face-to-face interaction with residents on a daily basis are not suitable for telecommuting arrangements. Department Heads must be employed with the City of South Beloit for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record before being allowed to request telecommuting. Such request shall set forth the reasons why the Department Head is requesting the telecommuting, the proposed duration of telecommuting and the Department Head's proposed plan for how the telecommuting would operate. The Department Head must be able to carry out the same duties, assignments, and other work obligations as they would when working at City facilities.

The following areas will be reviewed:

- (1) Employee suitability: The employee and Commissioner, or their designee, will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- (2) Job responsibilities: The employee and Commissioner, or their designee, will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.

- (3) Equipment needs, workspace and scheduling issues: The employee and Commissioner, or their designee, will review the physical workspace needs and the appropriate location for the telework.
- (4) Tax and legal implications: The employee must determine any tax implications under the Internal Revenue Service, legal implications from state governments and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

The applicable Commissioner, or their designee, and the Department Head will discuss the Department Head's need for telecommuting along with job responsibilities and scheduling issues. If the Commissioner, or their designee, agrees that telecommuting is a viable option then the Commissioner, or their designee, shall inform the Department Head in writing that telecommuting has been authorized along with the terms and conditions of such telecommuting. The Department Head shall be required to acknowledge and agree to the terms and conditions of such telecommuting in writing.

Family Military Leave Act Policy

The City will provide employees who have worked for the City for at least 12 months with unpaid Family Military Leave in accordance with state and federal law if an employee has also worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

Pursuant to the Family Medical Leave Act ("FMLA"), an employee who is a spouse, parent or child of an individual who : a) is a member of a regular component of the Armed Forces deployed to a foreign country; or b) who is a member of a reserve component of the Armed Forces called or ordered to active duty and deployed to a foreign country under a call or order to active duty may be eligible for leave to attend to exigencies arising out of such active duty (" Non-Medical Family Military Leave") or to provide care for a servicemember (" Medical Family Military Leave").

Non-Medical Family Military Leave

An eligible employee may take up to twelve weeks of leave to attend to exigencies arising out of the fact that the spouse, or a son, daughter, or parent, of the employee has been deployed to a foreign country or has been called or ordered for such deployment. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, elder care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. An eligible employee who is the grandparent of an individual called to military service lasting longer than 30 days and who has exhausted all other paid leave may be eligible to take up to 30 days of unpaid leave consistent with state law.

If the employee's need for leave is foreseeable, the employee must give the City at least 14 days prior written notice if the employee is requesting leave for 5 or more days. Where the need for leave is not foreseeable or where the employee needs to take fewer than 5 days of leave, the

employee is expected to notify the City of the need for time off as soon as the employee learns of such need, generally on the same day and in the same manner as reporting other absences from work. Such leave may be taken intermittently or on a reduced schedule.

The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Employees will be required to use accrued vacation, personal and compensatory time during Non-Medical Family Military Leave. To the extent this leave extends beyond all such accrued leave, the remainder of the leave will be unpaid. Also, Non-Medical Family Military Leave will be counted against the employee's annual twelve week FMLA allotment as measured on a rolling backward basis. An employee will not be entitled to more than twelve weeks of Non-Medical Family Military or FMLA leave, paid or unpaid. During an approved Non-Medical Family Military Leave, employees remain entitled to continue group health insurance as if the employee continued to be actively employed. When leave is unpaid, employees must arrange to pay their portion of the health insurance premium, as the employee's health coverage may cease if the premium payment is more than 30 days late. Employees will be required to report on the employee's status and intent to return to work as established by the City at the time of leave based on the facts and circumstances related to the employee's leave situation.

At the conclusion of Non-Medical Family Military Leave, an employee shall be restored to his or her same position with the City or to an equivalent position. If the employee fails to return from leave, the employee may be required to reimburse the City for the cost of the premiums it paid to continue the employee's health insurance during leave, unless the employee cannot return to work due to circumstances beyond his or her control.

Medical Family Military Leave

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

If the employee's need for leave is foreseeable, the employee must give the City at least 30 days prior written notice. Failure to provide such notice may result in a delay or denial of leave. Where the need for leave is not foreseeable, employees are expected to notify the City of the need for time off as soon as the employee learns of such need, generally on the same day and in the same manner as reporting other absences. Such leave may be taken intermittently or on a reduced schedule.

The City will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a delay or denial of leave. Employees will be required to report on the employee's status and intent to return to work as established by the City at the time of leave based on the facts and circumstances related to the employee's leave situation.

Employees will be required to use accrued vacation, compensatory time, personal and eligible sick time during Medical Family Military Leave. To the extent this leave extends beyond all such accrued leave, the remainder of leave will be unpaid.

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

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

Military Leave of Absence Policy

General Provisions

It is the intention of the City to follow all applicable Federal regulations with regard to Uniformed Services Employment and Reemployment Rights Act of 1994 (38 U.S.C. 4301-4335) (hereinafter referred to as USERRA) and Service Member Employment and Reemployment Rights Act (330 ILCS 61 et. seq.) (hereinafter referred to as ISERRA) related to military leave, as they may be amended from time to time. Questions regarding military leave should be directed to your respective Department Head.

Weapons Policy

Purpose:

The City of South Beloit, (hereinafter referred to as “City”), strives to maintain a safe workplace environment for its employees and visitors. Workplace safety is enhanced by adopting this “No-Weapons” Policy.

Applicability:

This Policy applies to (A) all officials, employees, consultants, agents, and others who work for or with the City at all times while on or in the City Property, whether on duty or off duty, except as provided for in EXCEPTIONS, and contractors and vendors, and their personnel, when engaged in work for or business with the City (“City Officials”); and (B) all clients, guests, and other persons who are not City Officials. See the definitions of “*City Officials*,” “*City Property*,” and “*Visitor*” under DEFINITIONS.

Definitions:

“*City Officials*” means all officials, employees, consultants, agents, and others who work for or with the City at all times while on or in City Property, whether on duty or off duty, and contractors and vendors, and their personnel, when engaged in work for or business with the City.

“*City Property*” means every building and property, or portion of a building or property, owned or leased by or otherwise under the control of, the City. “City Property” also means every City-owned or leased vehicle.

“*Tools*” means devices commonly recognized as tools useful for City purposes, when being used for City purposes or kept in their usual storage location.

“*Visitor*” means every person other than a City Official, as described in phrase (B) under Applicability.

“*Weapon*” means:

- Knives, except that the following knives are not prohibited: common kitchen knives such as dinner knives, steak knives, and carving knives, but only in kitchen and break room areas; and (ii) common folding pocket knives with no blade longer than three (3”) inches.
- Devices from which a projectile can be fired, but not including Tools as defined in this Policy.
- Electronic devices such as conducted electrical weapons, stun guns and Tasers.
- Firearms of all types and sizes, whether loaded or unloaded.
- Clubs and any other instrument or object that can be used in a club-like manner and the presence of which poses a reasonable risk to others, but not including Tools as defined in this Policy.
- Any device designed primarily for a destructive purpose, but not including Tools as defined in this Policy.

Weapons Prohibited:

- A. City Officials. Except as provided under EXCEPTIONS, no City Official may wear, carry, store, transport, or otherwise possess a Weapon at any time in or on City Property or while performing any duties for or on behalf of the City.

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

- performing work for the City at any locations including private residences and commercial establishments and other customer or client locations;
- driving or riding as a passenger in a City vehicle;
- attending trade shows, conferences, or training on behalf of the City;
- attending City directed or sponsored activities or events (intended for City employees only and not the general public) independent of venue;
- riding any type of mass transit while on City business;
- working off-site on behalf of the City (excluding the employee's residence); and
- performing emergency or on-call work for the City after normal business hours and on weekends.

- B. Visitors. Except as provided under EXCEPTIONS, no Visitor may wear, carry, store, transport, or otherwise possess a Weapon in or on City Property at any time (see Parking Lots below for further information).

- C. Use of Private Vehicle. No City employee may use a privately owned vehicle for City business if that vehicle contains a firearm of any type or size, whether loaded or unloaded.

Exceptions:

- A. Police Officers and Other Designated Personnel. City police officers and other City employees who have been specifically designated or deputized may possess their work-authorized Weapons. Police officers or similarly sworn law enforcement officers from other departments or agencies may possess their work-authorized Weapons while engaged in official duties.

- B. Governmental. A state or federal governmental sworn law enforcement employee may possess his or her work-authorized Weapons if engaged in official duties and required by law or regulation to possess a Weapon.

- C. Parking Lots. A City Official or Visitor may keep a Weapon in his or her personal vehicle properly parked and locked in a City parking lot or parking area, so long as the Weapon is kept (1) in compliance with all applicable federal and State laws and regulations; (2) out of plain view; and (3) if a firearm, so long as the City Official or Visitor is properly licensed and the firearm is unloaded and locked in a glove box, trunk, or other secured container. A City Official or visitor may carry a concealed weapon in the immediate area surrounding his or her vehicle within the City parking

lot only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.

Inspections:

The Chief of Police or his or her designee may inspect or search any workplace area and any City Property, at any time, for the presence of a Weapon.

Violations:

Any violation of this Policy by a City Official will subject the City Official to discipline, up to and including termination.

Any violation of this Policy by a Visitor will subject the Visitor to removal from City Property, prohibition from returning to any City Property, and arrest.

Concealed Carrying Prohibited:

All property controlled by the City is a "prohibited area" under Section 65 of the Illinois Firearms Concealed Carry Act and thus, concealed carrying in or on any property controlled by the City is not authorized by Illinois law. Accordingly, and in all events, concealed carrying is not an exception to this Policy (except as listed in Exceptions "A" and "B" above).

Responsibility:

All City employees shall have the responsibility of familiarizing themselves with this Policy and adhering to it.

Any City Official who sees or perceives a violation of this Policy must report that violation to his or her Department Head or, in an emergency, to the Police Department.

No person should take any action that will risk his or her safety or the safety of others. No person should attempt to restrain or forcibly evict an individual with a Weapon from City premises. Instead, a person may inform that individual of this Policy and ask for compliance.

If that individual does not comply, then the person should contact the Police Department immediately.

Nepotism Policy

Employees may not occupy a position that will be in the direct line of supervision of his or her relative. A relative means those people related to the employee as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the above relatives of the employee's

spouse, partner, fiancé or fiancée. “Direct line of supervision” is defined as an elected officer or employee who is in a position to affect the terms and conditions of another individual’s employment, including making decisions about work assignments, compensation, grievances, advancement, or performance evaluation.

If a relative relationship is established after employment, it is the responsibility and obligation of the senior partner involved in the relationship to disclose the existence of the relationship to management. The City Administrator shall have the discretion to decide if either party is to be transferred to another available position.

In other cases, where a conflict or the potential for conflict arises because of the relationship between employees, even if there is not a line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship shall refrain from public workplace displays of affection or excessive personal conversation.

Inclement Weather and “Act of God” Policy

In the event that inclement weather, power/utility failure, fire, flood or some other “Act of God” keeps the City from operating, employees deemed non-essential to the administration of city services, as communicated by the City Administrator will be permitted to use paid vacation or personal time, provided that City Hall officially declares that it is closed for that time. Every effort will be made to provide you with advance notice in the event of closure. Please watch the local news for closures and ensuing updates.

All City departments operate no matter the weather or “Act of God”.

ALCOHOL AND SUBSTANCE ABUSE POLICY

The City of South Beloit, Illinois (“City”) seeks to establish guidelines to provide a safe, healthy and secure work environment for City employees and other individuals doing business with the City. This Alcohol and Substance Abuse Policy outlines the City’s expectations and requirements for creating and maintaining a drug free environment in accordance with the State and Federal laws, including the State and Federal Drug Free Workplace Acts.

Section 1-1

- A. The City of South Beloit recognizes that drug and alcohol abuse are pervasive in our society. The City further recognizes that the workplace is not exempt from the use and abuse of such substances.
- B. The use and misuse of alcohol and drugs by the City of South Beloit’s employees is contrary to a drug free workforce and workplace. The use of these substances increases

the potential for accidents, absenteeism, substandard performance, turnover, misconduct, poor employee morale, damage to property, injury to the public and/or other employees, or degradation of trust in the City to service its citizens effectively. All employees working for the City are expected to report fit for duty for scheduled work and to be able to perform assigned duties safely and acceptably without any limitations due to the use or after effects of cannabis, including medical cannabis, or other drugs, dangerous substances or alcohol. Therefore, the following Alcohol and Substance Abuse Policy is adopted.

Section 1-2

- A. All employees of the City of South Beloit shall be governed by the principles of a drug free workforce and workplace, and
1. Shall not be under the influence or effects of alcohol, drugs or other dangerous substances while on duty, performing their assigned duties or while “on-call” for duty;
 2. Shall not use, distribute, sell, or possess illegal drugs and law enforcement officers and firefighters further shall not consume, possess, sell, purchase or deliver cannabis or cannabis-infused substances off duty;
 3. Shall not use alcohol, or drugs or other dangerous substances during working hours, during breaks or meal periods, when scheduled to return to work or when subject to being called to work;
 4. Shall not possess, store or transport alcohol or drugs while on City premises, at City work locations or in City vehicles or equipment;
 5. Shall not sell, distribute, dispense or transfer alcohol, drugs or prescription drugs and medications to any other employee or to any person while on duty, on call or acting in an official capacity.
 6. Shall inform the appropriate Commissioner and/or Department Head of any limitations as a result of drug use (prescription or over the counter) that may impact the performance of duty.

The prohibitions in this policy encompass, but are not limited to use of: narcotics (heroin, morphine, opioids, etc.), cannabis (marijuana, hashish, cannabis-infused products), stimulants (cocaine, crack, diet pills, etc.), depressants (tranquilizers), and hallucinogens (PCP, LSD, “designer drugs,” etc.). This policy prohibits the possession or use of cannabis in the workplace or being under the influence of cannabis, including as a “qualifying patient” under the Illinois Compassionate Use of Medical Cannabis Pilot Program Act during the work day or work activities. Compliance with this policy is a condition of employment.

An employee is considered to be under the influence of drugs if the employee has a confirmed positive test result for drug use or their metabolites pursuant to federal HHS-certified lab cutoff

concentrations or has engaged in conduct evidencing apparent impairment. An employee shall be considered to be under the influence of alcohol if there is a concentration of .02 or more based upon the grams of alcohol per 100 millimeters of blood.

Employees holding a valid CDL are prohibited from operating, navigating, or being in actual physical control of any motor vehicle while using or being under the influence of cannabis.

Nothing contained herein shall preclude an employee from consuming alcoholic beverages while in the performance of duty under proper and specific orders from a superior provided that the officer's ability to perform the assignment or function is not impaired.

- B. All employees are governed by these requirements and should be aware that violations will result in disciplinary action up to and including termination. Nothing in this policy shall be considered as limiting the City's right to take administrative or disciplinary action, up to and including termination, for involvement with illegal drugs or alcohol not specifically addressed in this policy.

Section 1-3. Drug and Alcohol Testing

- A. Because, of the City's concern for its obligation to provide a safe workplace and to provide its citizens with the most efficient and effective services, it will test applicants and employees under the following circumstances:
1. Pre-Employment: All applicants to whom an offer of employment has been extended shall be tested for alcohol and drugs. The offer of employment will be revoked for any applicant who tests positive for alcohol or drugs.
 2. Promotion to a Higher Classification: The City will test any employee being promoted to a higher Classification. Any such employee who tests positive will become ineligible for the promotion and will be subject to disciplinary action, including termination.
 3. Reasonable Suspicion: If the City has reasonable suspicion that an employee has violated any provision of this policy pertaining to drugs, alcohol, or other dangerous substances, the employee shall be required to submit to testing. Reasonable suspicion is defined in the "Definitions" section of this policy.
 4. Special Circumstances: An employee may also be tested for drugs, alcohol or other dangerous substances:
 - a. as part of a regularly scheduled physical examination;
 - b. when an officer has been involved in a major incident, such as a shooting, an injury to a citizen or co-worker, or a complaint alleging use of excessive force; or

- c. when an officer is assigned to a departmental or outside drug enforcement group or when an employee is assigned primarily to drug enforcement responsibilities.
- 5. Post-Accidents: All employees who may have contributed to a work-related accident or injury are directly or indirectly involved in an accident or injury shall be tested. This applies to any accident whether it involves a vehicle, equipment, or personal injury.
- B. Employees who violate the alcohol or drug regulations and who are permitted to remain employed must submit to unannounced follow-up tests after they return to work. In the first 12 months after returning, an employee must take at least six tests. Follow-up testing may be extended for up to 48 months following return to duty.

Section 1-4. Testing Procedures

- A. While the City reserves the right to establish the procedures under which employees will be tested for alcohol and illegal drugs, to the extent circumstances permit, the City will observe the following:
 - 1. Every effort will be made to respect the privacy and dignity of employees in the test sample collection process.
 - 2. Will use only a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinical Laboratory Act, that has been or is capable of being accredited by the Substance Abuse and Mental Health Services Administration (SAMHSA) and insure that the laboratory/facility conforms to applicable SAMHSA standards. The name and address of the facility will be available to employees upon request.
 - 3. Ensure that the facility has established “chain of custody” procedures for both the sample collection and testing that will ensure the integrity of the identity of each sample and test result.
 - 4. Positive drug test results are subject to a second confirmatory test of the same sample by gas chromatography (GCMS) or an equivalent scientifically accurate and accepted method that provides quantitative data about any detected drug or drug metabolites and Medical Review Officer review.
 - 5. The appropriate Commissioner and/or Department Head will receive drug and alcohol test results.
 - 6. Drug and alcohol test result will be filed in the employee’s medical file and will be treated as a confidential medical record. Supervisors or managers may be informed of drug testing results and/or employee’s participation in a substance abuse rehabilitation program as such information relates to the employee’s performance of work duties and/or reasonable accommodation issues.

7. Provide each employee tested with a copy of all information and reports received in connection with the testing and the results.

Section 1.5. Discipline

- A. **Positive Test Results:** Where the employee tests positive on both the initial and confirmatory tests for drugs, alcohol or other dangerous substances, the employee shall be subject to disciplinary action up to and including discharge and/or be required to complete a drug/alcohol rehabilitative treatment program at the employee's expense, to the extent not covered by insurance. An employee who wishes to have a second test done at the testing facility or at a different testing facility may do so at his/her expense.
- B. **Refusal to Provide a Blood, Breath, or urine Specimen:** An employee's refusal to provide a urine, breath and/or blood specimen for laboratory testing when requested by the City shall constitute cause for disciplinary action, up to and including discharge of the employee. If the employee is physically unable to provide a urine specimen, the City may request a blood specimen for Laboratory testing.
- C. **Tampering With or Substitution of a Specimen:** Intentionally tampering with, causing another person to tamper with, substituting for, or causing another person to substitute for a urine and/or blood specimen, whether the employee's own specimen or another employee's specimen, shall constitute cause for disciplinary action up to and including discharge of the employee who engages in such activity.
- D. **Drug-Related Conviction:** The conviction of an employee for any offense involving illegal possession, sale, use or distribution of a drug shall constitute cause for disciplinary action up to and including discharge, whether or not such offense occurred during normal work hours. Such arrests and convictions must be reported to the employee's supervisor within twenty-four (24) hours of such arrest/conviction.
- E. **Alcohol Related Offenses:** The conviction of an employee for any alcohol related offense shall also constitute cause for discipline up to and including termination, whether such offense occurred during normal work hours. Such arrest and convictions must be reported to the employee's supervisor within twenty-four (24) hours of such arrest conviction.

Section 1-6. Employee Assistance Program

- A. An employee may desire to come forward on a self-initiated basis to seek help for an alcohol or drug abuse problem and to resolve that problem voluntarily. Employees are encouraged to do so before they are found in violation of this policy. Employees voluntarily seeking assistance for a problem involving illegal drug use or alcohol abuse may avail themselves of this help once during the employee's tenure.
- B. The employee will not be subject to disciplinary action for voluntarily coming forward for help. However, the employee will not escape discipline by requesting such assistance after

being requested to take an alcohol and/or drug test or violating City policies and/or rules of conduct. Voluntary requests for help will be kept confidential into the extent practical.

Section 1-7. Searches

- A. In order to accomplish the goals of this policy, or for similar administrative purposes, the City may search employees and inspect their personal property (i.e., locker, work area, vehicles parked on City property (with reasonable suspicion) etc.), at the City's discretion.
- B. All searches and inspections will be performed with appropriate regard and concern for the personal privacy of the employee to the extent possible without jeopardizing the investigation. Failure to submit to or cooperate in such a search may result in disciplinary action, including termination.
- C. The City may, under certain circumstances, request the presence of a representative of the appropriate law enforcement agency when conducting a search or inspection.

Section 1-8. Definitions

- A. **Drugs:** A drug includes any controlled substance listed in the Illinois Controlled Substances Act or Cannabis Control Act, and substances listed in Schedules I through V of the Federal Controlled Substances Act, or any other intoxicating substance. It also include any drug which is not legally obtainable, and/or any drug which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescribed purposes, and/or is not being taken according to prescribed dosages.
- B. **Alcohol:** Includes any distilled spirits, wine, malt beverage or other intoxicating liquors.
- C. **Drug/Alcohol Test:** Any chemical, biological or physical instrumental analysis administered for the purpose of determining the presence or absence of alcohol or a drug or its metabolites.
- D. **Positive Test Result:**
 - 1. A blood or breath specimen provided by the employee measured an ethyl alcohol concentration of .02 or more; or
 - 2. Urine or blood specimen provided by the employee which detects any amount of a drug.
- E. **Reasonable Suspicion:** Reasonable suspicion shall be defined as an articulate belief based on specific facts and reasonable inferences that the employee is under the influence of drugs or alcohol, is using drugs or alcohol, or is in possession of or selling drugs or alcohol. Circumstances which may constitute a basis for determining reasonable suspicion may include, but are not limited to:

1. A pattern of abnormal or erratic behavior;
2. A noticeable change in work performance;
3. Direct observation of drug or alcohol use;
4. Presence of physical symptoms of drug or alcohol use (glassy or blood shot eyes, slurred speech, poor coordination or the odor of an alcoholic beverage on/or about the person or breath or the employee).

EXIT INTERVIEW

CITY OF SOUTH BELOIT

PLEASE PRINT

It is the City's policy to conduct an exit interview with each employee upon separation. While **this interview is conducted on a voluntary basis**, we would appreciate your honest opinions about our employment with the City. Your objective feedback can help us improve workplace conditions and make this a better place to work. Please complete the front page of this questionnaire and return it to the department head. If you prefer, you may return this exit interview to City Hall using the enclosed self-addressed, stamped envelope. Thank you for your valued opinion.

Employee Name: _____

Separation Date: _____ Position Title: _____

Dept: _____

Check which best describes your feelings about the following aspects of your employment with the City.

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Nature of Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilization of skills & experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Appraisals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training, Orientation and Development programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunities for Advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Salary Treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workload	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benefits Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall As A Place To Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have marked dissatisfied or very dissatisfied above, please explain.

The main reasons I am leaving the City are:

Please describe your relationship with your supervisor and how it could have improved, if at all.

Please tell us the things you liked about working here.

Would you recommend the City as a place to work ☐ Yes ☐ No

Signature: _____

Date: _____

Administrator To Complete:

Employee Starting Date: ____/____/____ Separation Date: ____/____/____

Length of Employment _____

Please provide explanations for the employee's comments:

Number of Unused Vacation Days _____ Sick Days _____

Date	Initials		Date	Initials
____/____/____	_____	Notification to Payroll	____/____/____	_____
____/____/____	_____	Notification of unused vacation	____/____/____	_____
____/____/____	_____	Notification of unused sick days	____/____/____	_____
____/____/____	_____	Notification to insurance carriers	____/____/____	_____
____/____/____	_____	Return of City Property	____/____/____	_____
____/____/____	_____	Vacation/Benefit Payment		
____/____/____	_____	Authorization of release of information		
____/____/____	_____	Group insurance conversion (COBRA)		

Administrator _____ Title _____ Date ____/____/____

Department Head _____ Title _____ Date ____/____/____

ACKNOWLEDGMENT

I acknowledge that I have received a copy of; **THE CITY OF SOUTH BELOIT EMPLOYEE HANDBOOK** and that I have reviewed its provisions and understand them. I understand and accept that the provisions can be modified, amended or eliminated by the City, with or without notice. Except as provided otherwise by a collective bargaining agreement, I understand that my employment at the City is at-will and can be terminated at any time by me or by the City. This Employee Handbook is not intended to and does not give me any contract rights to employment or to the benefits discussed in this Handbook. No supervisor, manager or executive of the City, except on authority of the City Council, has any authority to alter this relationship.

Employee's Name **(Please Print)**

Employee's Signature

Date