

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.

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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, Public Works, 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 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 or due to a death in the immediate family, 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.

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 employee 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, the employee has frequent or repeated absences, 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

A new employee may not use vacation until after completion of six (6) months of continuous service.

Employees, with the exception of 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.

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 insure 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 new 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.

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

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.

REIMBURSEMENT FOR TRAINING/CLASS(ES)/TRAVEL

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: Prior to approval the following information 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. The maximum allowable reimbursement for travel, meal, and lodging expenses is set at \$500.00 per class or conference. 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.

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 204 hours per 27 day work period, including one, unpaid, FLSA work reduction day every 18 shifts (aka, a “Kelly Day”) (an average of 53.4 hours per week) during the hours designated by the Department Head.

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 204 hours in a 27 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 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 determined appropriate by the Department Head and applicable Commissioner. The City shall provide to public works employees safety apparel and equipment determined 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.

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 or step-child.

- 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 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 regimen 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.
- B. When an employee has used accrued paid sick, personal and/or vacation time for a portion of family/medical leave, 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.

- 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.

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

In the event of the death of a member of the immediate family, an employee may be granted leave without loss of regular straight time pay for up to three (3) consecutive working days (one, 24-hour duty day for full-time firefighters assigned to a 24-hour shift) as bereavement leave if the employee attends the funeral. Employees are not automatically entitled to three (3) days. The number of approved days off shall depend on the circumstances. For purposes of this section, the immediate family shall be defined as spouse, children, grandchildren, children of spouse and parents or grandparents of employee or spouse or child for whom the employee functions in *loco parentis*. Additional days off are subject to the prior approval of the Department Head or his designee and shall be deducted from the employee's vacation time. 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.

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.

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.

All other full-time employees of the City of South Beloit, except as provided otherwise by a collective bargaining agreement, City pays 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

“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 accommodation of pregnancy pursuant to this this procedure to the extent such accommodation does not pose and 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 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.

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
- 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.

SEXUAL HARASSMENT

Sexual harassment deserves special mention. Sexual harassment includes any harassing conduct based on gender, regardless of whether the conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or different genders.

Unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term of employment, (2) submission to or rejection of the conduct is used as a basis for an employment decision affecting an individual (tangible employment action), or (3) the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation.

The City considers the following conduct to represent, but are not limited to, some of the types of acts that violate this Harassment Policy:

- Physical assaults of a sexual nature included but not limited to rape or sexual battery
- Intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, etc.

- Unwanted sexual; advances, propositions or other sexual comments including but not limited to sexually oriented gestures, noises, remarks, innuendo, jokes , or comments or verbal abuse of a sexual nature. Also included are preferential treatment and promises of a preferential treatment to an employee for submitting to sexual conduct.
- Sexual or discriminatory displays or publications anywhere in the City work place by City employees including but not limited to pictures, posters, calendars, graffiti, objects, reading materials, or other materials that are suggestive, demeaning or pornographic.

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 may 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.

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. A 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. You will remain entitled to all of your benefits which accrued prior to your leave, however.

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. 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.

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 the following rules. 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 City's Anti-Harassment or Equal Employment Opportunity Policy Is Strictly Prohibited.

This prohibition includes 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.

- 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

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

The City of South Beloit prohibits the use of tobacco, including e-cigarettes, while on City property or in City vehicles.

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.

Family Military Leave Act Policy

The City will provide employees who have worked for the City for at least 12 month 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 wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

During an approved Medical Family Military Leave, 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

Any employee, whether or not he/she is a member of any active or reserve component of the Armed Services, the Illinois National Guard, or the Illinois Naval Militia, shall be allowed military leave from employment with City for any period actively spent in military service including basic training and special or advanced training, whether or not within the State of Illinois, and whether or not voluntary. Such leave shall be granted for a cumulative period of service of no longer than five years, except as otherwise required by law.

To the extent the employee's leave does not qualify for differential pay, employees on approved military leave may use accrued vacation, personal or compensatory time during their military leave, but are not required to do so. Employees on approved military leave, to the extent they were eligible prior to the leave, shall continue to earn vacation leave time, sick leave time, and personal leave time, be provided the opportunity to continue in the City's group health and dental plans, continue participation in any applicable pension plans (special rules apply), and shall receive holiday pay and any other benefits as may be entitled by law. Employees who will be gone thirty one (31) days or less shall be required to pay only his/her regular share of the group health insurance premium. Employees who will be gone more than thirty one (31) days may continue health care coverage for themselves and their dependents for up to twenty-four (24) months from the date their military leave begins. However, such continuation shall be at the sole expense of the employee. If the employee does not choose to continue the City's group health insurance during the leave, he/she shall be permitted immediate reinstatement into the group health plan when the employee returns from military service. Military leave shall be granted without loss of seniority or other previously accrued benefits, and in accordance with the Illinois Public Employee Armed Services Rights Act, the federal Uniformed Services Employment and Re-employment Rights Act, and all other applicable federal and state laws.

Whenever possible, employees must provide advanced notice (preferably written) of their departure for military service to their supervisor. This notice may also be provided by an appropriate officer of the branch of the military in which the employee will be serving. The employee need not give notice, however, if he or she is prevented by military necessity, or if it is otherwise unreasonable or impossible to do so.

Special Military Leave Benefits for Training Obligations

Employees who are members of the reserves (including the National Guard) shall be granted leave for any period actively spent in military service, including: (1) basic training; (2) special or advanced training, whether or not within the State, and whether or not voluntary; and (3) annual training. For part-time employees, leave for training shall be treated as set forth in the general provisions section above.

For full-time employees in the reserves for training, the employee's seniority and other benefits shall continue to accrue. In addition, full-time employees shall receive the following:

- 1) During leaves for annual training, he or she will continue to receive his or her regular compensation.
- 2) During leaves for basic training and up to 60 days of special or advanced training, if the employee's compensation for military activities is less than his or her compensation as a City employee, he or she shall receive his or her regular City compensation minus the amount of his or her base pay for military activities.

Special Benefits for Reservists Called to Active Duty

Employees in the reserves (including the National Guard) who are mobilized to active military duty by Presidential order shall receive continuing compensation (minus the amount of the employee's base military pay) for the entire period of active military service; and continuing health insurance and other benefits the employee was receiving or accruing at the time the employee was called to duty.

Such employees, upon being called to active duty, may choose one of the following procedures for payment:

- 1) The employee may submit and assign military earnings to the City. If the employee's compensation for military activities is less than his compensation as an employee, he shall receive his regular compensation, minus the amount of his base pay for military activities. If the military pay exceeds the employee's regular earnings, the City shall return the difference to the employee; or
- 2) The employee may submit certification of his military earnings (from his commanding officer or department of his military unit) to the City. Certification of military earnings must be submitted at least one (1) week prior to the first designated payday, and any time thereafter that the rate of military pay changes. If the employee's compensation for military activities is less than his compensation as a City employee, he shall receive his regular compensation as an employee, minus the amount of his base pay for military activities.

Return to Duty

Employees returning to work following military service shall notify the City of their intent to return. Employees who have been engaged in military duty and wish to return to work must apply for reinstatement of employment with the City within 90 days following completion of service. If, due to no fault of the employee, timely reporting back to work would be impossible or unreasonable, the employee must report back to work as soon as possible unless otherwise provided for by law. Failure to comply with the above stated time periods for reinstatement may be grounds for the denial of reinstatement and/or discipline, including termination.

Note: Military leave laws are continually changing. To the extent new laws are adopted that provide greater benefits, those laws will be applicable.

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.

POLICY ON MEDICAL CANNABIS

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 Medical Cannabis Policy outlines the City’s expectations and requirements for creating and maintaining a drug free environment in accordance with the Compassionate Use of Medical Cannabis Pilot Program Act and the City of South Beloit Drug and Alcohol Policy.

Policy. All employees, including Registered Qualifying Patients, are strictly prohibited from using, possessing, selling, distributing or being impaired by cannabis while on the City’s property, while on duty, while acting in any capacity in his or her employment with the City, or while operating a vehicle or machine leased or owned by the City. All employees are subject to this policy while on property owned, controlled or operated by the City, including all offices, facilities, structures, fixtures, installations, land, parking areas, sidewalks, common areas under the control of the City, automobiles, trucks, and all other vehicles and equipment whether owned, leased, rented, or used by the City, or any place where an employee can reasonably be expected to be observed by others.

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 medical cannabis. Consistent with the City of South Beloit Drug and Alcohol policy, any employee found to use, sell, possess, distribute or be under the influence of cannabis while on City premises, performing City related duties, or while operating any City vehicle or equipment, is subject to disciplinary action, up to and including termination of employment and may be criminally prosecuted. Any cannabis found on the premises will be turned over to the appropriate law enforcement agency.

If an employee arrives at the workplace and there is a reasonable suspicion that the employee is under the influence of cannabis, the supervisor shall immediately remove him/her from the work environment. In the event that there is any doubt as to whether the employee is or is not impaired, the supervisor should err on the side of caution and remove him/her from the work environment.

Qualifying Patients. All employees who are Registered Qualifying Patients, as defined by the Act, must submit to the City Clerk documentation illustrating that they are a Registered

Qualifying Patient, including documentation of the employee's diagnosis of a "debilitating medical condition" and the employee's Register Identification Card. All Registered Qualifying Patients are expected to consult with their personal physician to determine if the use of medical cannabis will have any potential negative effects on job performance. All Registered Qualifying Patients are required to report to their supervisor if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment and provide appropriate medical verification on restrictions in the performance of duties. The following employees are prohibited from becoming a Registered Qualified Patient: active duty police officers, firefighters and CDL holders.

Each Registered Qualifying Patient must carry his/her Registry Identification card, issued by the Illinois Department of Public Health. Law enforcement personnel will have access to a verification system maintained by the Illinois Department of Public Health.

Roles and Responsibilities. The City of South Beloit strives to provide a safe and effective working environment and to support the well-being of each employee through awareness and appropriate training. The City shall ensure that supervisors shall receive at least sixty minutes of training on recognizing cannabis use. The training shall cover the physical, behavioral, speech, and performance indicators of probable cannabis use. It is the responsibility of all supervisors to be able to identify situations that may cause concerns about an individual's ability to perform his or her job, and take appropriate steps. The supervisors must rely on objective and observable criteria. A supervisor may consider an employee to be impaired when the employee:

1. Manifests specific, articulable symptoms, including but not limited to unusual speech, demeanor, agility, coordination, or involvement in an accident that results in serious damage to equipment or property or carelessness that results in any injury to the employee or others; and
2. While working;
3. That decreases or lessens his or her performance of the duties or tasks of the employee's job position.

If an employee believes an individual holding a more senior position is in violation of this policy they are encouraged to get a second opinion where possible. They are also expected to notify their supervisor, department head or the City Clerk.

Unexpected circumstances can arise when an off-duty employee is requested to work. It is the employee's responsibility to refuse the request to work and ask that the request be directed to another person, if the employee is unfit due to the influence of cannabis.

Disciplinary Action. Where necessary, any employee who is suspected of violating the provisions of this policy will be removed from City premises, pending an investigation and a decision on appropriate consequences. Consistent with the City of South Beloit Drug and Alcohol Policy, any employee found to be in violation of this Medical Cannabis policy is subject to disciplinary action, up to and including termination of employment, and may be criminally prosecuted.

Registered Qualifying Patients who test positive for cannabis may not be penalized solely for their status as a Registered Qualified Patient unless failing to do so would:

- Put the City in violation of federal law; or
- Cause the City to lose monetary or licensing-related benefit under federal law or rules.

Nothing in this provision shall be construed to create or imply a cause of action for any person against the City for:

- Actions based on the City’s good faith belief that a Registered Qualifying Patient used or possessed cannabis while working;
- Actions based on the City’s good faith belief that a Registered Qualifying Patient was impaired while working; or
- Injury or loss to a third party if the City neither knew nor had reason to know that the employee was impaired.

ALCOHOL AND SUBSTANCE ABUSE POLICY

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. 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 of alcohol, illegal 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;
 3. Shall not use alcohol 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 illegal drugs while on City premises, at City work locations or in City vehicles or equipment:
5. Shall not sell, distribute, dispense or transfer alcohol, illegal drugs or prescription drugs and medications to any other employee or to any person while on duty or acting in an official capacity.
6. Shall inform the appropriate Commissioner and/or Department Head of any drugs (prescription or over the counter) that may impact the performance of duty.

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 work place 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 illegal drugs. The offer of employment will be revoked for any applicant who tests positive for alcohol or illegal 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 illegal 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 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. **Illegal Drug or Drugs:** A drug is any non-prescribed controlled substance that the employee is not authorized to possess or consume by law.
- 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. 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.

Has the City and/or your supervisor provided enough recognition for your work achievements?

If not, please describe how you would have preferred to have been recognized.

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

Employee 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	___/___/___	_____ Return Keys
___/___/___	_____ Notification of unused vacation	___/___/___	_____ Unemployment insurance
___/___/___	_____ Notification of unused sick days	___/___/___	_____ Retirement Plan
___/___/___	_____ Notification to insurance carriers	___/___/___	_____ COBRA letter
___/___/___	_____ Return of City Property	___/___/___	_____ Benefit ending date
___/___/___	_____ Vacation/Benefit Payment		
___/___/___	_____ Authorization of release of information	___/___/___	_____ Profit Sharing
___/___/___	_____ 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