



MANUAL OF PERSONNEL POLICIES
Amended June 23, 2014

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SECTION 1—GENERAL PROVISIONS

1.010 GENERAL PURPOSE/SCOPE

- (a) This manual is a general informational guide to the Village of Palos Park's current employment policies and shall not be construed as a contract, implied or otherwise. The Village reserves the right to amend, delete, supplement, or rescind any of the provisions of this manual, as the Village deems necessary and appropriate, without advance notice. These policies shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which any employee may rely. The Village also reserves the right to deviate from these policies in unusual situations, in order to achieve its primary mission of providing orderly and cost efficient services to its citizens.
- (b) These personnel policies shall apply to all Village of Palos Park employees except those employees covered by a collective bargaining contract. They shall not apply to elected officials and independent contractors. In the event of conflict between any provision of this manual and any provision of a valid and effective collective bargaining contract or any provision of a Village ordinance the provisions of the labor contract or ordinance shall govern. In all other cases, these policies shall govern.

1.020 NATURE OF THE EMPLOYMENT RELATIONSHIP

Employment with the Village of Palos Park is voluntary on the part of both parties. Either the employee or the Village may terminate the employment relationship at any time, with or without cause, as either party may deem appropriate (employment at will).

1.030 EQUAL EMPLOYMENT OPPORTUNITY

The Village of Palos Park is an equal employment opportunity employer. The Village employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, age, marital status, disability, or any other characteristic protected under applicable law.

1.040 HARASSMENT GENERALLY

- (a) Harassment is unwarranted and unwanted; verbal or nonverbal conduct which threatens, intimidates, pesters, annoys, or insults another person, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading, or hostile environment, or interferes with or adversely affects a person's work performance.

Harassment does not include the conduct or actions of supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands or other supervisory actions intended to promote positive performance.

- (b) It is the policy of the Village that harassment will not be tolerated. All employees are prohibited from engaging in the harassment of any other employee or other person in the course of or in connection with employment. The desired standard of employee behavior is one of cooperation and respect for each other, despite any differences.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical advances of a sexual nature. It is Village policy to fully support enforcement of State and Federal anti-discrimination laws which provide that sexual harassment is prohibited where: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. It is the right of all employees to seek, at any time, redress by the State Human Rights Commission, the Equal Employment Opportunity Commission, or through a court of law; however, employees are encouraged to exhaust the Village Section 1.045 for the Village's complete policy on sexual harassment.

- (c)
 1. In any case in which the supervisor is witness to or confronted with a situation of harassment, the supervisor shall immediately notify the offending party that harassment is not appropriate and will not be tolerated. Ultimate disciplinary action will await completion of the reporting procedure.
 2. An employee subjected to any form of harassment should report such activity to his/her non-involved supervisor, department head, or directly to the Village Manager.
 3. A supervisor is required to report harassment cases to his/her Department Head, who, in turn, is required to report the matter to the Village Manager. Such reports to superiors and to the Village Manager are to be made regardless of how knowledge of the case was acquired.
 4. Village Manager shall investigate and submit to the Mayor a report setting forth the facts of the case and a recommendation for action.
 5. The results of the investigation and the nature of the disciplinary action will be communicated by the Manager's Office to both the

complainant and the offender as well as the affected Department Head. Either party may appeal the decision through the normal grievance procedure if it is felt the findings were incorrect or the disciplinary action inappropriate.

- (d) An employee who harasses another employee or member of the public may be subject to the full range of disciplinary action, including discharge.

1.045 SEXUAL HARASSMENT

“Sexual harassment” means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment is illegal and will not be tolerated. It can include, for example, unwelcome sexual advances, displaying materials that are sexual in nature, or engaging in sexually offensive jokes or comments.

Any employee who believes that he or she is being sexually harassed, or who believes he or she has witnessed sexual harassment, as defined above, should promptly take the following steps:

1. Any incident of sexual harassment must be reported, in writing, by the complainant as quickly as possible but in no event later than six (6) months after the occurrence. All reports and investigative procedures shall be confidential. Reports should be made to the Village Manager. In the event that the complaint involves the Village Manager, it may be brought to the Mayor.
2. All complaints of sexual harassment will be investigated and a response will be made to the complainant within thirty (30) days of the date upon which the written complaint is received.
3. The Village Manager or the Mayor may take immediate action to eliminate further harassment. A finding that an employee has engaged in sexual harassment will result in disciplinary action, up to and including dismissal.
4. No one making a complaint in good faith will be retaliated against even if the complaint is not substantiated. In addition, any witness will be protected from retaliation. Victims and witnesses are encouraged to come forward.

Note: False or frivolous complaints refer to cases in which the accuser is using a sexual harassment complaint to accomplish some end other than stopping

sexual harassment. Given the seriousness of the consequences for the accused, a false or frivolous charge is a severe offense that can result in disciplinary action up to and including termination.

It is hoped that most sexual harassment complaints and incidents can be resolved through the Village's internal complaint process.

However if not resolved through the Village's internal complaint process, sexual harassment complaints should be filed with:

Illinois Department of Human Rights
100 West Randolph
State of Illinois Center, Suite 10-100
Chicago, Illinois 60601
Phone (312) 814-6200
TDD (312) 263-1579

Complaints filed with the Department of Human Rights must be filed within 180 days of the incident.

Or

EEOC
500 West Madison Street
Suite 2800
Chicago, Illinois 60601
Phone 1-800-669-3362
TDD (312) 353-2421

Complaints filed with the EEOC must be filed within 300 days of the incident.

1.050 DEFINITIONS

- (a) Department Head: An employee who has responsibility for directing the day-to-day activities of one or more departments.
- (b) Immediate Family: An employee's immediate family includes the employee's spouse, child, parent, brother or sister, mother or father-in-law, son or daughter-in-law.
- (c) Regular Full-Time Employee: An employee who has completed the probationary period and who is regularly scheduled to work a minimum of thirty-five (35) hours per week on a continuing basis.
- (d) Regular Part-Time Employee: An employee who is regularly scheduled to work less than thirty-five (35) but at least twelve (12) hours a week on a continuing basis is eligible for pro-rated holiday, vacation, sick leave, or other benefits.

- (e) Temporary Employees: Temporary employees are defined as those employees who hold jobs of limited duration arising out of seasonal need, special projects, abnormal work loads or emergencies. Temporary employees are not eligible for Village benefits. Temporary employees may be on either a part-time (between 1 and 34 hours per week) or full-time schedule (35 hours per week) at the discretion of the appropriate department head.
- (f) The Village: The incorporated Village of Palos Park municipal government.
- (g) Mayor/Commissioner/Council Member: Elected official of the Village who has legislative and executive authority over a department specified by the mayor. The mayor presides over the Administration department of the Village, and is considered to be the “Commissioner” of that department. The term “Commissioner”, as used in this document, is understood to refer to the Commissioner of the appropriate department for the employee in question.
- (h) Village Manager: Employee responsible for general oversight of all employees of the Village including Department Heads. The Village Manager is considered to be the “Department Head” of the Administration Department, as well as any other department that does not have a Department Head at the time, for any reason.

1.060 EMPLOYEE PERSONNEL RECORDS

- (a) A personnel file for each employee is kept in the Village Manager's office, and access is limited to the employee's immediate supervisor, the department head, and the Commissioner. An employee's personnel file contains the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information.
- (b) An employee has the right to review his or her file. An employee may request removal of what the employee believes to be irrelevant or erroneous information in their personnel file. If the Village denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in their file.
- (c) Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request for specific information.

1.070 REFERENCES

- (a) The Village does not give references, other than to confirm the dates of employment, position title, and last salary, without the express written consent of the employee.
- (b) Only the Village Manager or specifically appointed designee will provide employment references on current or former regular Village employees.

SECTION 2-HOURS AND ATTENDANCE

2.110 WORKING HOURS

- (a) The Village's standard work week is Monday through Friday from 9:00 a.m. to 5:00 p.m. for full-time administrative personnel and Department Heads with the administrative, public works, building, finance, recreation, and police departments. The standard work week for full-time public works and utility department laborers, and maintenance supervisor is 7:30 a.m. through 3:30 p.m. All full-time Village employees receive a one hour unpaid lunch period. Full-time patrol officers work is stipulated in the contract.
- (b) A normal working schedule for regular, full-time employees consists of thirty-five (35) hours each work week. Different work schedules, such as in the case of public works or law enforcement employees, may be established by the Village to meet job assignments and provide necessary Village services. Each employee's Department Head will advise the employee regarding their specific working hours. Any and all employees may be required to work more or less than the standard 35 hours, as the needs of the Village require.
- (c) Part-time and temporary employees will work hours as specified by their Department Heads.

2.120 HOURS OF WORK AND OVERTIME

- (a) All Village positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") regulations.
- (b) For most Village employees, the established work period is thirty-five (35) hours within a seven (7) day work week. For Patrol Officers and Sergeants, the established work period is 168 hours during a 28 day period.
- (c) Non-exempt employees, other than police officers and Sergeant employees, are entitled to additional compensation, either in cash or compensatory time off, when they work more than forty (40) hours during a work period.
- (d) All overtime must be authorized in advance by the employee's Department Head. Additional hours beyond the standard thirty-five, but less than forty must also be authorized in advance.
- (e) Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked beyond 40 hours, except for police employees.

- (f) **IMPORTANT:** When computing overtime, sick leave and vacation time are not counted as hours worked.
- (g) Exempt employees are not covered by the FLSA overtime provisions and do not receive overtime pay.

2.125 AFTER HOURS COMPENSATION FOR FULL-TIME PUBLIC WORKS EMPLOYEES

Any work performed between the hours of 7:00PM and 7:00AM Monday through Friday and all hours worked on Saturday, Sunday, and Holidays will be compensated at the rate of one and one-half times the employee's normal hourly rate of pay for regular full-time Public Works field personnel.

The Village reserves the right to curtail the regular work schedule for the remainder of any week in which an employee attains a total of 35 hours of combined overtime and straight time, including vacation, holiday, sick-time, etc.

2.130 COMPENSATORY TIME FOR FLSA NON-EXEMPT EMPLOYEES

- (a) Non-exempt employees entitled to overtime pay may elect to receive compensatory time off instead of cash payment. This is approved on a case-by-case basis by the employee's Department Head. If the compensatory time option is exercised, the employee is credited with one and one-half times the hours worked as overtime. Employees may also elect to take compensatory time for hours worked beyond the standard thirty-five but less than 40. These hours will be credited as compensatory time at a 1 to 1 ratio. Maximum accruals of compensatory time shall be limited to seventy (70) hours for regular employees. After maximum accrual, overtime compensation shall be paid. Employees will be paid for any accrued compensatory time upon separation of employment.
- (b) Employees must use compensatory time within a one (1) year time period after earning the compensatory time, unless doing so would unduly disrupt Village operations. Compensatory time should be used during times mutually agreed to by the employee and the Department Head.

2.131 COMPENSATORY TIME FOR FLSA EXEMPT EMPLOYEES

- (a) Employees who are exempt from FLSA and therefore are not eligible for overtime pay may receive compensatory time-off for hours worked in excess of thirty-five (35) hours per week. This compensatory time is a privilege provided by the Village and is not a right of the employee. Under no circumstances will compensatory time accrued by FLSA exempt employees be paid out as cash. Compensatory

time is earned for these employees at a ratio of one (1) hour of compensatory time earned for every one (1) hour worked in excess of thirty-five (35) hours per week. Requests for compensatory time off must be approved by the Commissioner who presides over the department or the Village Manager. Maximum accrual of compensatory time is thirty-five (35) hours.

- (b) Employees must use compensatory time within a reasonable time period after having earned it, typically 90 days, unless doing so would unduly disrupt Village operations. Compensatory time should be used for short term absences from work during times mutually agreed to by the employee and the Commissioner. Accumulation of compensatory time to be used as a substitute for extended vacation time-off is not normally permitted.

2.140 ATTENDANCE

- (a) Punctual and consistent attendance is an essential function of every position in the Village. Each department head is responsible for maintaining an accurate attendance record of their employees.
- (b) Employees unable to work or unable to report to work on time should notify their supervisor within 15 minutes of the employee's scheduled starting time. If an absence continues beyond one day, the employee is responsible for reporting in each day. If the supervisor is unavailable, the employee may leave a message with the Department Head and Village Manager, stating the reason for being late or unable to report for work. It is unacceptable to leave a message with any one other than the supervisor, Department Head or Village Manager.
- (c) Employees are expected to be at work even during inclement weather. Department Heads may allow employees to be late or leave early during severe weather conditions; however, non-attendance will be counted as absence from work and will be charged to accrued vacation time, or compensatory time, or in the absence of accrued vacation time the absence will be considered leave without pay.
- (d) An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination.
- (e) Any time the employee leaves the workplace before scheduled quitting time, the employee shall notify their supervisor, or in the supervisor's absence, the Village Manager. If such notice is not given, the employee shall be subject to disciplinary action.

2.150 MEAL PERIODS

Meal periods shall be scheduled by the employee's Department Head. The scheduling of meal periods may vary depending on department workload. Meal periods are unpaid and usually one hour in length.

2.160 CALL BACK

All employees are subject to call back in emergencies or as needed by the Village to provide necessary services to the public. A refusal to respond to a call back is grounds for immediate disciplinary action, including possible termination. Employees called back to duty will be paid their appropriate rate of pay for hours worked (the overtime rate, if applicable).

2.170 PAYROLL RECORDS

The official payroll records are kept by the Financial Department. Each Department Head shall turn in on a regular basis a signed work record for each employee within their department, noting hours worked, leave taken and overtime worked during the previous pay period.

SECTION 3- RECRUITING AND HIRING

3.210 RECRUITING

- (a) Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence, without regard to race, color, religion, national origin, sex, marital status, pregnancy, age, or disability or any other characteristic protected by applicable law.
- (b) Each applicant shall complete and sign an application form prior to being considered as a finalist for any position. Resumes may supplement, but not replace, the Village's official application form. Applicants chosen for consideration as finalists on the basis of their resume or other information, shall complete a standard application form prior to being considered as a finalist for any position.
- (c) Any applicant supplying false or misleading information is subject to immediate termination, if hired.

3.220 HIRING

- (a) When a position becomes vacant and prior to any posting or advertisement of the vacancy, the Department Head shall review the position, its job description and the need for such a position. The department head will prepare and submit a written request to fill the position to the Village Manager and the Commissioner of that department. The position will be posted and/or advertised only after the Village Manager and Commissioner have approved the request.
- (b) Residency within the Village shall not be a condition of initial appointment or continued employment; provided, however, that an employee's selection of residence shall not interfere with the daily performance of their duties and responsibilities.
- (c) Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the Village, may be disqualified for employment with the Village in positions requiring driving.
- (d) The Village may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the Village. The Village may contract with any competent agency or individual to prepare and/or administer examinations.

- (e) After an offer of employment has been made and prior to commencement of employment, the Village may require persons selected for employment to successfully pass a medical examination, which may include testing for alcohol and controlled substances. The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure their physical condition will not endanger the health, safety or well-being of other employees or the public. The offer of employment may be conditioned on the results of the examination.

3.230 TEMPORARY EMPLOYEES

- (a) With approval of the Village Manager, temporary employees may be used during emergencies or other peak workload periods, to temporarily replace regular employees absent due to disability, illness, vacation or other approved leave, or to temporarily fill a vacancy until a regular employee is hired.
- (b) Temporary employees may be hired without competitive recruitment or examination.
- (c) Temporary employees are eligible for overtime pay as required by law. Temporary employees are not eligible and do not receive retirement, vacation, sick leave, health insurance, holiday or any other benefits during their employment.
- (d) Temporary employees will not work for more than a five month period.

3.240 PROBATIONARY PERIOD

- (a) With the exception of sworn police officers who follow police department procedures; all newly hired employees or former employees who have been rehired or employees promoted to a new classification enter a probationary period which is considered an integral part of the selection and evaluation process. During the probationary period an employee is required to demonstrate suitability for the position through actual work performance.
- (b) The normal probationary period is six (6) months from the employee's date of hire, rehire or promotion; however, longer periods may be established for positions requiring technical, professional, specialized, unusual or unique skills or qualifications.
- (c) An employee's probationary period may be extended for up to an additional six (6) months (when needed due to circumstances such as extended illness or a need to continue to evaluate marginal performance) to properly evaluate the employee's performance. The probationary period will not be shortened for any reason.

- (d) Newly hired probationary employees accrue vacation and sick leave but are not eligible to use vacation until after their probationary period is completed.
- (e) During the probationary period, the employee may be terminated at any time, with or without cause.
- (f) When a department head determines an employee has satisfactorily completed the probationary period, the department head shall prepare a written performance evaluation, which will be reviewed by the Village Manager and Commissioner of that department. If the probationary period is satisfactorily completed, the employee may be certified to regular employment status. If the probationary employee does not complete the probationary period successfully he or she will either be dismissed or have his or her probationary period extended an additional six months, at the department head's discretion.

3.250 EMPLOYMENT OF RELATIVES (NEPOTISM).

- (a) Employees' relatives will not be employed by the Village under any of the following circumstances:
 - 1. Where one of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other;
 - 2. Where one party would be responsible for auditing the work of the other;
 - 3. Where both parties would report to the same immediate supervisor;
 - 4. Where other circumstances might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the Village; or
 - 5. Where one of the parties is a policy level official of the Village.
- (b) Relatives include an employee's parent, child, spouse, brother, sister, in-laws and step relationships.

3.260 PROMOTIONS AND TRANSFERS

- (a) The Village encourages current Village employees to apply for vacant Village positions for which they are qualified. Promotions and transfers are based on the department head's recommendation, work force requirements, performance evaluations, job descriptions and related Village requirements.

- (b) Regular employees are eligible for promotion, transfer or voluntary demotion. To be considered for another position, an employee must have satisfactorily completed the trial period and possess the qualifications for the vacant position, unless such requirements are waived by the Village Manager and Commissioner of that department in the best interests of the Village.
- (c) If an employee is transferring from a full-time to a regular-part time position the following points will apply:
- Employees would be allowed to use any accrued vacation time, but would accrue future vacation in a manner appropriate for regular part-time employees.
 - Employees could only use any paid-time off as their part-time schedule allows.
 - Employees would not receive holiday or personal time benefits as of their part-time start date.
 - Employees would no longer be eligible for any health or life insurance benefits, but would be allowed to use COBRA provisions to continue their insurance at their own cost for a three month period.
 - Employees receive two pro-rated personal days based on hours worked.

SECTION 4-COMPENSATION

4.310 SALARY CLASSIFICATION AND GRADES

Each job title within the Village is classified into one of the Village's classifications for salary purposes, based on job qualifications, level of responsibility, difficulty, working conditions, skill, hazard, and amount of supervision required for the specific job title.

4.320 EMPLOYEE PAY RATES

- (a) Employees shall be paid within the limits of the salary range to which their positions are assigned.
- (b) Usually, new employees will start their employment at the minimum salary rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum.
- (c) Pay increases are contingent on satisfactory performance. If an employee's performance is consistently unsatisfactory, the Commissioner of Finance or designee may defer a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory.
- (d) The Commissioner of Finance may propose and the Village Council may grant an across the board pay adjustment (cost-of living increase) from time to time, raising the salaries of all positions by a specified amount within a defined group of classifications. Such adjustments, if any, will not change an employee's pay anniversary date.

4.330 PAYDAYS

Employees are paid on a bi-weekly basis (every other week on Thursdays). If a regularly scheduled payday falls on a holiday, pay checks will be distributed on the previous scheduled working day.

4.340 DEDUCTIONS

Some regular deductions from the employee's earnings are required by law; other deductions are specifically authorized by the employee. The Village will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee, applicable union contract, or statute.

4.350 TRAVEL AWAY FROM THE VILLAGE

All Village business related travel away from the Village must be approved in advance by the supervisor or Village Manager. If private automobiles are used, employees will be reimbursed at rates established and modified from time to time by the standard allowable U.S. Internal Revenue Service (IRS) rate for automobile use.

4.360 TRAVEL EXPENSE REIMBURSEMENT

- (a) Village employees will be reimbursed for reasonable and customary expenses actually incurred in connection with the business of the Village, including food, lodging and travel expenses while away, but excluding any expenses for alcoholic beverages. Tips, not to exceed 15%, for meals, taxis, or baggage handling are reimbursable.
- (b) Requests for reimbursement, including receipts, shall be submitted on an expense report signed by the employee and the department head.
- (c) Expenses are limited to IRS limitations on breakfast, lunch, and dinner meals. Hotels are subject to daily rate per the city of travel. See IRS website for details.

4.365 REIMBURSEMENT FOR PROPERTY DESTROYED WHILE ON DUTY

The Village will reimburse to the employee the actual cost of personal property damaged at work, provided that the damage has been caused as a result of sudden, unexpected or emergency event and damaged equipment is turned into the department head. The Village shall not be responsible for unreasonably expensive items carried by the employee while at work. Reimbursement will be for the actual cost of the item damaged, with a maximum reimbursement of \$300 for eyewear and \$100 for all other items of personal property. There is an annual cap of \$500 of reimbursement per employee. Any damage must be reported by the end of the work day.

4.370 COMPENSATION UPON TERMINATION

When an employee's employment with the Village is terminated, the employee will receive the following compensation:

- (a) Regular wages for all hours worked up to the time of termination which have not already been paid.
- (b) Any overtime or holiday pay that is due.
- (c) A lump sum payment of any accrued but unused vacation and compensatory time, except for FLSA exempt employees who will lose any accrued compensatory time.

SECTION 5- PERFORMANCE APPRAISALS AND TRAINING

5.410 PERFORMANCE PLANNING AND APPRAISALS

- (a) To achieve the Village's goal to train, promote, and retain the best qualified employee for every job, the Village may conduct periodic performance planning and appraisals for all positions.
- (b) The Village Manager is responsible for developing and maintaining the Village's performance planning and appraisal program.
- (c) Employees are to be appraised at least annually by their supervisors and/or Department Heads
- (d) The performance appraisal is part of an employee's personnel record, and will be used for developmental and motivational purposes.

5.420 TRAINING POLICY

The Village seeks, within the limits of available resources, to offer training to increase an employee's skills, knowledge and abilities directly related to Village employment, to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not limited to: on-the-job training; college courses; in-house workshops; and seminars sponsored by other agencies or organizations.

As addressed by this policy, training is defined as any work related program, seminar, conference, convention, course or workshop attended by an employee whose tuition and expenses are funded in whole or in part by the Village or while the employee is in a paid status with the Village. Any training program which the employee wishes to be reimbursed for must be approved by the Village prior to registration.

1. It is the policy of the Village to encourage and coordinate training opportunities for employees and supervisors in order that services rendered to the Village will be more efficient and effective.
2. Employees are encouraged to continue their formal education through participation in off-duty/non-working hours educational programs. Reimbursement for educational expenses incurred by such participation may be granted for job related courses with prior approval of the Village Manager, provided funds have been budgeted for such reimbursement.

Any reimbursement shall only be after successful completion of the course/program. Successful completion shall be defined as receipt of a certificate of satisfactory completion or a grade of "B" (3.0 grade point on a 4.0 scale) or

better in the case of academically rated courses (or attainment of pass in a pass/fail grading system.) Tuition reimbursement is for the course only; no reimbursement will be allowed for books, lab fees, travel expenses or material costs. Approval for tuition reimbursement shall only be allowed for courses offered by accredited colleges, universities or vocational training institutes.

Request for reimbursement must be made within 30 days following the completion of the course of study. Training reimbursement is generally available to only those employees who have successfully completed the employee's designated probation period.

Consideration of employee requests for tuition reimbursement is dependent upon budgetary constraints and the recommendation of that employee's Department Head. Time spent in attendance at these courses shall be considered the employee's personal time and is not counted as time worked.

3. It is the policy of the Village to maximize comprehension, retention and transference of training provided by the Village.

This policy is subject to and limited by the conditions of an affected employee's labor contract.

PROCEDURES:

1. Attendance at training programs may be approved at the Department Head level, except as follows:
 - a. Attendance at a training program involving out-of-state travel by an employee requires approval by the Village Manager prior to registration.
 - b. Attendance at any program or course work in excess of 1 shift and/or \$200 (in registration, travel, meals and lodging cost) requires approval by the Village Manager prior to registration.
2. All outside training and conference attendance requests shall be submitted in writing with an explanation of the course and why it would be beneficial.
3. Within 48 hours of return from a training program, employee(s) shall prepare a short written report detailing what they learned. The short report should be submitted to the Village Manager.
4. Any dispute regarding eligibility or the level of reimbursement may be appealed to the Village Manager's Office for resolution.

5. Village-sponsored and required training shall generally be arranged during regularly scheduled work hours. A Department Head may change the standard work hours to accommodate or require attendance at such training activities. Such required training shall be recorded as time worked within the meaning of this policy.
6. Employees who acquire training on their own time and expense are encouraged to notify the Village Manager's Office so the information can be noted in the employee's personnel file.
7. Approval for State Training Academy course work for uniformed police officers shall be at the discretion of the appropriate department head. Records of such training shall be maintained in the employee's personnel file.
8. The Village Manager shall maintain an employee training history, and shall periodically audit training attendance and policy compliance.

If the employee leaves the employ of the Village for any reason within one year of receiving training at the Village's expense under the provisions of this section, the employee will be required to reimburse the Village for 100% of the cost of the training.

SECTION 6- BENEFITS

6.510 RETIREMENT BENEFITS

- (a) The Village makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA payroll deductions.
- (b) All regular full-time and eligible part-time are covered under the Illinois Municipal Retirement Fund. Benefit levels and contribution rates are set by IMRF. The standard for participation in the Fund is that the position shall normally require performance of duty for 1,000 hours per year.
- (c) The Village also offers a voluntary 457 Retirement Plan.
- (d) Employees intending to retire should notify their department head of their intent to retire at least three months prior to the date of retirement.
- (d) Upon retirement, all full-time employees with at least twenty years of service with the Village and at least 50 years of age shall receive a cash stipend of \$2,000. The Village will work with the retiree to have this payment applied to medical benefits, retirement annuity or other tax sheltered investment, or otherwise treated in the way that the retiree finds most advantageous.

6.520 ON-THE-JOB INJURIES AND WORKER'S COMPENSATION

- (a) All employees are covered by the Illinois Public Risk Fund or IPRF (worker's compensation). This type of insurance covers employees in case of on-the-job injuries or job-related illnesses. For qualifying cases, IPRF will pay the employee for work days lost for any disability resulting from job-related injuries or illnesses. All job-related accidents should be reported immediately to the supervisor.
- (b) When an employee is absent for one or more days due to an on-the-job accident, the employee is required to file a claim for Worker's Compensation. If the employee files a claim, the Village will continue to pay (by use of the employee's unused sick leave) the employee's regular salary pending receipt of Worker's Compensation benefits. Police Officers injured in the line of duty may be eligible for pay and benefits continuation for up to one (1) year under the Public Employee Disability Act (PEDA) for a long term disability. Claims for PEDA benefits should be directed to the Village Manager for processing.
- (d) When the employee receives Worker's Compensation benefits, the employee is required to repay to the Village the amount covered by Worker's Compensation and previously advanced by the Village. This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave is available, while ensuring that no employee receives more than the employee would have received had the injury not occurred. Upon

the repayment of funds advanced, the appropriate amount of sick leave shall be restored to the employee's account.

- (e) The Village may require an examination at its expense, performed by a physician of its choice, to determine when the employee can return to work and if the employee will be capable of performing the duties and responsibilities of the position.

6.530 INSURANCE BENEFITS

- (a) Employees are eligible to participate in the Village's insurance programs upon becoming regular full-time employees (regardless of probationary status). The programs and criteria for eligibility will be explained at the time the employee becomes eligible to join. The Village reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable.
- (b) Upon mutual agreement between the employee and the Village, and in accordance with the terms and conditions of the insurance policy, the Village will continue health insurance coverage at the employee's expense during an approved unpaid leave of absence. COBRA continuation rights may apply in the event coverage is not extended through the Village.
- (c) While an employee is receiving Worker's Compensation benefits, the Village may continue to pay the employee's health insurance premiums for one (1) month, after which the employee may choose to use their COBRA rights and self-pay insurance premiums.

While an employee is receiving Worker's Compensation benefits, the Village maintains health benefits at the same level as when the employee became temporarily disabled, total temporary disability.

- (d) Upon an employee's termination from Village employment, at the employee's option and expense, the employee may elect to continue Village health insurance benefits to the extent provided under COBRA. Continuation rights are not available if an employee is terminated for "gross misconduct."
- (e) An administrative handling fee over and above the cost of the insurance premium may be charged the employee or their dependents that elect to exercise their COBRA continuation rights.

6.540 UNEMPLOYMENT COMPENSATION

Village employees may qualify for State Unemployment Compensation after termination from Village employment depending on the reason for termination and if certain qualifications are met.

6.550 EMPLOYEE ASSISTANCE PROGRAM

This program provides stress counseling due to various life events for full-time employees. The Village recognizes that when a personal problem is making life difficult for you, it can make work difficult, too. Employee counseling can help the employee deal with personal problems before they become too difficult. The Village Employee Assistance Program is currently CuraLinc. Call toll free: 1-888-881-5462.

6.600 - LEAVES OF ABSENCE AND TIME OFF

6.610 LEAVES

The Village has eight (8) different types of leave:

- (a) Vacation
- (b) Sick
- (c) Leave without pay
- (d) Jury and Witness
- (e) Military
- (f) Administrative
- (g) Bereavement
- (h) FMLA

6.620 VACATION

- (a) Each regular full-time employee is entitled to vacation leave as follows:
 - 1. Upon completion of one complete and continuous year of service: seventy hours of paid leave (i.e. ten working days)
 - 2. Upon completion of five years of complete and continuous service: 105 hours of paid leave (i.e. fifteen working days)
 - 3. Upon completion of fifteen years of complete and continuous service: 140 hours paid vacation (i.e. twenty working days).Those employees not working a full-year, as in the case of new hires will receive prorated benefits as per subsection (C) below.
- (b) Vacation time shall be credited to each full-time employee on January 1st immediately following the completion of the required number of years of service, and every January 1st thereafter.
- (c) Employees not working an entire year (i.e those in their first year of employment) shall be given prorated vacation time on January 1st and thereafter.
- (d) All new employees must satisfactorily complete their probationary period to be entitled to the use of vacation leave. Regular part-time employees will receive vacation on a pro-rata basis. Temporary employees are not eligible for any vacation benefits.

- (e) Each department is responsible for scheduling its employees' vacations without undue disruption of department operations. Vacation leave requests shall be submitted at least two weeks prior to taking vacation leave. Requests for vacations shorter than one week in duration which are submitted less than two weeks ahead of time may be approved at the Department Head's discretion.
- (f) All vacation time must be taken within one year of having been earned. If vacation time is not taken within one year of having been earned it will be lost, without compensation. However, employees are allowed to carry over up to 35 hours of accumulated vacation time from year to year. These hours cannot be used in conjunction with regular (ensuing year) vacation days or holidays to extend a vacation or holiday. Employees will be paid for unused vacation time (meaning time unused in the year) upon termination of employment.
- (g) All non-union regular employees who earn vacation time may at employee option and approved by the Village Manager convert up to one week of vacation time into their sick time accrual each year.

6.625 HIPPA POLICY AND TRAINING STATEMENT

The Village of Palos Park respects the privacy of protected health information and understands the importance of keeping this information confidential and secure. This policy describes how we protect the confidentiality of the protected health information we receive. Health Insurance Portability and Accountability Act of 1996 (HIPPA) The Village of Palos Park maintains a process to ensure compliance with applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPPA). Since our goal is to provide the highest level of service to our employees, we want you to know how the Village of Palos Park complies with the HIPPA directives. Our HIPPA Privacy Policy contains procedures addressing the protection, use and disclosure of protected health information ("PHI"), accounting of disclosures.

How We Protect Personal Information

We treat personal information securely and confidentially. We limit access to personal information to only those persons who need to know that information to provide support services to our customers. These persons are trained on the importance of safeguarding this information and must comply with our procedures and applicable laws. We employ strict physical, electronic and procedural security standards to protect personal information and maintain internal procedures to promote the integrity and accuracy of that information.

Disclosure of Personal Information

We may use or disclose protected health information to the Food and Drug Administration ("FDA") in connection with the reporting of adverse events. We may also disclose personal information as required by law. Individuals have the rights to access and correct personal information. We have procedures in place for individuals to have access to protected health information, and procedures in place to ensure the integrity of our information and for the timely correction of incorrect information.

Training Requirement

The Village Manager and Assistant to Mayor and Village Manager, being the keepers of the Village personnel records, insurance claims coordinators and benefits consultants for the Village will be trained in HIPPA privacy policy compliance regulations. Further, Department directors who may be privy to medical information from the employees they supervise will be trained in HIPPA privacy policy compliance regulations.

Further Information

The Village of Palos Park may find it necessary to revise and update its HIPPA Privacy Policy from time to time as changes to the privacy regulations emerge, and will communicate any such changes to our employees.

6.630 SICK LEAVE.

- (a) All full-time regular employees accrue seventy hours (70) hours of sick leave (i.e. ten seven-hour work days) on January 1st of each year. Regular part-time employees may accrue sick leave benefits on a pro-rata basis according to hours worked. Full-time Sworn Union Police Officers see Police Union Contract for details.
- (b) Employees accrue and may use sick leave during their probationary periods. Temporary employees do not earn sick leave benefits. Employees do not accrue sick leave benefits during a leave without pay.
- (c) Sick leave covers those situations in which an employee is absent from work due to:
 - 1. Physical injury or illness to the employee;
 - 2. The need to care for the employee's dependent children under the age of 18 who are ill.
 - 3. Medical or dental appointments for the employee or dependent child provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the work day;
 - 4. Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others;
 - 5. Use of a prescription drug which impairs job performance or safety;
 - 6. Actual periods of temporary disability associated with pregnancy or childbirth. Employees may request additional time off beyond the actual period of disability; vacation leave, compensatory time, or leave without pay may be used.
- d) The Village may require a doctor's certificate when an employee is absent for a period in excess of three (3) days. The Village may also request the opinion of a

second doctor at the Village's expense. Employees who are habitually absent due to illness or disability may be terminated if their disability cannot be reasonably accommodated and/or when the employee's absenteeism prevents the orderly and efficient provision of services to the citizens of the Village.

- (e) Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, with their Department Head's prior approval, take leave without pay.
- (f) Any employee on sick leave shall take whatever steps are medically necessary to remedy his or her condition and shall not engage in social, recreational, or commercial pursuits unless specifically authorized by his or her physician. If the Village believes that an employee is abusing sick leave privileges the Village may order a physical examination, by a physician of the Village's choice and at the Village's expense. If the employee is determined to be fit to return to work, the employee will not be entitled to any sick-leave benefit payments. Any violation of this provision may also result in disciplinary action.
- (g) The Village may require a return-to-work certificate, at the Village's discretion for employees returning from a sick leave.

6.640 LEAVE WITHOUT PAY

- (a) The appropriate Commissioner or designee may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, pursuing an education, or fulfilling a military obligation in excess of fifteen (15) days per year.
- (b) Only regular full-time and part-time employees who have satisfactorily completed their probationary period are eligible for leave without pay. The following requirements apply:
 - 1. Leave may be granted to an employee for a period of up to ninety (90) days upon the approval of the Commissioner or designee. Further extensions are at the discretion of the Commissioner or designee.
 - 2. Accrued compensatory time, if any, and vacation leave must be exhausted prior to taking any leave without pay.
 - 3. An employee's benefits are suspended during the period of unpaid leave until the employee returns to work. Vacation, sick leave and/or any other benefits do not accrue while an employee is on leave without pay.
 - 4. In certain circumstances, self-payment of benefits may apply. See Section 6.3 on Insurance Benefits.

5. An employee who fails to report promptly at the end of the unpaid leave is presumed to have resigned.
6. If the leave without pay is due to an illness, the Village may require a doctor's certificate stating that the employee is capable of returning to work and performing the work, duties and responsibilities of the employee's position.

6.650 JURY AND WITNESS LEAVE

- (a) Regular full-time and regular part-time employees may be granted time off with pay for a maximum of 2 weeks (10 working days) to serve on a jury or as a court witness. The employee will be required to submit the check and check stub received from the court for jury duty to the Village as proof of serving. If an employee is summoned during a critical work period, the Village may ask the employee to request a waiver from duty. The employee may serve jury duty for more than two weeks, but will not be paid for more than 10 working days.
- (b) An employee granted such leave shall reimburse the Village for any pay received while serving as a juror or witness.

6.660 ADMINISTRATIVE LEAVE

On a case-by-case basis, the Village may place an employee on administrative leave with pay for an indefinite period of time, as determined by the Village Manager and Village Council to be in the best interests of the Village during the pendency of an investigation or other administrative proceeding.

6.670 MILITARY LEAVE

Regular full-time Employees who are members of the National Guard or Federal Reserve military units may be absent from their duties with the Village to fulfill their military service obligations for whatever period of time is necessary. Compensation for these periods will be discussed at time of hire for any employee who has a military service obligation.

6.680 HOLIDAYS

- (a) The following eight (8) holidays are recognized by the Village beginning January 1 of each calendar year:

New Years Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	
Christmas Eve	December 24
Christmas Day	December 25

All full-time employees also receive two floating holidays of their choice during the calendar year.

- (b) Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday.
- (c) Non-exempt regular full-time or part-time employees will be paid for the holiday plus one and one-half times their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the supervisor.
- (d) Temporary employees will be paid at their regular straight-time rate for hours worked on a holiday.
- (e) Police Sergeants may carry over up to a maximum of twenty-four hours of holiday and floating holiday leave from one year to the next. The holiday hours must be used within the first 60 days of the subsequent year or they are forfeited.
- (f) Regular part-time employees do not receive any paid time-off for holidays, regardless of their schedules, unless they wish to use vacation time in lieu of holiday time. However, regular part-time employees will be given the opportunity to make-up hours lost due to a holiday at a later date, if they so desire.

6.685 RELIGIOUS HOLIDAYS

If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with the Department Head's approval, take the day off using vacation, compensatory time, or leave without pay.

6.690 PERSONAL LEAVE

All full-time department personnel shall be entitled to two (2) personal days. Part-time personnel will receive personal time on pro-rated bases depending on hours worked.

6.695 BEREAVEMENT LEAVE

All department personnel shall be entitled to two days of bereavement leave without loss of regular compensation. Such leaves shall be limited to those for death in the immediate family (i.e. spouse, child, mother, father, grandparents, mother-in-law, and father-in-law and siblings).

6.700 FMLA

Policy

Family and Medical Leave provides an opportunity for an eligible employee to take up to 12 weeks of unpaid family/medical leave within any 12 month period, with a guarantee of being restored to the same or equivalent position upon his return from leave, provided the employee: (1) has worked for the Village for at least 12 months; (2) has worked at least

1250 hours in the last 12 months; and (3) is employed at a worksite that has 50 or more employees within a 75-mile radius. The “12-month period” is a rolling period, measured backward from the date a leave is to be taken.

Reasons for Leave

If an employee is eligible, he may take family/medical leave for any of the following reasons: (1) the birth of a son or daughter and in order to care for such son or daughter; (2) the placement of a son or daughter with the employee for adoption or foster care; (3) to care for a spouse, son, daughter, or parent (“covered family member”) with a serious health condition; or (4) because of the employee’s own serious health condition which renders an employee unable to perform the functions of his position. Where both spouses are employed by the Village, the total amount of leave they can take may be limited to twelve weeks for the birth or adoption of a son or a daughter or to care for a sick parent.

An employee may not be granted FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted FMLA leave, he will be subject to immediate termination.

Notice of Leave

If an employee’s need for family/medical leave is foreseeable, the employee must give the Village at least 30 days prior written notice. Failure to provide such notice may be grounds for delay of leave. Where the need for leave is not foreseeable, an employee is expected to notify the Village as soon as practicable, generally within one to two business days of learning of the need for leave. The Village has Request for Family/Medical Leave forms available through Administration. Use these forms when requesting leave.

Medical Certification

If an employee is requesting leave because of his/her own or a covered family member’s serious health condition, he/she and the relevant health care provider must supply appropriate medical certification. An employee may obtain a Certification of Health Care Provider form from Administration. The medical certification must be returned within 15 days after it is provided or as soon as reasonably possible under the circumstances.

Failure to provide requested medical certification in a timely manner may result in denial or delay of leave. It is the employee’s responsibility, not the health care provider’s, to ensure that the Village receives the fully completed medical certification by the deadline. If the Village does not receive a fully completed certification by the deadline (unless there is a legitimate reason for the delay), or if the certification does not confirm an FMLA-qualifying condition, the employee’s absences will be treated according to the Village’s attendance standards.

The Village, at its expense, may require an examination by a second health care provider designated by the Village. If the second health care provider’s opinion conflicts with the original medical certification, the Village, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The Village may also require medical recertification periodically during the leave, and employees may be required to present a fitness-for-duty verification upon their return to work following a leave for the employee’s own illness.

Reporting While on Leave

If an employee takes a leave because of his own serious health condition or to care for a covered family member, that employee is required to contact the Village Manager on a regular basis regarding the status of the condition and his intention to return to work. For leaves for other purposes, an employee may be required to periodically report on his status and intent to return to work.

Required Use of Paid Time

Family/medical leave is unpaid leave. Employees are required to utilize available paid benefit time (as described below) for any part of the Family Medical leave:

1. For the employee's own serious health condition, including childbirth, or to care for an employee's immediate family member the employee is required to utilize sick leave, and/or vacation leave, and/or personal holidays, and/or paid time off. For the purpose of this section, childbirth shall be that period when the employee is under doctor's care and not yet released to return to full duty.
2. For the birth of an employee's child, to care for such child or for the placement of a child with the employee for adoption or foster care, the employee is required to utilize vacation leave, and/or personal days, and/or paid time off.

The Village's short-term and/or long-term disability may apply as part of the 12-week leave period when the leave is requested due to a serious health condition or the birth of a child. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period.

The Village will allow an employee on family/medical leave to reserve and not deplete a maximum of 40 hours paid vacation time to be used at a later date in accordance with the Village's vacation policy. This time shall not and cannot be used to extend the 12-week leave period.

Medical and Other Benefits

During an approved family/medical leave, the Village will maintain an employee's health benefits as if the employee continued to be actively employed. If paid leave is substituted for unpaid family/medical leave, the Village will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the leave is unpaid, the employee must pay his portion of the premium during the leave. If an employee does not return to work at the end of the leave period, he/she may be required to reimburse the Village for the costs of the premiums paid by the Village for maintaining coverage during the unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond his control.

Exemption for Key Employees

Certain "key" employees (i.e., salaried employees who are in the highest paid 10% of all employees at a worksite within a 75-mile radius of that worksite) may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial economic injury to the Village. The Village will notify the employee if he qualifies as a "key" employee, if the Village intends to deny reinstatement, and of the employee's rights in such instances.

Intermittent and Reduced Schedule Leave

Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if medically necessary. If leave is unpaid, the Village will reduce an employee's salary based on the amount of time actually worked. In addition, while an employee is on an intermittent or reduced schedule leave for foreseeable, planned medical treatment, the Village may temporarily transfer him to an available alternative position which better accommodates his recurring leave and which has equivalent pay and benefits.

Other Applicable Leaves

FMLA leave will run concurrently with any other applicable leave. For instance, disability or worker's compensation leave will be simultaneously designated as FMLA leave as well, if the leave is also FMLA-qualifying.

Returning From Leave

If an employee wishes to return to work at the expiration of his/her leave, the employee is entitled to return to his same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions. However, an employee has no greater right to reinstatement or other benefits and conditions of employment than if he/she had not taken leave. An employee must return to work immediately after the expiration of his approved FMLA leave in order to be reinstated to his position or an equivalent position.

If an employee takes a leave because of his/her own serious health condition, he/she is required to provide medical certification that he is fit to resume work. The employee may obtain a Return to Work Medical Certification Form from Human Resources. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

6.75 RECREATION PROGRAM DISCOUNT

Regular full and part-time employees may receive a discount program rate of the raw cost of a program (25% less the resident rate) listed in the seasonal brochure and 15% off the resident rental rate.

SECTION 7 - EMPLOYEE RESPONSIBILITIES AND CONDUCT

7.705 GENERAL POLICY

- (a) The safety and welfare of the Village's citizens shall at all times be held as a central mission of government. All Village employees are expected to represent the Village to the public in a professional manner which is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and Department Head.
- (b) Since the proper working relationship between employees and the Village depends on each employee's on-going job performance, professional conduct and behavior, the Village has established certain minimum standards of personal conduct. Among the Village's expectations are: Basic tact and courtesy towards the public and fellow employees; adherence to Village policies, procedures, safety rules and safe work practices; compliance with directions from supervisors; preserving and protecting the Village's equipment, grounds, facilities and resources; and providing orderly and cost efficient services to its citizens.

7.710 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

- (a) Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the Village's opinion, with the best interests of the Village or interfere with the employee's ability to perform the assigned Village job. Examples include, but are not limited to, outside employment which:
 - 1. prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
 - 2. is conducted during the employee's work hours;
 - 3. utilizes Village telephones, computers, supplies, or any other resources, facilities or equipment;
 - 4. is employment with a firm which has contracts with or does business with the Village; or
 - 5. may reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.
- (b) An employee who chooses to have an additional job, contractual commitment or self-employment, may do so provided the employee obtains prior approval from the employee's immediate supervisor.

7.711 ACCEPTANCE OF GIFTS AND CONFLICTS OF INTEREST

- (a) No Village employee shall accept any gift which is in conflict, or creates an appearance of unfairness or conflict with the performance of official duties. An employee shall be deemed to have a conflict if the employee solicits, accepts, or seeks a gift, gratuity, or favor from any person, firm, or corporation involved in a contract or transaction which is or may be the subject of official action by the Village.
 - 1. Recognizing that personal friendships often precede and can evolve from official contact between employees and persons engaged in business with the Village, reasonable exceptions to this section are permitted for those occasions which are social in nature and are not predicated on the employee's ability to influence, directly or indirectly, any matter before the Village.
 - 2. The employee will be guided in interpretation of this section by the distinction between a gift, gratuity, or favor given or received which has significant monetary value and is offered or accepted in expectation of preferential treatment, and an expression of courtesy. Examples of acceptable courtesies include: a meal or social event; exchanges of floral offerings or gifts of food to commemorate events such as illness, death, birth, holidays, promotions; or a sample or promotional gift of nominal value (\$25 or less).

7.715 POLITICAL ACTIVITIES

- (a) Village employees may participate in political or partisan activities of their choosing provided that Village resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on Village time or in a Village uniform or while representing the Village in any way. Employees may not allow others to use Village facilities or funds for political activities.
- (b) Employees shall not solicit, on Village property or Village time, a contribution for a partisan political cause.
- (c) Except as noted in this policy, Village employees are otherwise free to fully exercise their constitutional First Amendments Rights.

7.716 VIOLENCE IN THE WORKPLACE

Workplace Violence Statement

It is the objective of the Village of Palos Park to create a safe working environment for all employees and for all persons that conduct business with the Village. The purpose of this

policy is to ensure the safety and wellbeing of these persons through comprehensive policies and procedures that will identify existing and potential violence hazards in the workplace. Therefore, the Village of Palos Park has established a zero tolerance policy for any acts of violence, including threats, directed by or towards any Village employee. Supervisory personnel should evaluate each incident on its own merit and implement procedures in accordance with this policy, having the physical safety and well being of all of the employees of the Village of Palos Park in mind.

Violence Defined

- (a) Workplace violence is any intentional conduct which is severe, offensive, or intimidating enough to cause a reasonable person to fear for his or her personal safety or the safety of his or her family, friends and/or property such that employment conditions are altered or a hostile, abusive or intimidating work environment is created for one or more of the employees at the Village of Palos Park. Workplace violence also includes instances where these acts or threats are made against an employee by a non-employee.

Violence in the workplace is further defined, but not limited to the following acts: Any physical behavior that involves pushing, fighting, spiting, kicking, squeezing, pinching, scratching, twisting, biting, throwing objects, or any intentional behavior that would injure another or attempt to injure another or would constitute a battery as defined in Illinois Compiled Statutes, Ch.720 Act 5 Sec. 12-3.

Any physical behavior that would place a reasonable person in fear of receiving imminent physical injury or any other aggressive physical contact of the sort as described above.

Verbal behavior which involves threatening physical harm, either directly or implicitly through direct threats, veiled threats, conditional threats, or telephone or electronic threats, against any person. Any physical or verbal behavior that would involve intimidation such as stalking, surveillance, communicating an endorsement of the inappropriate use of firearms or weapons, or written statements that are used to transmit any threat as previously mentioned. Any threat or act of vandalism or other intentional damage or destruction of Village or private property.

- (b) The Village of Palos Park will work with its law enforcement officials to investigate criminal incidents and assist the employee with pursuing criminal charges against anyone outside the agency who commits violent acts against Village employees.

Documentation of Incident

- (c) All complaints are to be given a high priority.
- (d) Employees who become aware of an incident which involves violence or a threat of violence by an employee or non-employee will immediately report such incident to his/her immediate supervisor. The supervisor will conduct a preliminary investigation as soon as reasonably possible which should include the following information: names, addresses, and telephone numbers of all parties involved, a summary of the facts of the incident, and written statements from all employees involved. It shall be the responsibility of the immediate supervisor to and the Department Head of said incident. The Department Head

- holds the responsibility to notify the Assistant Village Manager and Village Manager of the incident in writing as soon as reasonably possible.
- (e) The Department Head may submit a recommendation to the Village Manager as to whether they feel a further investigation is needed in an incident but the Village Manager holds the sole authority to request a further investigation of the incident.
 - (f) If an employee of the Village of Palos Park is a victim of violence or threat of violence and the suspected offender involves a non-employee, the Police Department shall be contacted and a police report will be completed. A copy of the police report should be included with the notification to the Department Head.
 - (g) All employees that are employed with the Village of Palos Park are covered under this policy. These disciplinary guidelines are not all inclusive, nor do they supersede the disciplinary process as defined by the Police and Fire Commission or by any collective bargaining agreement. These disciplinary guidelines are to provide guidance with enforcement of this policy, and should not be construed as absolute and binding.
 - (h) Employees who violate and are found to be guilty of violating this policy will be disciplined according to the severity of the incident, up to and including dismissal. Employees should also understand that such behavior may result in criminal charges resulting in criminal prosecution.
 - (i) An employee who reasonably and in good faith reports any incident of threats of violence, or testifies, assists, or participates in an investigation of or hearing concerning allegations of threats of violence as stated in this policy shall not be subject to any type of retaliation by any employee of the Village.
 - (j) Retaliation includes, but is not limited to, acts of harassment, written threats, verbal abuse, verbal threats, or any other or additional act of violence as listed in this policy. Retaliation will also be considered a violation of this policy, and may result in discipline up to and including immediate discharge.
The statement shall not be construed so as to create a legal obligation on the part of the Village of Palos Park to take any action beyond those required by law.

7.717 HARASSMENT POLICY

It is the policy of the Village that harassment will not be tolerated. All employees are prohibited from engaging in the harassment of any other employee or other person in the course of or in connection with employment. The desired standard of employee behavior is one of cooperation and respect for each other, despite any differences. See Section 1.045 for the Village policy on sexual harassment and Section 1.040 for the Village policy on all other forms of harassment.

7.720 NO SMOKING POLICY

For health and safety considerations, the Village prohibits smoking by employees in all Village facilities, including Village-owned buildings, vehicles, and offices or other facilities rented or leased by the Village, including individual employee offices. Any employee

wishing to smoke must do so in a designated area and must deduct any smoking breaks from his or her allotted break time.

7.725 USE OF VILLAGE EQUIPMENT

Use of Village phones for personal phone calls should be kept to a minimum. Other Village equipment, including vehicles, should be used by employees for Village business only. An employee's misuse of Village services, telephones, vehicles, equipment or supplies can result in disciplinary action including termination.

7.726 WORKPLACE SEARCH POLICY

To safeguard our employees, their property, Village residents' and the Village's property, and to enforce the Village's policies prohibiting misconduct, including theft and the unlawful use or sale of illegal drugs, management may question employees and/ or inspect any personnel property or any area from which the Village conducts business, including any leased spaces, facilities, and /or vehicles. (For example: vehicles, brief cases, suitcases, tool boxes, computer bags, backpacks, lunch boxes, purses or any other container or object brought to and from the Village's offices, property, worksites or Village sponsored functions) whenever there is reasonable suspicion to believe that any Village policy is being, or has been, violated.

The Village may provide offices, desks, vehicles, computers or computer containers, lockers, tools and other items for the use of Village's employees. At all times, these items remain the property of the Village. The Village may also search any work area and/or item whenever there is a reasonable suspicion to believe that a Village policy is being, or has been, violated. Employees are expected to cooperate with the Village's workplace searches.

Violations of this policy are subject to disciplinary action, including, in the discretion of the Village's immediate termination. Employees with questions regarding this policy, should contact the Village Manager.

7.727 CELLULAR PHONE POLICY

This policy outlines the use of personal cell phones at work, including special issues related to camera phones, the personal use of business cell phones and the safe use of cell phones by employees while driving.

Personal Cellular Phones

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of Village phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal calls during work time to no more than one per day as needed. Employees are therefore asked to make any other personal calls on non-work time and to ensure that friends and family

members are aware of the Village's policy. Flexibility will be provided in circumstances demanding immediate attention.

The Village will not be liable for the loss of personal cellular phones brought into the workplace.

Camera Phones

Except as previously approved, the Village prohibits employee possession or use of cameras in the workplace, including camera phones, as a preventative step believed necessary to secure employee privacy, and Village information.

Personal Use of Company-Provided Cellular Phones

Where job or Village needs demand immediate access to an employee the company may issue a Village-owned cell phone to an employee for work-related communications. Unless otherwise agreed to, personal use of Village cell phones shall be kept to a minimum. Phone logs will be audited regularly to ensure no excessive unauthorized use has occurred.

Employees in possession of Village equipment such as cellular phones 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 phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested (for example, 24 hours) may be expected to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

Safety Issues for Cellular Phone Use

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Never text message or play games on a device while driving. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

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 the highest forms of discipline, including termination.

7.730 BULLETIN BOARDS

Information of special interest to all employees is posted regularly on the Village bulletin board. Employees may not post any information on these bulletin boards without the authorization of the Village Manager.

7.735 CONTACT WITH NEWS MEDIA

The Village Manager or designated Department Heads shall be responsible for all official contacts with the news media during working hours, including answering of questions from the media. The Village Manager or Department Head may designate specific employees to give out procedural, factual or historical information on particular subjects.

7.736 PERSONAL APPEARANCE

It shall be the responsibility of all employees to represent the Village to the public in a manner which shall be courteous, efficient, and helpful.

Village employees should always be well-groomed and dressed in a manner suitable for the public service environment and to reflect favorably the Village's image.

The employee's supervisor will discuss the subject of personal appearance with the employee if it is felt it does not positively reflect the image of the Village.

7.740 SEAT BELT POLICY

Anyone operating or riding in Village vehicles must wear seat belts at all times.

7.745 DRIVER'S LICENSE REQUIREMENTS

- (a) As part of the requirements for certain specific Village positions, an employee may be required to hold a valid State of Illinois Driver's license.
- (b) If an employee's license is revoked, suspended or lost, or is in any other way not current, valid and in the employee's possession, the employee shall promptly notify the department head and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to the department head.

- (c) Depending on the duration of license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including termination.

7.750 SAFETY

- (a) Every employee is responsible for maintaining a safe work environment and following the Village's safety rules. Negligence in adherence to on-the-job safety standards will be considered grounds for discipline and/or termination. Each employee shall promptly report all unsafe or potentially hazardous conditions to the department head. The Village will make every effort to remedy problems as quickly as possible.
- (b) In case of an accident involving a personal injury, regardless of how serious, employees shall immediately notify their department head and the Village Manager.
- (c) The Village recognizes the need for the development of safe working practices for every employee and desires to promote on-the-job safety by encouraging the proper design and use of buildings, equipment, tools, and other devices.

Administration of the safety program should be the job of the supervisor. They should be constantly on the alert to observe and report unsafe working practices or existing hazardous working conditions with the aim of immediate correction. Each Department Head or supervisor shall make sure that the employee under his/her supervision is well acquainted with existing safety rules and shall see that the rules are uniformly enforced. Safety education of all employees shall be promoted by supervisors adhering to all safety rules.

It is the responsibility of all employees to cooperate in making the safety program work. Employees must:

1. Be informed of and observe established safe practices;
2. Notify supervisors of any unsafe conditions they discover;
3. Use personal protective equipment such as steel toed shoes, safety vests, safety glasses, and hard hats where required;
4. Not remove guards or other protective devices from machinery and equipment;
5. Not engage in "horseplay;"
6. Attend any required training or orientation to increase safety awareness;
7. Not report to work under the influence of alcohol or drugs that alter normal behavior or ability to function safely;

8. Report all job-related injuries or illnesses to their supervisors promptly;
9. Assist supervisors in their investigation of any accident of which they have knowledge; accident investigation is fact finding, not fault finding;
10. Refrain from smoking in "no smoking" areas; and
11. Refrain from operating, modifying, adjusting or using equipment in an unauthorized manner;

The Employee's Safety and Health Committee meets at least quarterly to review accidents that have occurred, discuss recommendations for improved safety and formulate safety rules and procedures.

A safety bulletin board will be provided for the display of safety meeting minutes, safety posters and other safety education material. A safety bulletin board will be maintained at each Village facility.

Employees are encouraged to provide safety material for the safety bulletin board and safety meetings.

Safety complaint/suggestions may be submitted to the Health and Safety Committee in written form. The safety complaint and suggestion forms are available in Appendix H. Completed forms should be submitted to the Assistant to the Manager. Any employee interested in joining the Health and Safety Committee should inquire with their department head.

If medical care is requested by a citizen or person visiting a Village facility, emergency services should be called at 911. All incidents should be reported to the Village Manager as soon as possible.

The Village maintains Worker's Compensation Insurance to cover accidents/illnesses incurred by Village employees when on duty. Liability insurance is carried to cover accidents to citizens and visitors if there is negligence by staff or the Village.

7.751 ON THE JOB INJURY PROCEDURE

- (a) If the employee should sustain an injury requiring medical attention, which is not an emergency, the employee should receive an authorization slip to report to the Southwest Industrial Care, Ltd. Clinic at 7600 W. College Drive in Palos Heights from the Village Manager or, in the case of police department employees, from the Chief of Police. The Southwest Industrial Care Clinic has an experienced team of doctors and will evaluate and treat the employee immediately, costs to be borne by the Village. This does not preclude the employee from seeing his or her own physician afterwards.

- (b) Employees will be asked to give a statement regarding their injury immediately after being injured, in the case of non-emergencies. In the case of emergencies a statement will be obtained as soon as it is practical to do so. Any witnesses to the injury will be asked to give a statement as well.
- (c) Department Heads/Supervisors should conduct a full investigation of any accident using the Village accident investigation and reporting forms. Supervisors should be certain to address prevention of similar accidents in the future.

7.755 SUBSTANCE ABUSE

The Village may discipline or terminate an employee possessing, consuming, controlling, selling or using alcohol, drugs or other controlled substances during work hours. The Village is committed to supporting employees who undergo treatment and rehabilitation for alcohol or other chemical dependency.

- (a) Employees who voluntarily report an alcohol, drug or controlled substance dependency problem will not be subject to retaliation or discrimination. Employees who voluntarily seek treatment may use sick leave to attend a bona fide treatment or counseling program. The Village may condition continued employment on the employee's successful completion of treatment or counseling programs and future avoidance of alcohol, drugs or other controlled substances.
- (b) An employee may be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that the employee is impaired due to current intoxication, drug or controlled substance use or in cases where employment has been conditioned upon remaining alcohol, drug or controlled substance free following treatment. Refusal to submit to testing, when requested, may result in immediate disciplinary action, including termination.
- (c) Employees using any prescription or over the counter drugs which might impair their work performance should notify their department head. At the option of the Department Head, an employee may be reassigned to less hazardous duty or be placed on sick leave if impaired work performance might pose a threat to the public confidence or to the safety of the employee or others.

7.760 DRUG-FREE WORKPLACE

- (a) The manufacturing, distribution, dispensation, possession and use of unlawful drugs or alcohol on Village premises or during work hours by Village employees is strictly prohibited.
- (b) Employees must notify the Village within five (5) days of any conviction for a drug violation in the workplace.

- (c) Violation of this policy can result in disciplinary action, including termination. Continued poor performance or failure to successfully complete an assigned rehabilitation program is grounds for termination.

7.761 DRUG AND ALCOHOL TESTING FOR COMMERCIAL DRIVER'S LICENSE HOLDERS

The purpose of this policy is to establish compliance with the Federal Highway Administration regulations requiring drug and alcohol testing for Commercial Driver's License holders. Regulations issued by the United States Department of Transportation mandate urine drug and evidential breath alcohol testing for employees in safety-sensitive positions, including those who are required to hold a Commercial Driver's License. This policy sets forth the alcohol and drug testing program and the testing and reporting requirements as required by those regulations.

This policy applies to all employees of the Village who are required to have and maintain a Commercial Driver's License in order to perform the duties of the job. Contractors performing functions for the Village involving the use of a vehicle requiring a Commercial Driver's License, will be subject to specific alcohol and drug testing as required by federal regulations.

DEFINITIONS

Accident - Accident means an occurrence involving a commercial vehicle on a public road which results in: (1) a fatality; (2) bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or (3) one or more motor vehicles incurring disabling damage requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

Driver - This term includes all employees whose positions may involve driving a commercial vehicle and that require the possession of a Commercial Driver's License.

Commercial Vehicle - A commercial vehicle is one that either: 1) has a gross vehicle weight of over 26,000 pounds (including combined weight if towed unit weighs over 10,000 pounds); 2) is designed to transport 16 or more persons, including the driver; or 3) is used to transport hazardous materials.

Drugs - For the purposes of this policy, in accordance with the applicable federal regulations, "drugs" refers to the following five substances: marijuana (THC), cocaine, opiates, phencyclidine (PCP), and amphetamines.

Medical Review Officer (MRO) - The Medical Review Officer is the licensed physician responsible for receiving and interpreting laboratory results from the urine drug tests.

Safety Sensitive Position - For purposes of this policy, these are positions associated with the driving of commercial vehicles.

Substance Abuse Professional (SAP) - A Substance Abuse Professional is a licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders. The SAP is responsible for evaluating employees with positive test results.

STATEMENTS OF POLICY

1. GENERAL

The Village has a significant interest in the health and safety of its employees and the citizens of the community. In furtherance of that interest, it is the policy of the Village to take those steps necessary to ensure that its employees perform their duties and responsibilities free of the influence of drugs and alcohol. Employees are encouraged to seek confidential counseling on problems associated with alcohol and drug abuse through the Employee Assistance Program. There will be mandatory drug and alcohol testing for employees and job applicants under the circumstances outlined in this policy.

2. PROHIBITED CONDUCT

The following conduct regarding alcohol and drug use or abuse is prohibited:

A. ALCOHOL CONCENTRATION

An employee may not report for or remain on duty requiring the performance of duties covered under this policy while having an alcohol concentration of 0.04 or greater.

B. ALCOHOL POSSESSION AND ON DUTY USE OF ALCOHOL

An employee may not possess or use alcohol while on duty or while operating a commercial vehicle.

C. PRE-DUTY USE OF ALCOHOL

An employee may not operate a commercial vehicle within four hours after using alcohol. An on-call employee who consumes alcohol within four hours of being called in must acknowledge the use of alcohol and may not report for duty.

D. ALCOHOL USE FOLLOWING AN ACCIDENT

An employee required to take a post-accident alcohol test may not use alcohol for eight hours following the accident, or until a post-accident alcohol test is given, whichever comes first.

E. USE OF DRUGS

An employee may not report for duty or remain on duty which requires driving a commercial vehicle when the employee has used a drug or drugs, except when the use is pursuant to instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a commercial vehicle. Employees who are taking a prescription or over-the-counter medication that may impair their ability to perform their duties safely and effectively should provide written notice from their physician or pharmacist with respect to the effects of such substances.

F. REFUSAL TO SUBMIT TO A REQUIRED TEST

An employee may not refuse to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol or drug test as directed by this policy.

G. POSITIVE DRUG TEST

An employee may not report for duty or remain on duty requiring the performance of duties covered under this policy if the employee tests positive for drugs or alcohol.

H. TAMPERING WITH A REQUIRED TEST

An employee may not tamper with, adulterate, alter, substitute or otherwise obstruct any testing process required under this policy.

I. POSSESSION, TRANSFER OR SALE

No employee may possess, transfer or sell drugs or alcohol while in any position covered by this policy.

3. TESTING

A. PRE-EMPLOYMENT DRUG TESTING

All individuals who are covered by this policy must pass a drug test as a post-offer condition of employment.

B. REASONABLE SUSPICION TESTING

Employees subject to this policy shall submit to a drug and/or alcohol test when the Village reasonably suspects that this policy (except the prohibitions against possession,

transfer or sale of alcohol) may have been or is presently being violated. A referral for testing will be based on contemporaneous, articulable observations. Such referrals will be made by supervisory personnel who have received training concerning the signs and symptoms of drug and alcohol use.

Alcohol testing for reasonable suspicion may only be conducted just before, during or after an employee operates a commercial vehicle. If removed from duty based on reasonable suspicion of alcohol use and an alcohol test is not administered within eight hours, the employee will not be allowed to perform or continue to perform covered functions until:

- 1) an alcohol test is administered and the driver's breath alcohol concentration measures less than 0.02; or
- 2) 24 hours have elapsed following the determination that there is reasonable suspicion to believe that the employee has violated this policy concerning the use of alcohol.

C. POST-ACCIDENT TESTING

Following an accident (as defined above) involving a commercial vehicle, the driver is required to submit to alcohol and drug tests when the driver receives a citation under state or local law for a moving traffic violation, or where a fatality occurs as a result of the accident. Testing should occur as soon as possible, but may not exceed eight hours after the accident for alcohol testing and 32 hours after the accident for drug testing.

A driver who is subject to post-accident testing must remain readily available for such testing and may not take any action to interfere with testing or the results of testing. Drivers who do not comply with post-accident testing requirements will be considered to have refused to submit to testing and will be subject to sanctions for refusal to test as provided in this policy.

D. RANDOM TESTING

Employees covered by this policy will be subject to random, unannounced alcohol and drug testing.

E. RETURN TO DUTY TESTING

Employees who have violated this policy, including those who have tested positive on a drug or alcohol test, and who under the discipline policy are allowed to return to work, must test negative prior to being released for duty. A return to duty test following alcohol misuse may not exceed an alcohol concentration of 0.02.

F. FOLLOW-UP TESTING

An employee who is referred for assistance related to alcohol misuse and/or use of drugs is subject to unannounced follow-up testing for a period not to exceed 60 months as directed by a Substance Abuse Professional and the Village. The number and frequency of follow-up testing will be determined by the Substance Abuse Professional and the Village, but will not be less than six tests in the first 12 months following the employee's return to duty.

G. RE-TESTS

Employees who test positive for drugs may request a second test of the remaining portion of the split sample within 72 hours of notification of a positive test result by the Medical Review Officer.

4. REFUSAL TO TAKE AN ALCOHOL OR DRUG TEST

No employee shall refuse to submit to an alcohol or drug test as directed under this policy. A refusal to submit shall include, but is not limited to:

- failure to provide adequate breath for testing without a valid medical explanation after the employee has received notice of the requirement for breath testing in accordance with the procedures manual;
- failure to provide adequate urine for drug testing without a valid medical explanation after the employee has received notice of the requirement for urine testing in accordance with the procedures manual;
- engaging in conduct that obstructs the testing process.

Refusal to submit to a test shall be considered the same as a positive test result.

5. SECURING INFORMATION FROM PREVIOUS EMPLOYERS

If a person is to be hired into a position subject to this policy and during the previous two years has worked as a driver of a commercial vehicle, that person must authorize a request of all employers of the driver within the past two years to release information on the following:

- a. Positive alcohol or drug tests
- b. Refusal to be tested

Note: The Village is required to obtain the information listed above in items a and b by Federal law.

This information must be obtained before the person is employed by the Village. However, if the information has not arrived by the anticipated start date, and if the person has passed the pre-employment drug test, the person may be hired and the requested information must be obtained from the previous employers within 14 calendar days of the date of hire. If the information has not been received within the 14 calendar days, the person will not be permitted to drive commercial vehicles until the information has arrived. If the information obtained from previous employer indicates either a positive test or that a refusal to be tested occurred within the past two years, that person will not be permitted to drive commercial vehicles unless subsequent information indicates that an evaluation by a Substance Abuse Professional was made and return to duty testing was administered.

6. CONFIDENTIALITY AND RECORD RETENTION

All records related to drug and alcohol testing will be maintained in a secure location with controlled access. These records will be kept separate from records pertaining to all other employees.

The following records shall be maintained for a minimum of five years:

- a. Records of alcohol test results indicating an alcohol concentration of .02 or greater.
- b. Records of verified positive drug test results.
- c. Documentation of refusal to take required alcohol and/or drug tests.
- d. Evaluations and referrals.
- e. Copy of annual report.

Records related to alcohol and drug collection process and training shall be maintained for a minimum of two years.

Records of negative and canceled drug test results and alcohol test results with a concentration of less than 0.02 shall be maintained for a minimum of one year. No records containing driver information required by this policy will be released except as provided as follows:

- 1) Upon written request of the employee.
- 2) Upon written authorization of the employee, records will be disclosed to a subsequent employer subject to use as specified by the employee.
- 3) Upon specific, written authorization by the employee, records will be released to an identified person, for use only as specified by the employee.
- 4) Records may be disclosed to a decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee, including, but not limited to, a worker's compensation, unemployment compensation or other proceeding relating to a benefit sought by the driver.

7. CONSEQUENCES OF ENGAGING IN PROHIBITED CONDUCT OR POSITIVE DRUG OR ALCOHOL TESTS

A. DISCIPLINE

Any employee engaging in prohibited conduct, receiving a positive drug test, or receiving a blood alcohol test greater than 0.02 shall be subject to the full range of disciplinary action, including termination, depending on the seriousness of the prohibited conduct.

All employees, regardless of disciplinary action taken, will be advised of resources available to the employee in evaluating or resolving problems associated with drug use or alcohol misuse.

The following provisions apply to those employees who are not terminated for policy violations:

B. POSITIVE TEST RESULT AND/OR ENGAGING IN PROHIBITED CONDUCT

If an employee tests positive for drugs or has an alcohol test that indicates a blood alcohol level of .04 or greater from a random, reasonable suspicion or post-accident test, or engages in prohibited conduct as outlined in Section V, the employee will be immediately removed from duties requiring the driving of a commercial vehicle. The employee will not be permitted to return to work unless he/she:

- has been evaluated by a qualified Substance Abuse Professional; and,
- If recommended by a Substance Abuse Professional, has properly followed any rehabilitation prescribed; and,
- has a verified negative result on a return-to-duty alcohol (<0.02) and/or drug test.

Upon completion of a recommended rehabilitation program and successful return to work, an employee will be subject to follow-up random testing for up to sixty (60) months as recommended by the Substance Abuse Professional and the Village with a minimum of six such unscheduled tests within the first twelve months of returning to duty.

C. ALCOHOL CONCENTRATION OF 0.02 OR GREATER

Employees having a breath alcohol concentration of at least 0.02 or greater, shall be removed from duty requiring the driving of a commercial vehicle for at least 24 hours.

8. EMPLOYEE ASSISTANCE PROGRAM/VOLUNTARY REFERRAL. The Village supports employees who volunteer for treatment of alcohol or drug abuse. Employees are encouraged to seek treatment voluntarily and to utilize the Employee Assistance Program. Any employee who comes forth and notifies the Village of alcohol or drug abuse problems will be given the assistance extended to employees with any other illness. Any such program, however, may not interfere with the tests required by these rules. For example, a driver may not identify himself/herself as unfit to drive after having been notified of a random or reasonable suspicion test and expect to avoid the consequences for a positive test or a refusal to test. In addition, voluntarily seeking assistance does not excuse any failure to comply with all of the provisions of this policy or other policies of the Village.

Sick leave, vacation leave or leave of absence without pay may be granted for treatment and rehabilitation as in other illnesses. Insurance coverage for treatment will be provided to the extent of individual coverage. Confidentiality of information will be maintained as much as possible at all times.

7.765 COMPLAINT PROCEDURES.

The Village recognizes that sometimes situations arise in which an employee feels that they have not been treated fairly or in accordance with Village rules and procedures. For this reason the Village provides its employees with two separate procedures for resolving complaints. Certain employees may have more than one source of dispute resolution rights (i.e., collective bargaining agreement), and this personnel manual. Employees represented by a bargaining unit should follow grievance procedures set out in their respective labor contracts, where applicable. In all other cases, the procedures described in this section shall be used. Under no circumstances shall an employee have the right to utilize more than one complaint or appeal procedure simultaneously that may be available to an employee for the same complaint. Employees may choose any one of the two set forth options below; however, employees should be aware that the formal complaint procedure provides for the most definite response in the timeliest manner.

FORMAL COMPLAINT PROCEDURE

- (a) Step 1: An employee should first try to resolve any problem or complaint with the supervisor.

- (b) Step 2: When normal communication between an employee and the supervisor is not successful, or when an employee disagrees with the application of Village policies and procedures, the employee should attempt to resolve the problem with the department head. The Department Head will respond to the employee in writing within five (5) days after meeting with the employee, if possible.

- (c) Step 3: If the employee is not satisfied with the response from the Department Head, the employee may submit the problem, in writing, to the Village Manager. The written complaint must contain, at a minimum:
 - 1. A description of the problem;
 - 2. A specific policy or procedure which the employee believes has been violated or misapplied;
 - 3. The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;
 - 4. The remedy sought by the employee to resolve the complaint; or
 - 5. The written complaint should be filed within ten (10) working days of the occurrence leading to the complaint, or ten (10) working days after the employee becomes aware of the circumstances.

- (d) The Village Manager may meet with the parties, either individually or together, and the Village Manager will respond in writing to the aggrieved employee within ten (10) days of the meeting. The Village Manager's response and decision shall be final and binding.

SECTION 8-DISCIPLINE AND TERMINATIONS

8.810 DISCIPLINE

- (a) All employees are expected to exercise good judgment, loyalty, common sense, dedication, and courtesy in the performance of their duties. The primary mission of every employee is to provide courteous, orderly, efficient, and economic delivery of services to the citizens of the Village.
- (b) Acts, errors, or omissions which discredit the public service or impair the provision of orderly services to the citizens of the Village may result in discipline, including termination.
- (c) The Commissioner, Village Manager or department head, as appropriate, has full discretion and authority to impose disciplinary action in accordance with Village policy and the circumstances of the particular case.
- (d) The following are examples of the types of behavior which may result in discipline:
 - 1. Drinking alcohol or the abuse of non-prescription or prescription drugs or other controlled substances on the job, or arriving on the job under the influence of or while in possession of alcohol, drugs, or other controlled substances. Also includes the obstruction of required drug tests.
 - 2. Violation of a lawful duty.
 - 3. Insubordination.
 - 4. Absence from work without first notifying and securing permission from the supervisor.
 - 5. Habitual absence or tardiness for any reason.
 - 6. Unsatisfactory job performance, as determined by the Village.
 - 7. Conviction of a felony or a misdemeanor involving moral turpitude.
 - 8. Acceptance of fees, gratuities or other valuable items in the performance of the employee's official duties for the Village.
 - 9. Inability, refusal or failure to perform the duties of the assigned job.
 - 10. Violation of duties or rules imposed by this manual, or by any other Village rule, regulation or administrative order.

11. Failure to follow safe work practices and/or procedures.

(d) This list is not all-inclusive, but only serves as a general guide. The Village may discipline or terminate employees for other reasons not stated above. All employees are employees at will who may be disciplined or discharged without cause or notice.

(e) In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the particular situation:

1. An oral warning is a counseling session between the employee's supervisor and the employee on the subject of the employee's conduct and performance, or their failure to observe a rule, regulation, or administrative instruction. It is intended to increase an employee's efficiency and value to the Village by changing the employee's conduct, attitude, habits, or work methods. Following the counseling session the supervisor shall document the oral warning.

2. A reprimand is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions. Written reprimands are placed in the employee's personnel file.

3. A suspension is a temporary, unpaid absence from duty which may be imposed as a penalty for significant misconduct or repeated lesser infractions. A suspension is a severe disciplinary action which is made part of the employee's permanent record.

6. A termination is a permanent severing of the employment relationship between the employee and the Village. Terminations may be used in case of significant misconduct or repeated lesser infractions.

The Village may use any form of disciplinary action it deems appropriate and disciplinary action need not necessarily occur in any particular order.

(f) Suspensions with pay, where the employee is placed on administrative leave, may be utilized by the Commissioner or Village Manager pending the results of an investigation or disciplinary action where the Commissioner or Village Manager determines those factors such as public confidence, the safety of the employee or the efficient functioning of the Village call for such a suspension.

8.820 TERMINATION

- (a) An employee may be terminated from Village employment for any of the reasons listed below.
1. During or at the end of the employee's trial period.
 2. As a result of disciplinary action.
 3. Due to loss of skills, certifications or other conditions which would make the employee unfit for service.
 4. When the Village Council or Village Manager has made a determination that a lack of work or funding exists with respect to the employee's position.
 5. If the employee has a physical or mental impairment that prevents the employee from performing the required duties of the employee's position and the employee cannot be reasonably accommodated. Termination must be supported by medical evidence which establishes that the individual is unable to perform bona fide job requirements. The Village may require an examination at its expense performed by a physician of its choice. Failure to submit to such request may result in termination.
 6. Whenever the Village Manager determines to make changes deemed to be in the best interest of the Village.

The above list is presented for illustrative purposes only and is not all-inclusive.

8.830 PRE-TERMINATION HEARING

In the case of termination of an employee, the Village will conduct a pre-termination hearing. The pre-termination hearing serves as a check against mistaken decisions and to determine whether there is a reasonable presumption that the reasons are valid and support termination. This section does not apply to probationary employees.

- (a) In the event an appointing authority desires to terminate an employee, the employee shall be provided with a notice of the recommendation for termination. The notice shall include an explanation of the reasons on which the recommendation is based, and the time and date for a pre-termination hearing. If the employee fails or refuses to appear, the termination may proceed.
- (b) Pre-termination hearings will be presided over by the Village Manager and Commissioner or a designated representative.

- (c) At the hearing, the employee may explain why the employee should not be terminated. The employee may bring one person to the hearing as an observer or representative. The Hearings Officer shall determine who, if anyone may participate in the hearing, and how the hearing will be conducted.
- (d) Within five (5) working days after the pre-termination hearing, the Village Manager and Commissioner will issue a decision on whether the termination will proceed, or whether lesser disciplinary action will be applied. However, if the Village Manager and Commissioner determine that more information or time is required in order to render a decision, the Village Manager and Commissioner may extend the time period as the Village Manager and Commissioner deem appropriate.

8.840 LAYOFF

- (a) The Village Manager may lay off employees for lack of work, budgetary restrictions or other changes that have taken place.
- (b) Temporary employees or employees who have not completed their trial period will be laid off before regular employees are affected.
- (c) In determining who is to be laid off, consideration will be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are comparable.
- (d) Employees who are laid off may be eligible to be re-employed, if a vacancy occurs in a position for which they are qualified.

8.850 RESIGNATION

An employee should provide two (2) weeks notice of resignation. This time limit may be waived by the employee's department head or the Village Manager. Upon submission of a resignation, the employee may not take sick, vacation, or compensatory time during the last two weeks of employment.

8.860 DEATH

Upon the death of an employee, all compensation due shall be paid to the surviving spouse or the estate of the employee.

Village of Palos Park
ADDENDUM 'A'
Approved June 23, 2014

MEDICAL MARIJUANA POLICY

This policy will be construed in a manner consistent with our rights and obligations under the Illinois Medical Cannabis Pilot Program, including any applicable interpretative rules that may be adopted pursuant to this Program. Be assured that we respect the rights of our employees who are registered patients with debilitating medical conditions who are engaging in the medical use of marijuana in compliance with the law. However, as with alcohol and prescription drugs, employees may not operate or be in control of a vehicle while impaired. Additionally, employees may be disciplined or even discharged for reporting to work under the influence of cannabis. In all cases, an employee who is a registered patient engaged in the medical use of marijuana is subject to all of our normal drug testing requirements, personnel policies and disciplinary penalties for policy violations. Nothing in this policy alters our “zero tolerance” standards for drug use.

RELIGIOUS FREEDOM AND MARRIAGE EQUALITY POLICY

For purposes of this handbook, references to the word “spouse” shall be construed in a manner that provides married same-sex couples and civilly unionized couples with the same rights and benefits afforded to married opposite-sex couples.

NO WEAPONS POLICY

The Village of Palos Park strives to maintain a safe workplace environment for employees and visitors. Workplace safety is enhanced by adopting this “No-Weapons” Policy.

Applicability

This Policy applies to (A) all Village Officials, as defined in this Policy, with the exception of those individuals included in this Policy’s EXCEPTIONS and (B) all clients, guests, and other persons who are not Village Officials but who are located on Village Property, as defined in this Policy.

Definitions

“Village Officials” mean all officials, employees, consultants, agents, and others who work for or with the Village of Palos Park and who are located on or in Village Property, regardless of being on duty or off duty as well as contractors, vendors, and their respective personnel when those individuals are engaged in work for or business with the Village.

“Village Property” means every building or portion of a building that is owned, leased by, or otherwise under the control of the Village. For purposes of this Policy, a building or portion of a building is 'under the control' of the Village when the Village has the right

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to determine at most or all times who may occupy and use that space. "Village Property" also includes every Village-owned or leased vehicle.

"Tools" means devices commonly recognized as tools useful for Village purposes, when being used for Village purposes or kept in their usual storage location.

"Visitor" means every person other than a Village Official, including but not limited to, clients, guests, and other individuals located on Village Property.

"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.
- 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:

- Village Officials. Except as provided under EXCEPTIONS, no Village Official may wear, carry, store, transport, or otherwise possess a Weapon at any time in or on Village Property or while performing any duties for or on behalf of the Village.
- Examples of prohibited times and places include, but are not limited to, the following:
 - a. Performing work for the Village at any location including private residences and commercial establishments and other customer or client locations;
 - b. Driving or riding as a passenger in a Village vehicle;
 - c. Attending conferences or training on behalf of the Village;
 - d. Attending Village directed or sponsored activities or events (intended for Village employees only and not the general public) independent of venue;
 - e. Riding any type of mass transit while on Village business;
 - f. Working off-site on behalf of the Village (excluding the employee's residence); and
 - g. Performing emergency or on-call work for the Village after normal business hours and on weekends.

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B. Visitors. Except as provided under EXCEPTIONS, no Visitor may wear, carry, store, transport or otherwise possess a Weapon in or on Village Property at any time.

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

Exceptions:

- A. Police Officers and Other Designated Personnel. Village police officers and other Village employees who have been specifically designated or deputized may possess their work-authorized Weapons. Police officers or similar 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 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 Village Official or Visitor may keep a firearm in his or her personal vehicle properly parked and locked in a Village parking lot or parking area, so long as (1) the individual is a concealed carry licensee and (2) the firearm or its ammunition, if applicable, is stored in a case within a locked vehicle or a locked container out of plain view. A licensee may carry a concealed firearm in the immediate area surrounding his or her vehicle for the limited purpose of storing or retrieving a firearm within the vehicle's truck, provided the licensee ensures the concealed firearm is unloaded prior to exiting the vehicle.

Inspections: Village representatives may inspect or search any workplace area and any Village Property, at any time, for the presence of a Weapon.

Violations:

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

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

Concealed Carrying Prohibited:

Any property or building that is controlled by the Village is a "prohibited area" under Section 65 of the Illinois Firearms Concealed Carry Act and thus, concealed carrying in or on any Village Property or building under the control of the Village is not authorized by Illinois law. Accordingly, and in all events, concealed carrying is not an exception to this Policy.

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Responsibility:

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

Any Village Official who sees or perceives a violation of this Policy shall report that violation to his or her Department Director or, in the Director's absence, to the Village manager 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 Village Property. Instead, a person should 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.

Village of Palos Park
ADDENDUM 'B'
Approved January 12, 2015

SECTION 5-PERFORMANCE APPRAISALS AND TRAINING
5.410 PERFORMANCE PLANNING AND APPRAISALS

RISK MANAGEMENT PLAN

I. PURPOSE

The employees of VILLAGE OF PALOS PARK are our most valuable assets. Their safety and well-being are essential to the success of our public service operations. The VILLAGE OF PALOS PARK Risk Management Policy is implemented to provide a systematic risk management program that will minimize the risk of injury to employees, and the general public, and prevent damage to property.

II. OBJECTIVE

The objective of this policy is to protect the VILLAGE OF PALOS PARK'S human and financial assets by ensuring a safe environment for employees, equipment, and for members of the general public by reducing or eliminating the unsafe acts and/or conditions that cause accidents. Our safety committee system will assist in these activities and facilitate effective communication between employees and management about workplace safety and loss control issues.

III. RISK MANAGEMENT

Risk management is a part of management. Risk Management incorporates the basic tenets of management, including the processes of planning, leading, organizing, and controlling personnel and processes in order to meet the objectives of an organization. Risk management also incorporates decisional aspects, which focuses on the following:

- Identifying and analyzing potential loss exposures.
- Identifying risk management techniques/solutions.
- Selecting and implementing the chosen solution.
- Re-evaluating to determine if the solution is effective.

IV. RESPONSIBILITIES

The success of any risk management program depends on support from key individuals such as the Mayor/President, Council/Board, or administrator, etc. It is also essential that department heads, supervisors and all employees be actively involved with the day-to-day aspects of safety, loss control and risk reduction.

The general responsibilities and duties for the Village of Palos Park day-to-day Risk Management Program are as follows:

Village Manager/Assistants -- the member manager directs the overall Risk Management Program for the member. Specific responsibilities include:

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- Leads safety program through example, encouragement and establishing accountability.
- Oversee establishment of annual goals and objectives of the risk management program.
- Develop a strong commitment in department heads to support the organizations risk management objectives and ensure a clear understanding of their respective safety related duties and training responsibilities.
- Participate in the executive safety committee and to guide the committee towards achieving the goals set forth in the overall risk management program.
- Reviews accident review board findings and ensures recommendations are completed.
- Select appropriate risk management techniques for resolving exposure and loss issues.
- Assist in identifying adverse organizational loss trends.
- To review the annual risk management program audits and to appraise the effectiveness of the program.
- Holds department heads accountable for risk management.

Department Heads -- Department heads have full responsibility and authority for creating and maintaining a safe and healthful work environment within their departments. To achieve such a work environment, it is necessary to put into place operating procedures that will promote, to the highest degree possible, the safety of their employees and that of the general public. Specific responsibilities include:

- Demonstrates importance of safety through actions.
 - Develop and actively support a departmental safety program that will effectively control the frequency and severity of accidents. This includes the scheduling of regularly held safety training and awareness sessions at which attendance by employees is mandatory.
 - To appoint representatives to serve on the employee safety committee.
 - Confirms that Accident Review Board recommendations for their department are completed.
 - Develops specific risk management objectives for supervisors.
 - Ensure thorough and consistent job and safety training for all employees assigned to or working for the department.
 - To establish, maintain, and use Job Safety Analysis in order to develop appropriate operating procedures and assist in proper training.
 - Appropriately budget for needed safety expenditures.
 - To hold Supervisors accountable for implementing both department and organizational-wide risk management programs and activities.

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Supervisors -- Supervisors have authority and responsibility for communicating and maintaining safe and healthful work environments for the employee's assigned to them. Supervisors will ensure all employees assigned to them are fulfilling risk management

procedures. Supervisors also act as a liaison between department heads and employees regarding safety issues. Specific responsibilities include:

- To monitor and enforce compliance with established safety rules and procedures and to discipline violators in accordance with the provisions of the Member's Personnel Manual.
- Demonstrate, by example, good safety practices and a positive attitude towards safety.
- Conduct "safety talks" for the purpose of planning and laying out daily work assignments, and to make frequent, individual contacts with employees emphasizing potential hazards and pointing out proper procedures for avoiding them on established schedule.
- Inspect the design of new equipment and vehicles and to ensure that operators have been properly trained before they operate them.
- Conducts and signs off on safety orientation for new employees.
- Ensure safety equipment, protective devices, and proper clothing are provided and used by employees in accordance with VILLAGE OF PALOS PARK'S policy.
- To investigate thoroughly the causes of all accidents and to take whatever action is necessary to prevent their occurrence, even if there was no personal injury. All accident and on the job injury reports and accompanying documentation must be forwarded promptly to the safety coordinator.
- To inform all employees, whether on permanent or temporary assignment to the department, to report immediately all injuries or accidents.
- Develops and implements employee specific risk management responsibilities.

Employees -- As a condition of employment, each employee is responsible for securing his or her own safety, the safety of fellow workers and that of the general public to the extent to which the general public is affected by an act carried out by an employee. Specific duties include:

- To accept willingly, follow, and support actively all approved safety rules and/or procedures.
- To anticipate safety hazards which can arise out of a particular situation not contemplated by the written rules or procedures.
- To consult with a supervisor before proceeding with a particular job, if the appropriate procedure for handling the job is questionable or unknown.
- To concentrate on the job at hand, work on the job at a reasonable pace, and use the precautions necessary to avoid exposure to injury.

- To notify a supervisor promptly of an unsafe condition, actively, or procedure the employee has observed.

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- To participate actively in the safety effort by making safety suggestions either to the departmental safety committee representative or to the supervisor.
- To keep the work areas clean and orderly.
- To use the proper tool or equipment to do a job.
- To operate no equipment without having obtained proper authorization.

- To refrain from engaging in horseplay, which can lead to serious injury and disciplinary action.
- To avoid distracting others while they are at work.
- To wear protective equipment as required either by rule, practice, or common sense.
- To arrive at work suitably attired for the job to be performed.
- Participate in accident investigation by identifying correctable causes and preventing their recurrence.
- Report to their immediate supervisor any incident, injury, occupational illness, or vehicular accident, regardless of the degree of severity, immediately, but no later than end of their work shift.

V. GOALS/OBJECTIVES

Based on review of our loss history by the Executive Safety Committee, the following goals and objectives have been established for **2015** (see attachment). It is the responsibility of each and every employee within the VILLAGE OF PALOS PARK to perform their job responsibilities in a manner necessary to assist in accomplishing these goals and objectives. The Executive Safety Committee will review and revise these goals and objectives annually, based on identified loss trends and/or potential loss exposures. These goals and objectives will be distributed to all VILLAGE OF PALOS PARK'S employees at least annually, with periodic status updates provided throughout the applicable year.

[Member name]

[Calendar year]

RISK MANAGEMENT GOALS AND OBJECTIVES

Member: _____

Date: _____

Entity-Wide Goals:

Goal 1. _____

Activity/Action _____

Projected Completion Date: _____

Goal 2. _____

Activity/Action _____

Projected Completion Date: _____

Goal 3. _____

Activity/Action _____

Projected Completion Date: _____

Goal 4. _____

Activity/Action _____

Projected Completion Date: _____

Goal 5. _____

Activity/Action _____

Projected Completion Date: _____

Department: _____

Department Wide Goals:

Goal 1. _____

Activity/Action _____

Projected Completion Date: _____

Goal 2. _____

Activity/Action _____

Projected Completion Date: _____

Goal 3. _____

Activity/Action _____

Projected Completion Date: _____

Goal 4. _____

Activity/Action _____

Projected Completion Date: _____

Goal 5. _____

Activity/Action _____

Projected Completion Date: _____