



PERSONNEL POLICIES MANUAL

Revised: October 2015

TABLE OF CONTENTS

Welcome	
Purpose and Disclaimer	1
Collective Bargaining Agreements	2
Our Village and Government	2
Organizational Chart	5
Section 1 - Governing Principles of Employment	6
1-1. Equal Employment Opportunity	
1-2. Employment At-Will	
1-3. Americans with Disabilities Act (ADA)	
1-4. Non-Harassment	
1-5. Sexual Harassment	
1-6. Reporting Harassment and/or Discrimination Allegations	
1-7. Genetic Information Non-Discrimination Act (GINA)	
1-8. Drug and Alcohol Free Workplace	
1-9. Prescription, Over-the-Counter, and Licensed Drug Use	
1-10. Confidential Information	
1-11. Whistleblower Act	
1-12. Abused and Neglected Child Reporting Act	
1-13. Illinois Civil Union Act	
1-14. Immigration Law Compliance	
Section 2 - Employment Practices	19
2-1. Residency	
2-2. Hiring Process	
2-3. Employee Orientation	
2-4. Probationary Period	
2-5. Employee Classifications	
2-6. Employee Identification Cards	
2-7. Hours of Work	
2-8. Nepotism	
2-9. Re-Hire Policy	
2-10. Outside Employment Policy	
Section 3 - Personal Conduct Expectations and Disciplinary Action	27
3-1. Communication/Chain of Command	
3-2. Standards of Conduct	
3-3. Reasons for Disciplinary Action	
3-4. Forms of Disciplinary Action	

Section 4 - Administrative Policies.....30

- 4-1. Personal Appearance
- 4-2. Personal Telephone Calls
- 4-3. Cell Phones and Similar Electronic Devices While Driving
- 4-4. Political Activity
- 4-5. Conflicts of Interest
- 4-6. Smoking-Free Illinois Act
- 4-7. Use of Village Property
- 4-8. Solicitation
- 4-9. Contributions and Honorariums
- 4-10. Employee Privacy Policies
- 4-11. Lactation Accommodation
- 4-12. Employee Personnel Records
- 4-13. Punctuality and Attendance
- 4-14. Inclement Weather
- 4-15. Open Door Communications
- 4-16. Media Relations

Section 5- Electronic Resources, Communications and Document Retention.....39

- 5-1. Introduction and Definitions
- 5-2. Use of Electronic Resources and Communications
- 5-3. Prohibited Activities
- 5-4. Privacy
- 5-5. Licensing
- 5-6. Encryption
- 5-7. Viruses and Tampering
- 5-8. Disclaimer of Liability for Use of the Internet
- 5-9. Duty Not to Waste Electronic Communication Resources
- 5-10. Use of Credit Cards on the Internet
- 5-11. Computer Security
- 5-12. E-Mail Addresses
- 5-13. Freedom of Information Act
- 5-14. Violations
- 5-15. Document Retention

Section 6 – Social Media and Social Networking Policy.....47

- 6-1. Social Media Policy
- 6-2. Guidelines
- 6-3. Duty to Follow the Rules
- 6-4. Be Respectful
- 6-5. Be Honest and Accurate
- 6-6. Appropriate and Respectful Content
- 6-7. Social Media at Work
- 6-8. Retaliation Prohibited

Section 7 – Compensation.....50

- 7-1. Classification and Pay Plan
- 7-2. Employee Evaluations
- 7-3. Salary and Wage Adjustments
- 7-4. Overtime
- 7-5. Date of Hire/Anniversary Date
- 7-6. Re-assignment to Lower Classification (Demotion)
- 7-7. Promotions and Transfers
- 7-8. Pay for Working in a Higher Classification
- 7-9. Wage Garnishment
- 7-10. Pay Periods
- 7-11. Payroll Deductions
- 7-12. Direct Deposit
- 7-13. Recording Hours/Time Sheets

Section 8 – Benefits.....57

- 8-1. Eligibility for Benefits
- 8-2. Group Medical Insurance
- 8-3. Group Dental Plan and Vision Plans
- 8-4. Flexible Spending Accounts
- 8-5. Retirement System
- 8-6. Deferred Compensation
- 8-7. Life Insurance
- 8-8. Employee Development
- 8-9. Tuition Reimbursement
- 8-10. Travel and Miscellaneous Expenses
- 8-11. Uniforms and Equipment
- 8-12. Employee Assistance Program
- 8-13. Health Insurance Portability and Accountability Act (HIPAA)

Section 9- Health and Safety.....67

- 9-1. Responsibility for Safety
- 9-2. Workplace Violence
- 9-3. Prohibition of Lethal and Non-Lethal Weapons
- 9-4. On the Job Injuries and Reporting
- 9-5. Vehicle Use and Reporting an Accident
- 9-6. Modified Duty/Return to Work
- 9-7. Fire Prevention
- 9-8. Driver's License Checks

Section 10 – Paid Time Off and Leaves of Absence.....74

- 10-1. Paid Time Off (PTO)
- 10-2. Holidays
- 10-3. Funeral Leave
- 10-4. Jury and Court Leave
- 10-5. Leave of Absence without Pay
- 10-6. Military Leave
- 10-7. Family Medical Leave (FMLA) Policy
- 10-8. School Conference and Activity Leave
- 10-9. Employee Blood Donation Leave
- 10-10. Victim’s Economic Security and Safety Act (VESSA)
- 10-11. Time off to Vote

Section 11 - Employee Separation.....89

- 11-1. Types of Separation
- 11-2. Exit Interview
- 11-3. Final Pay and Benefit Issues
- 11-4. Consolidated Omnibus Budget Reconciliation Act (COBRA)
- 11-5. Unemployment Compensation
- 11-6. Retirement Benefits

Appendices.....93

- A. Personnel Policies Manual Acknowledgment
- B. Internet, Email, Computer Use and Technology Acknowledgment
- C. Consent to Drug and Alcohol Screening
- D. Complaint Form
- E. Seasonal Employee Information and Acknowledgment Form
- F. Request for Approval for Outside Employment
- G. Request for Leave of Absence without Pay
- H. Certification for Taking Leave under VESSA
- I. Request for School Conference and Activity Leave
- J. Background Check Authorization and Release of DMV Records
- K. Staff Phone Directory

Welcome Message

Welcome New Employee!

On behalf of your colleagues at the Village of Hawthorn Woods, we welcome you and wish you every success in your future career at the Village. We are pleased to welcome you into this work community and extend our congratulations to you and our welcome to your family.

We believe that each and every employee is vital to the success of the Village, and we hope that you will take pride in becoming a member of our team. We recognize that we are all Ambassadors for the Village of Hawthorn Woods, whether we are in the workplace or relaxing in our home communities. Our “Village First” concept reminds us that we are public servants who take pride in our commitment and dedication to the people of this community.

This Manual was designed to outline the policies, programs, and benefits available to employees of the Village of Hawthorn Woods. Please familiarize yourself with the contents of this Manual, as it should answer many of your questions about employment with the Village. If you have any remaining questions, please do not hesitate to ask for clarification.

I serve as Chief of Staff and I have an open door policy for all employees. I invite you to visit at any time or contact me by phone at (847) 847-3535. Our Director of Human Resources is also available to assist you with information regarding your benefit options. Please consider scheduling an appointment to meet with her to discuss your benefit opportunities.

We hope that your experience here will be rewarding and enjoyable. On behalf of the Mayor and the Board of Trustees, we welcome you to the Village of Hawthorn Woods!

With Kindest Regards,

Pamela Newton
Chief Operating Officer
Village of Hawthorn Woods

PURPOSE AND DISCLAIMER

These personnel policies have been enacted by the Village of Hawthorn Woods in order to further the following goals:

1. To provide a uniform system of personnel administration throughout the Village.
2. To ensure that recruitment, selection, placement, promotion, retention, and separation of Village employees are based upon employees' qualifications and are in compliance with Federal and State laws.
3. To develop a personnel program that will make a career in municipal government attractive to persons who possess the ability, integrity, and dedication to public service.
4. To assist in the development of sound management practices and procedures, and to make effective consistent use of human resources throughout the Village.
5. To promote communication among all supervisors and employees.
6. To ensure, protect, and clarify the rights and responsibilities of employees.

These policies shall apply to all Village employees. These policies are not applicable to elected officials, Village Boards and Commissions, volunteers, and independent contractors. For employees who are represented by a personal services contract or a collective bargaining agreement, this Manual will only apply if that agreement is silent to that topic. In the event of conflict between these rules or State or Federal law, the terms and conditions of that contract, rule, or law shall prevail to the extent of the conflict. In all other cases, these policies and procedures shall apply.

In the event of an amendment to any ordinance, rule, or law incorporated in this document or upon which these provisions rely, these rules shall be deemed amended in conformance with those changes.

This Manual does not intend to be all encompassing. The Village specifically reserves the right to repeal, modify, or amend these policies or the benefits described herein at any time, with or without notice. All other previously issued policies are hereby rescinded and superseded by this Policy Manual. None of these provisions shall be deemed to create a vested contractual right for any employee, nor to limit the power of the Mayor or Chief Operating Officer or Village Board to repeal or modify these rules. The policies are not to be

Effective October 2015

interpreted as promises of specific treatment. To the extent that an occurrence arises which is not governed by any of the policies or procedures set forth herein, the Chief Operating Officer may exercise his/her discretion to resolve the matter.

Please note that neither the existence of any of these policies, nor anything contained in this Manual is intended to create or shall create an employment contract or contractual commitment, either expressed or implied. Unless otherwise provided in a written contract of employment, employees of the Village of Hawthorn Woods are employed “at will” and can be dismissed at any time, with or without notice, and with or without cause.

COLLECTIVE BARGAINING AGREEMENTS

The Village has entered into a Collective Bargaining Agreement with the union that serves as the paid representative of the patrol officers who perform services within the Village. The terms and conditions of employment for the covered employees are set forth in the Collective Bargaining Agreement. In the event of any inconsistency between this Manual and a Collective Bargaining Agreement, the Collective Bargaining Agreement takes precedence but only as to those employees covered by the agreement. Where the Collective Bargaining Agreement is silent on the matter, this Manual shall prevail. Employees with questions about their Collective Bargaining Agreement should contact their union steward and/or the Chief Operating Officer for guidance.

OUR VILLAGE AND GOVERNMENT

Elected Board of Trustees

The Village of Hawthorn Woods is governed by a Board of Trustees, which serves as the legislative and policy-making body. It includes a Mayor and six Trustees who are elected at large by the Village.

Village

Day-to-day operations of the Village are managed by full-time, Village staff. This professional staff of employees is joined by part-time seasonal employees as needed.

Committees

There are currently nine committees established by Village Code. The members of these committees act in an advisory capacity to the Village Board on various issues. Each committee has a trustee liaison. Each committee generally meets once each month.

Our History

On March 10, 1958, the formation of the Village of Hawthorn Woods was approved by a unanimous vote of the 71 residents who represented the original residents of our community. Hawthorn Woods became Lake County's 31st municipality and quickly distinguished itself as an upscale, friendly community that placed a high value on the protection of our natural resources as we designed an estate lifestyle within the suburban region. With approximately 8,000 residents, Hawthorn Woods remains a highly desirable place to live, work, and shop in a natural setting among trees, lakes, and parks. Hawthorn Woods is recognized for its beautiful open spaces and park amenities as well as great schools, friendly business districts, and professional services. A full service Police Department, Public Works Department, Finance Department, Community Development Department, and Parks and Recreation Department all work together to provide excellence in service to the citizens, visitors, and business community of Hawthorn Woods.

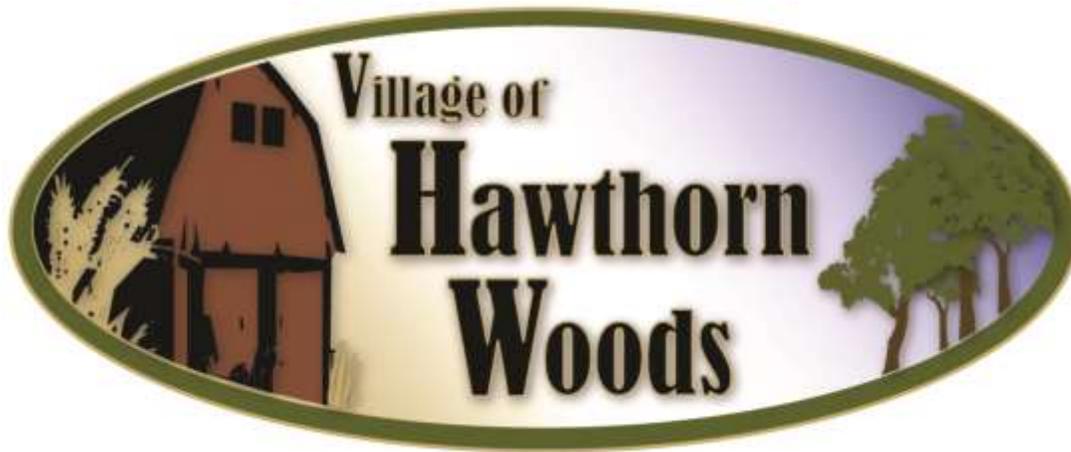
A Distinctive Lifestyle

With the addition of the Hawthorn Woods Country Club, the Village has continued along a controlled population growth trend with many estates on one acre or larger lots. Most recently, the Village of Hawthorn Woods built a state-of-the-art aquatic center that has become the central gathering place for residents each summer. Future plans include bike trails designed to connect the neighborhoods to the parks, and a sustainable downtown community to create a hometown appeal.

The Village of Hawthorn Woods provides many recreation and leisure activities, including a senior's group, wonderful preschool programs, recreation classes, a summer camp, and fun field trips for the entire family. The Village also coordinates free concerts in the park each week on summer evenings, and offers free special events to the residents including an annual Family Fun Fest each fall, and an old fashioned holiday tree lighting ceremony complete with carolers and hot chocolate.

A Hometown Welcome

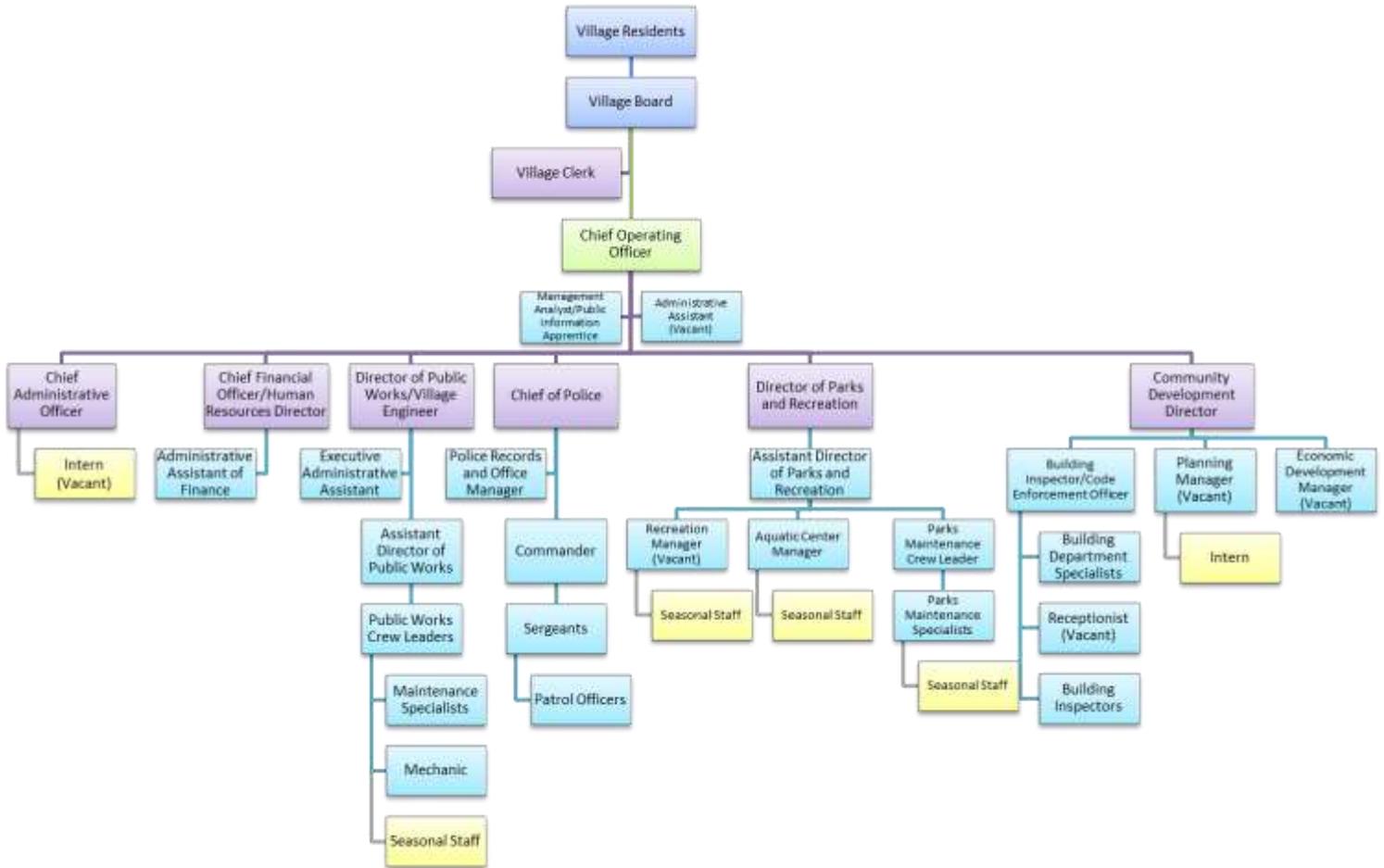
Hawthorn Woods is a special oasis approximately 40 miles from downtown Chicago, but a world away from typical suburbs. Preserving the rural atmosphere while maintaining quality workmanship and design in new developments, creates a lifestyle full of amenities in Hawthorn Woods. Our community logo features our historic barn, displaying our desire to embrace the rural heritage of our past while welcoming the opportunities that will define our future.



Awards and Recognitions

- #1 Safest City in Illinois
- #4 Best Place to Raise a Family in Illinois
- Lake County Municipal League - 2014 Innovation Award
- International City/County Management Association – 2015 Strategic Leadership and Governance Award
- Illinois Municipal League Bright Ideas & Innovations Award (top 20)

ORGANIZATIONAL CHART



SECTION 1 – GOVERNING PRINCIPLES OF EMPLOYMENT

1-1. Equal Employment Opportunity

The Village is an equal opportunity employer that does not discriminate on the basis of actual or perceived race, color, religion, national origin, ancestry, citizenship status, age, disability, sex, marital status, military or veteran status, sexual orientation, genetic information, pregnancy, or any other characteristics protected by applicable Federal, State, or local laws. The Village is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

The Village will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including termination.

The Village will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Village's operations.

1-2. Employment At-Will

As previously mentioned, the Village is an at-will employer. This means that you and the Village are free to terminate this employment relationship at any time and for any reason, with or without advance notice. No one at the Village can alter this relationship and you should never interpret anyone's remarks as a guarantee of continued employment.

1-3. Americans with Disabilities Act (ADA)

It is the intent of the Village to guarantee disabled persons who are otherwise qualified to perform the essential functions of the employee's position equal employment opportunities. Employment practices (e.g. hiring, training, testing, transfer, promotion, compensation, benefits, termination, etc.) will be administered in a non-discriminatory manner. The Village, upon request, will provide reasonable accommodations in compliance with the Americans with Disabilities Act (ADA). The Village will engage in an interactive process with the

employee to identify the barriers, if any, that are interfering with the employee's ability to perform the essential job functions. The Village will identify possible accommodations, if any, that will help eliminate the limitation. As part of the interactive process, the Village may request the employee to provide certain information from his or her health care provider related to his or her ability to perform the essential job functions, with or without reasonable accommodation. Questions regarding accommodations should be directed to the Human Resources Director who serves as the ADA Coordinator.

Upon presentation of medical documentation supporting the need for a workplace accommodation, the Village will consider requests for accommodation of pregnancy pursuant to the procedure in this section; to the extent such accommodation does not pose an undue hardship on the ordinary operation of the business of the Village.

1-4. Non-Harassment

It is Village policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, actual or perceived race, color, religion, national origin, ancestry, citizenship status, age, disability, sex, marital status, military or veteran status, sexual orientation, genetic information, pregnancy, or any other status protected by the law. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual that is based upon a person's protected status as outlined above. The Village will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, or kidding, teasing, or practical jokes directed to a person based on his or her protected status.

Harassing conduct also includes, but is not limited to the following:

- A. Epithets, innuendoes, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, disability, or any other legally protected category;

- B. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of an individual's protected classification that is placed on walls, bulletin boards, or elsewhere on the employer's premises or circulated in the workplace.

Even where conduct is not sufficiently severe or pervasive to constitute an actionable legal violation, the Village discourages such conduct in the workplace. If you feel that you have been subjected to or witnessed conduct which violates this policy, you should follow the Village's policy for reporting harassment and/or discrimination allegations (see Section 1-6). Every report of conduct in violation of this policy will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in corrective action, up to and including, termination. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Village will not allow any form of retaliation against individuals who report unwelcome conduct of management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to corrective action, up to and including, termination.

1-5. Sexual Harassment

It is Village policy to prohibit harassment of any employee by any other employee, the public, a vendor or any other individual in the workplace on the basis of sex or gender. The purpose of this policy is to ensure that the Village's work environment is free from sexual harassment. All employees are expected to avoid any behavior or conduct which could reasonably be interpreted as harassment. All employees are expected to make it known promptly, through the avenues identified below, whenever they experience or witness offensive or unwelcome conduct. This policy forbids harassment based on sex, regardless of whether it rises to the level of a legal violation.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, or posters, sending sexually explicit emails and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Improper conduct can also include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life or teasing or other conduct directed

toward a person because of his or her gender which is sufficiently severe or pervasive enough to create an unprofessional and hostile working environment. This includes the use of Village equipment and/or systems to transmit or receive offensive material, statements, or pictures.

Discrimination and discriminatory harassment does not include actions that are in accordance with established rules, principles, or standards, including:

- A. Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the Illinois Department of Human Rights guidelines.
- B. Bona fide requests or demands by a supervisor that an employee improve his/her work quality or output, that the employee report to the job site on time, that the employee comply with Village or departmental rules or regulations, or any other appropriate work-related communication between supervisor and employee.

If you feel that you have been subjected to conduct which violates this policy, you should follow the Village's policy for reporting harassment and/or discrimination allegations (see Section 1-6). Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Any violation of this policy will result in corrective action, up to and including, termination. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Village will not allow any form of retaliation against individuals who report unwelcome conduct or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to corrective action, up to and including, termination.

1-6. Reporting Harassment and/or Discrimination Allegations

- A. Employees are encouraged to inform others in the workplace when their behavior is unwelcome, offensive, inappropriate, or in poor taste. Employees are expected to come forward promptly and report any violations pursuant to this policy before the alleged offending behavior becomes severe or pervasive.
- B. If an employee experiences or witnesses any conduct that he or she believes is inconsistent with this policy, the Village expects the employee to notify promptly as follows:

1. If the alleged offender is the employee's co-employee, the employee should report the incident to either their supervisor or the Chief Operating Officer.
 2. If the alleged offender is the supervisor, the employee should report the incident directly to the Chief Operating Officer.
 3. If the alleged offender is the Chief Operating Officer, the employee should report the incident directly to the Mayor.
 4. If the alleged offender is the Mayor, the employee should report the incident directly to the Chief Operating Officer.
 5. If the alleged offender is a member of the Village Board, the employee should report the incident directly to the Chief Operating Officer or Mayor.
 6. Any employee who is not comfortable with reporting violations of this policy to a supervisor may bypass the chain of command and make the report to a higher ranking supervisor or the Chief Operating Officer. Complaints may also be filed with the Human Resources Director.
- C. The Village has a written complaint form (See Appendix D) available to employees who believe that they have been subjected to harassment and/or discrimination. Employees are encouraged to use the complaint form and submit it to the appropriate official when reporting the incident, including any and all pertinent documents and facts. Use of this written complaint form is encouraged but is not mandatory. The employee is expected to cooperate fully with the investigative process.
- D. Supervisors receiving information regarding an alleged violation of this policy must promptly report the conduct to the Chief Operating Officer, Mayor or Human Resources. Independent of this reporting obligation, supervisors are expected to:
1. Refrain from any behavior that would violate this policy or the Village's policy against discrimination;
 2. Continually monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, including sexual harassment or retaliation;

3. Take prompt, appropriate action to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation;
 4. Stop any observed acts that may be considered harassment and taking steps to intervene;
 5. Ensure subordinates understand their responsibility under this policy;
 6. Ensure that members who make complaints or oppose any lawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible;
 7. Notify the Chief Operating Officer or Human Resources Director in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.
 8. Failure to carry out these responsibilities may be grounds for discipline.
- E. To facilitate a thorough and fair investigation of the alleged incident, it is strongly encouraged that all reports of harassment and/or discrimination be made as soon as practical.
1. Upon receipt, the Chief Operating Officer, or his/her designee, shall conduct an investigation to consider appropriate resolution alternatives based on the facts uncovered, and swiftly resolve the matter.
 2. All reports of harassment and/or discrimination shall be taken seriously and fully investigated. There can be no guarantee of complete confidentiality, but to the extent possible, the investigation and the identity of the parties and persons cooperating in the investigation will be kept in confidence with only those on a need to know basis involved.
 3. Full cooperation from all parties involved is required during the investigation.
 4. In order to minimize the risk of further policy violations, the Village may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place.

- F. If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the Village will take corrective action, including discipline up to and including termination of employment, as is appropriate under the circumstances. The Village may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy.

- G. The Village prohibits retaliation against any individual who reports or files a charge of discrimination or harassment. Retaliation is treating a person differently or engaging in acts or reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will be subject to disciplinary action, up to and including, termination.

- H. The Village provides the above procedure to promote prompt resolution of any problems. However, employees may also file a charge of discrimination in writing with the Illinois Department of Human Rights within 180 days of the harassment and/or the Equal Employment Opportunity Commission at:

Illinois Department of Human Rights 100 W. Randolph St., Suite 10 100 Chicago, IL 60601 (312) 814 6200	Equal Employment Opportunity Commission 500 West Madison Street, Ste. 2800 Chicago, Illinois 60661-2511 (312) 353-2713
---	---

- I. If the complainant is found to have been acting maliciously with the intention of intimidating or retaliating against the alleged offender, the accuser may be subject to disciplinary action, up to and including, termination.

1-7. Genetic Information Non-Discrimination Act (GINA)

The Genetic Information Non-discrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an employee or family member of the employee, except as specifically allowed by this law. To comply with this law, we are asking that you do not provide any genetic information when responding to any requests for medical information. “Genetic information” as defined by GINA includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, whether or not you or a family member sought or

received genetic services, or obtained genetic information of a fetus carried by you or a family member or, whether you or a family member are receiving or have received assistive reproductive services.

1-8. Drug and Alcohol Free Workplace

To help ensure a safe, healthy, and productive work environment for our employees and others, and to protect Village property and to ensure efficient operations, the Village has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Village.

- A. A drug-free workplace prohibits the unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, manufacture, dispensing, sale, or distribution of controlled substances, drug paraphernalia, and alcohol. This includes the misuse or abuse of prescription, over-the-counter, and licensed drugs.
- B. Employees and other individuals who work for the Village are also prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substance, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work (refer to Section 1-9, Prescription, Over-the-Counter, and Licensed Drug Use). The workplace is defined as entry upon or presence on Village property, any work site throughout the Village, including the parking lot, driveway, any other Village premises or any location where an employee conducts Village business, whether on or off Village premises. This includes Village vehicles and any private vehicles parked on Village premises.
- C. Any violation of this policy or outside involvement in illegal drug activities leading to arrest or resulting in anything other than a "not guilty" verdict, will cause disciplinary action to be taken, up to and including, termination.
- D. The Village seeks to retain valuable employees and maintain productivity and service by identifying personal problems at early stages and motivating employees to seek assistance for these problems. However, it is each employee's responsibility to seek

assistance before a substance abuse problem affects judgment, performance, or behavior.

Employees who voluntarily pursue treatment will not be subject to discipline for pursuing treatment, provided the employee has not violated the Village's drug and alcohol policy or other rules of conduct and standards, including but not limited to, those regarding attendance, job performance, and safety.

- E. Applicable charges may be covered under the employee's health insurance, and this shall be the extent of the Village's cost liability for the employee to participate in an assistance or rehabilitation program. Costs that are not covered by the employee's insurance will be the employee's responsibility.
- F. An employee convicted of violating a criminal drug statute while in the workplace must inform the Human Resources Director of such conviction (including pleas of "No Contest") within five (5) working days of the conviction as required by the Federal Drug-Free Workplace Act of 1988. Failure to inform the Village subjects the employee to disciplinary action, up to and including, termination for the first offense.

This policy is not intended to cover, and should not be regarded as covering, every possible situation that could occur. It does, however, put forth the Village's intent and a foundation from which to work. Unique and/or unusual circumstances that do come up will be dealt with on an individual basis.

G. Required Testing

The Village may require employees to submit to drug/alcohol testing at a time and place designated by the Village, under the following circumstances:

Pre-Employment

All applicants must pass a drug test before beginning work (post offer pre-employment). Refusal to submit to testing will result in disqualification of further employment consideration.

Reasonable Suspicion

Employees are subject to testing based upon (but not limited to) observation of apparent pre-workplace use, workplace use, possession, or impairment. The Chief Operating Officer shall be consulted before sending an employee for testing.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management and a union rep (if appropriate) must escort the employee. The employee's supervisor will make arrangements for the employee to be transported home.

Post-Accident

Employees are subject to testing when they cause or contribute to accidents that seriously damage a Village vehicle, machinery, equipment, or property and/or result in an injury to themselves or another employee requiring off-site medical attention. A probable belief circumstance will be presumed to arise in any instance involving work-related accident or injury in which an employee who was operating a motorized vehicle is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner. Under no circumstances will the employee be allowed to drive himself/herself to the testing facility.

Follow up

Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including, termination. Depending on the circumstances, the Village, in its sole discretion, may offer an employee who violates this policy or tests positive, one opportunity to return to work on a last chance basis pursuant to mutually agreeable term and subject to ongoing testing, following successful completion of treatment offered by a clinic or trained professional mutually acceptable to the employee and Village. If the employee either does not complete their rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate discharge from employment.

H. The Village will notify government agencies that administer funds within ten (10) days of receiving actual or constructive notice of conviction of any employee who performs work in relation to any Federal or State grant. Within thirty (30) days after receiving notice of conviction, the Village shall take action against the employee so convicted by either imposing appropriate discipline, up to and including, termination, if so warranted, or requiring such employee to

participate satisfactorily in a drug abuse assistance or rehabilitation program approved by an appropriate governmental agency.

1-9. Prescription, Over-the-Counter, and Licensed Drug Use

Employees who use a prescription drug that may cause adverse side effects (i.e., drowsiness or impaired reflexes or reaction time) or are a Registered Qualified user of Cannabis under the Compassionate Use of Medical Cannabis Pilot Program (while such program is active and lawful) are required to inform their supervisor of any known side effects that might affect the employee's job performance or present a threat of harm to other employees or the public. Employees are responsible for informing their supervisor of the possible effects of the drug on work performance and expected duration of use. If the usage of such medication poses a safety risk for the employee or others, the employee may not work until a release is obtained from the employee's treating physician. Any use of a controlled substance shall fall under this policy. The Village's policies prohibit the use of medically prescribed marijuana in the workplace or being under the influence of marijuana as a "qualifying patient" under the Illinois Compassionate Use of Medical Cannabis Pilot Program Act (while such program is active and lawful) during the work day or work activities.

1-10. Confidential Information

Confidentiality is extremely important in order to maintain the public and community's trust. In the course of your work for the Village, you may obtain knowledge of confidential or sensitive work-related information, including information about citizens and non-public information about operations and employees. Such confidential information includes personal or private information of employees, customers, citizens, and vendors, such as personal telephone numbers, personal email addresses, home addresses, personal license plates or other unique identifiers, personal financial information, medical information, information about minors, and other sensitive information. Other confidential information includes trade secrets, reports and analysis prepared by the Village or third parties that have not been released to the public, information provided for audit purposes that has not been released to the public, information related to other actions that remain under review or in a preliminary or draft state, attorney-client communications, or other information that is not subject to disclosure under State or Federal law.

It is important that the confidentiality of such information is maintained. Therefore, only the Chief Operating Officer or a person designated by the Chief Operating Officer, is authorized to disseminate such information. No employee shall release confidential or sensitive work-related information to the public or to co-workers at any time, by any means, whether electronically or otherwise, for any reason, unless the employee has been specifically authorized to release the information. Similarly, employees shall direct all media inquiries to the employee's Department Head or Chief Operating Officer and are not authorized to comment to the media or public on behalf of the Village or disclose internal matters that involve the operations and management of the Village and its departments, except as authorized by the Chief Operating Officer or his designee.

1-11. Whistleblower Act

The Village strives to conduct its business with the utmost integrity and in strict accordance with all applicable Federal, State, and local laws. Employees who have reason to believe the Village or any employee or officer is at fault for any violation of a policy, rule or regulation of the Village, violation of ethical standards or requirements, a mismanagement or abuse of authority, or other improper or unlawful conduct, shall immediately report to the Chief Operating Officer concerning the alleged violation.

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

The Village will not retaliate against an employee if the employee discloses or threatens to disclose an activity, or policy, or procedure that the employee believes is a violation of the law.

1-12. Abused and Neglected Child Reporting Act

The Village is committed to complying with the Abused and Neglected Child Reporting Act (325 ILCS 5/4). Pursuant to this Act, all employees are required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE) whenever he or she has reasonable cause to believe or suspect that a child may be neglected or abused. Failure to report suspected abuse or neglect

may result in criminal penalties under the Act and disciplinary action, up to and including, termination.

Employees and, in certain instances, volunteers with expected patron contact, especially where said contact may be with a minor child, are required to complete the DCFS Training for Mandated Reporters and sign the Acknowledgement of Mandated Reporter Status. The acknowledgement form will become part of your personnel file. For more information about mandated reporters under the Abused and Neglected Child Reporting Act, contact your supervisor or Department Head.

1-13. Illinois Civil Union Act

The Illinois Civil Union Act provides the same rights and responsibilities to Civil Union partners as spouses. A Civil Union may be legally entered into through a state licensing and certification process. The Village treats Civil Union partners the same as spouses, including for purposes of medical, dental, vision, life, and disability plans (See Section 8 - Benefits), and reference to the term "spouse" in this Manual shall include civil union partners in a manner consistent with State law..

1-14. Immigration Law Compliance

Federal law requires all employees to present documentation confirming their identity and eligibility to work in the United States. New employees and re-hires must complete the I-9 Employment Eligibility Verification Form on the first day of employment and provide the necessary identification documentation no later than three business days of their start date. Failure to present the necessary identification will result in termination.

Section 2 – EMPLOYMENT PRACTICES

2-1. Residency

Although highly desirable, employees are not required to maintain residency within the Village limits. All Village employees must live within a reasonable distance to the Village that will not interfere with or prevent the employee in his/her ability to fulfill the duties and responsibilities of their position. Response time in the event of emergencies or weather-related events may be critical for job performance and essential services to the community.

2-2. Hiring Process

- A. The Chief Operating Officer serves as Chief of Staff and will administer and coordinate the hiring process for all vacancies as approved by the Mayor and Board of Trustees.
- B. The Human Resources Director, authorized by the Chief Operating Officer, with the assistance of the supervisor of the department where the vacancy exists, shall recruit for approved positions. All openings are to be posted on approved Village bulletin boards, on electronic job boards, the Village's web site, and professional journals as deemed appropriate.
- C. The Board of Police Commissioners is a three member commission appointed by the Mayor and Village Board. The Commission is responsible for hiring all police officers.
- D. If there is a vacancy in a full or part-time position which the Village decides to fill, then a notice of such vacancy will be posted on a bulletin board at the Village Hall and at Public Works for at least five (5) calendar days. During the posting period, the Village may temporarily fill the position. Any employee interested in applying for the vacancy must file a statement of interest in the vacant position with the Administration Office. Even though a job opening has been posted, the Village retains the final right to determine whether or not the opening should be filled, and by whom.
- E. All applicants for Village employment shall complete and sign an application for employment. The applicant will be asked to supply complete information relating to past employment, education, experience, training, references, and other qualifications where applicable. An

applicant or employee shall be considered only on the basis of their qualifications as required by the position they seek or hold relative to experience, training, physical fitness, abilities, skills, knowledge, and their personal character and integrity.

- F. Reference, criminal background, and credit checks (as applicable) shall be conducted on every full time job applicant, regardless of the position and shall be conducted according to appropriate Federal, State, and Village regulations. This process is conducted to verify the accuracy of the information provided by the applicant and to evaluate the applicant's background and qualifications as pertain to other work-related issues. A written record summarizing such reviews shall be retained in the employee's personnel file.
- G. Applicants must provide evidence of identity and employment eligibility. New employees will be advised as to the proper documents which must be provided to the Village.
- H. Employees may not hold any Village office or position while in arrears for any payments or charges owed to the Village, including property taxes, special assessments, utility bills, business registration fees, or fines.

2-3. Employee Orientation

A new employee shall receive an orientation by appropriate Administration staff and their respective department. Orientations shall consist of an overview of the Village organization, rules, regulations, benefits, job description, and general procedures. Supervisors or their designees are responsible for orienting new employees to departmental guidelines and procedures specific or unique to their department.

2-4. Probationary Period

All new Village employees are hired on a probationary status which extends for a period of six (6) months except sworn police personnel who serve a minimum eighteen-month (18) probationary period. This probationary period may be extended for an additional period if, in the opinion of the Department Head and Chief Operating Officer, an extended period is necessary to fully evaluate the employee for regular appointment. Except as provided for in the Collective Bargaining Agreement, the employment status remains "at will" before, during, and after the successful or unsuccessful conclusion of the probationary period.

The purpose of the probationary period is to determine if the employee can satisfactorily perform their job duties. Department Heads shall give employees on probation written and oral performance evaluations at the end of the 3rd and 6th month. During an employee's probationary period, the employee may be suspended, laid off, or terminated at the sole discretion of the Village.

Successful completion of the probationary period does not guarantee continued employment for any specific period of time or otherwise create an employment contract with the Village.

2-5. Employee Classifications

The Village establishes the following guidelines and definitions for types of employment and for entitlement to benefits.

- A. Full-Time: An employee who is assigned to a position and works a schedule which equates to an average of 30 hours per work week.
- B. Part-Time: An employee who is assigned to a position and works a shift schedule less than 30 hours per week. Part-time employees shall not be eligible for benefits.
- C. Seasonal Employee: An employee whose work assignment is limited in duration to less than two consecutive quarters during a calendar year. Seasonal employees are employed for a specific function, part-time or full-time and for a temporary or limited period of time. All seasonal employees are provided with an acknowledgement form (Appendix E) and an offer letter regarding his/her seasonal employment with the Village.
- D. Interns: The Village supports the concept of employing students in positions relating to course work. An internship program should be mutually beneficial to both student and the Village. All intern positions that receive a stipend or wage must have been approved in the annual pay plan. Interns applying with the Village must follow the same employment procedures as employees except for the job posting requirements. Interns will be instructed as to expected length of internship, projects to be worked on, and be given a general new employee orientation by their respective department. Interns are expected to comply with the applicable rules and regulations contained in this Manual.

- E. Temporary: An employee who, by agreement, works for the Village for a definite and limited a period of time. Continuous employment will not extend beyond the term of the specific project or operational need for which the employee was hired, which typically shall not be more than hundred and eighty (180) days in any one fiscal year. In the event a temporary employee is needed for a period of more than ninety days, the Chief Operating Officer has authority to extend the ninety day period up to one additional ninety day period. Any length of time longer than outlined above requires Village Board approval.
- F. Exempt Employee: An employee who works in a position that has been determined as “exempt” under the Fair Labor Standards Act (FLSA) and is not eligible for overtime pay for hours worked over 40 in a work week.
- G. Non-Exempt Employee: An employee who works in a position that has been determined as “non-exempt” under the Fair Labor Standards Act (FLSA) and is eligible for overtime pay for hours worked over 40 in a work week.

2-6. Employee Identification Cards

Employees shall adhere to the following guidelines regarding identification cards:

- A. It is the policy of the Village to issue employee identification cards to all full-time and part-time employees. Cards may also be issued to other employees who may require Village identification while performing work for the Village. The card will display the employee name, department, and a photo.
- B. The card should be carried at all times when an employee is acting in an official capacity. The card shall be used as identification if requested by a member of the public.
- C. Unauthorized or inappropriate use of the employee identification card is prohibited and may result in disciplinary action, up to and including, termination of employment.
- D. The Police Department may issue their own department identification card in lieu of the Village identification card.
- E. The Human Resources Department is responsible for the preparation of the identification card. Each employee is responsible for possession of

their identification card and should take care to protect it from loss, theft, or misuse.

F. Should a card be lost, damaged, or destroyed, it should be reported immediately to your supervisor. All requests for re-issuance of employee identification cards shall be made by the employee to the Human Resources Department.

G. All identification cards remain the property of the Village and shall be returned to the Human Resources Department upon termination of employment or by special request from the employee's supervisor or the Chief Operating Officer.

2-7. Hours of Work

The regularly scheduled working hours of a full-time employee is generally forty (40) hours per week. With respect to Police Department personnel, regular, full-time employment shall be considered eighty (80) hours of regularly scheduled work, averaged over a consecutive fourteen (14) day period.

This policy establishes routine hours of work based on whether employees work in the office, field, or in other departments except as otherwise provided by a labor agreement or a written contract of employment:

- | | |
|-------------------|--|
| A. Administration | As Established by the Chief Operating Officer |
| B. Police | As Established by the Police Chief, in accordance with the Collective Bargaining Agreement and as permitted under Section 7(k) of the Fair Labor Standards Act |
| C. Public Works | As Established by the Public Works Director |

Shift employees and part-time personnel shall work a schedule determined by the Department Head, Chief Operating Officer, or the Village Board.

The above full-time work hours include one unpaid 30 minute lunch period which should be taken as close to the standard lunch hour as possible but between the

hours of 11am and 1pm. Lunch periods may be staggered to allow for continuous staffing of Village Hall with at least two people. Rest and lunch periods are determined by the operational requirements of each department. Such periods shall be scheduled by each department in order to be consistent with department operations and in accordance with applicable State and Federal wage and hour laws.

Police personnel working on a shift basis will follow the working hour guidelines set forth in their respective departmental regulations.

2.8 Nepotism

It is the Village's policy that immediate and extended relatives of employees or elected Village officials will not be employed in full-time, part-time or seasonal positions at the Village. This policy does not apply to relatives of volunteer committee members.

"Immediate Relatives" shall be defined as a spouse, mother, father, mother-in-law, father-in-law, children, sister, brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, step-parents, step-children, foster child, or foster parent, or any relative living in the same household with the employee. "Extended Relatives" shall be defined as aunts, uncles, and cousins.

This does not apply to any contract entered into as a result of the request by the Village for competitive bids where the person or entity awarded this contract is the lowest responsible bidder or the employment and salary of a relative is specifically approved by the Village Board by motion.

2-9. Re-Hire Policy

An employee who resigns in good standing (with satisfactory job performance and a two-weeks written notice of resignation) may be eligible for re-hire at a future time provided an opening is available and their qualifications for that position are satisfactory. Persons interested in being re-hired should file an employment application with Human Resources. The individual's application will proceed through the regular hiring process with other applicants.

Any employee who is re-hired by the Village shall start as a new employee in all aspects related to compensation and benefits unless otherwise agreed in writing and approved by the Chief Operating Officer.

All individuals re-hired by the Village must complete a new probationary period.

2-10. Outside Employment Policy

No employee shall be employed by an employer other than the Village, nor shall he or she contract for or accept anything of value in return for services, nor shall he or she otherwise be self-employed for remuneration, without the prior written approval of the employees' immediate supervisor, the Department Head, and the Chief Operating Officer (see Appendix F).

If an employee desires to hold an outside job, including self-employment, the employee shall apply in writing to his/her immediate supervisor for approval. Such application shall include the name of the secondary employer, the nature of the outside work, and the standard work schedule of the outside work.

Each Department Head and/or the Chief Operating Officer reserves the right to prohibit any outside employment if any of the following conditions apply or develop (this list is not all-inclusive):

1. Where the nature or place of employment might bring disfavor on the Village of Hawthorn Woods;
2. Where secondary employment would involve the employee's appearance in Village uniform, involve use of Village equipment, or in any manner be considered as a conflict of interest with the employee's municipal position;
3. Where it appears that secondary employment has an adverse effect on the employee's attendance records;
4. Where secondary employment impairs the employee's ability to discharge the duties and responsibilities of his/her Village job;
5. Where an employee might be considered to be using his/her Village position to influence the outside employment;
6. Where any outside employment could present an actual or potential conflict of interest to the Village and/or its reputation or business interest.

If outside employment, including self-employment, has previously been approved or permitted by the Village, and if it later appears that such outside employment may constitute a conflict of interest or may be infringing upon an employee's ability to perform their assigned duties for the Village, then the Village reserves the right to require an employee to discontinue such outside employment,

including self-employment, as a condition of continued employment by the Village.

Employees may not engage in outside business activities while on duty nor may Village property be used for non-Village business.

Employees of the Village shall not have a financial interest either directly or indirectly in any contract or business with the Village (50 ILCS and 745 ILCS) (5 ILCS 420/4A-101).

Employees who engage in secondary employment shall do so only with the understanding and acceptance that their primary duty, obligation, and responsibility is to the Village of Hawthorn Woods. All Village employees may be subject to call in assignments, or overtime duty; no secondary employment may infringe upon, limit, or interfere with this obligation.

Employees must be covered by workers compensation insurance by their secondary employer. Proof of insurance should be provided to the Village and will be kept on file. A copy of all requests for outside employment, whether approved or denied, shall be forwarded to the Human Resources Department to be placed in the employee's personnel file.

SECTION 3 – PERSONAL CONDUCT EXPECTATIONS AND DISCIPLINARY ACTION

3-1. Communication/Chain of Command

Communication is extremely important in order to provide quality services to the residents of the Village. It also ensures that various Village service areas are kept up to date regarding concerns and issues. The Village works diligently to maintain a high level of professional communication. All employees have a responsibility to maintain this level of professionalism.

The Village also adheres to a standard chain of command. All employees are expected to follow the established chain of command regarding issues of concern. Concerns should first be directed to your immediate supervisor. If the concern is not adequately addressed, the issue should be brought before the Department Head. If the situation is administrative in nature, the decision of the Chief Operating Officer shall be binding. In cases where the issue is policy related, the matter will be brought to the Mayor and Village Board for review.

3-2. Standards of Conduct

It shall be the duty of employees to maintain high standards of cooperation, efficiency, and integrity in their work with the Village. The following references are purely guidelines and the Village reserves the right to discipline employees based on what it deems to be appropriate in any given situation. Unless otherwise set forth under a written contract of employment, employees of the Village are at-will and can be discharged, demoted, suspended, or otherwise disciplined without cause at any time at the sole discretion of the Village.

These guidelines do not form a contract of employment nor should employees have any expectation that such guidelines form a contract. In addition, these guidelines are not all inclusive of what conduct will result in discipline. The decision of what disciplinary action will be taken rests solely with the management of the Village and is made on a case-by-case basis.

3-3. Reasons for Disciplinary Action

Some general things for which an employee may be disciplined include, but are not limited to:

1. Violation of any lawful or official regulation, ordinance, law, order, rule, or policy in this manual.
2. Reporting to work under the influence of intoxicants or non-prescription/illegal drug(s), or using such substances while on Village property. Failure to report to a supervisor the use of any legal/authorized prescription drug(s) which may affect the employee's ability to perform necessary job duties.
3. Absence from duty, including the absence for a day or portion thereof which is not authorized by prior approval; failure to report to a supervisor when absent.
4. Excessive or chronic absenteeism and/or tardiness, or being wasteful with working time which result in poor productivity and projects not being completed on time.
5. Using scheduled work time for activities other than job performance; willful disregard of the requirements of the job
6. Causing damage to public property or being wasteful of Village supplies through negligence or willful misconduct, or failure to take reasonable care of Village material or property; unauthorized use of Village property.
7. Immoral, unethical, or disgraceful actions or any other personal conduct likely to impact the efficiency of the Village service or bring the Village into disrepute, while on or off duty.
8. Commission of a felony or gross misdemeanor while on or off-duty.
9. Misappropriation of Village funds.
10. Use of Village vehicles, equipment, supplies, or tools for personal use or unauthorized purposes.
11. Physical violence, threats or intimidation.
12. Making false statements, failing to provide requested information, or falsification of any Village records or information.
13. Falsification of personnel and/or Village work records including, time worked records or time off records.
14. Accepting fees, gifts, or other items of value in connection with work performed on Village time or as a representative of the Village in excess of the limits defined in the State Gift Ban Act.
15. None of the activities in this section on prohibited conduct or in this Manual should be interpreted as being the sole reasons for disciplinary actions or discharge of an employee.

3-4. Forms of Disciplinary Action

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

- Verbal Warning
- Written Reprimand
- Suspension
- Discharge

The degree of discipline administered will depend on the severity of the infraction and shall be in accordance with any applicable policies and procedures as well as local, State or Federal laws and regulations. Immediate supervisors may have the authority to issue verbal warnings or written reprimands to supervised employees. Any other disciplinary action must be approved by the Chief Operating Officer and the Human Resources Director. However, nothing herein should be construed in any way to limit the Village's right to summarily discharge or suspend an employee when the Village deems it necessary and/or appropriate.

SECTION 4 – ADMINISTRATIVE POLICIES

4-1. Personal Appearance

The Village will provide uniforms for public safety and public works personnel. All employees are responsible for cleaning and minor repairs and are required to appear in a clean uniform. Any uniform that is lost or stolen through fault of an employee may be charged to the employee and the employee is responsible for the replacement cost of the uniform. **Uniforms shall not be worn for purposes other than official Village business and shall not be worn by anyone other than the employee that is assigned to the uniform.**

A neat professional appearance is a requirement of the Village. It is expected that all employees will exercise good judgment and dress appropriately for their jobs. These are the factors that should be taken into consideration when determining appropriate dress:

- The nature of the work;
- Safety considerations, such as necessary precautions when working near machinery or hazardous work areas (employees will be required to wear proper safety equipment at all times, without exception for any reason);
- The nature of the public contact, if any, and the normal expectations of outside parties with whom the employee has contact with.

Department Heads are responsible for monitoring and enforcing the dress code policy. If an employee's attire is questionable, the Department Head will hold a private discussion with the employee regarding the inappropriateness of the attire. If an obvious policy violation occurs, the employee will be sent home immediately, instructed to return dressed in more appropriate clothing, and placed on authorized leave without pay for the period absent from work, depending on their exempt/non-exempt status.

Business professional attire shall be worn Monday through Thursday. In addition, the Village will observe business casual Fridays. The Village recognizes the benefits of business casual dress and the positive effects it can have on productivity and employee morale by creating a more comfortable work environment. The Village defines business casual clothing as attire that is appropriate for an office environment, and that allows employees to feel comfortable at work. The Village will provide each administrative employee with a

Village polo shirt. Employees are encouraged to wear the official Village polo shirt or other business casual attire on business casual Friday.

Repeated violations of the business casual dress policy will result in disciplinary action in accordance with the Village's progressive discipline policy. Employees who violate the business casual dress policy may also lose their right to participate in business casual days.

Discretion and professional judgment should always be exercised when dressing for business casual days. Such days should never be considered an exemption from the neat and appropriate standards of the Village's business professional dress code.

Police and Public Works employees shall wear uniforms as provided. Village provided uniform shirts should be worn with the sleeves down. Under no circumstances should the uniform shirts be altered (sleeves cut out, collars cut out, etc.).

4-2. Personal Telephone Calls

Village phones are to be used for Village business and may be used for personal business on a limited basis only. Excessive personal telephone calls during the workday interfere with employee productivity and distract other employees. Personal telephone calls made or received during business hours must be held to both a minimum number and time limit and must not interfere with the employee's work. It is the employee's responsibility to ensure that no cost to the Village results from their personal phone calls. Violation of this policy will minimally result in cost reimbursement to the Village and may subject the employee to further disciplinary action.

Personal cellular telephones and texting must be kept to a minimum and should not impact employee productivity. Accessing the Internet and texting should be reserved for break times. The Village will not be liable for the loss of any personal cell phone brought into the workplace.

4-3. Cell Phones and Similar Electronic Devices While Driving

As of January 1, 2014, the State of Illinois prohibits the use of hand-held devices while driving. Talking is allowed as long as the driver is using a hands free device, such as a headset or speaker phone built into the car. Drivers violating this law are subject to State and local fines.

Cellular phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, accesses the Internet, or downloads and allows for the reading of and responding to email whether the device is Village-supplied or personally owned.

While on Village business, the Village requires employees to abide by all State, local, and Federal laws mandating the use of any cell phone or similar device while driving. An employee who uses a Village supplied device or a Village supplied vehicle or equipment is prohibited from using a hand held cell phone or similar device while driving, whether the business conducted is personal or Village related.

This prohibition includes receiving or placing calls, text messaging, accessing the Internet, receiving or responding to emails, checking for phone messages, or any other purpose related to the Village, elected officials, residents, contractors, volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the Village; or any other Village or personally related activities not named here while driving.

4-4. Political Activity

It is the Village's desire to foster governmental efficiency, ensure that employees can perform their jobs without being pressured to support specific Village or other political candidates, and to ensure that regulations are not interpreted favorably for supporters of candidates for political office.

Employees of the Village may not engage in political activities at any time on Village owned property or while on duty, or while they may be identified as an employee of the Village by any means such as uniform, insignia, and motor vehicle, or in any other manner. Political activities include, but are not limited to, campaigning as a candidate for public office, soliciting or receiving funds for a political party or candidate for public office, soliciting votes for such party or

candidate, attending political rallies, circulating petitions, distributing political literature, or encouraging others to do any of the above.

For purposes of this section “while on duty” includes those hours you are scheduled to work and are working for the Village.

No employee shall be disciplined or rewarded by reason of his/her political affiliation, personal political contributions, or political beliefs by the Village.

4-5. Conflicts of Interest

The Village has established guidelines for ethical standards of conduct which shall govern Village employees in the performance of Village business and the duties of their respective jobs. This policy is intended to provide positive direction to Village employees in order to prevent potential conflicts of interest.

- A. Acceptance of Gratuities: In accordance with the Gift Ban Act, no Village employee shall, through his or her position with the Village, intentionally solicit or accept any gift from any prohibited source as defined under the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/5 et al. Municipal employees may be required to file a Statement of Economic Interest each year.
- B. Decision Making: An employee should carefully assess whether there is any doubt about a potential issue with a conflict of interest with their private employment or a business they own which could be a violation of the Ethics Act.
- C. Confidential Information: No Village employee shall disclose or use, without authorization, confidential information concerning property or affairs of the Village to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the Village.
- D. Financial Interest: No Village employee shall have a financial interest or personal interest in any legislation coming before the Village Board or participate in discussion with or give an official opinion to the Village Board unless the employee discloses on the record of the Board the nature and extent of such interest.

4-6. Smoke-Free Illinois Act

The Smoke-Free Illinois Act requires that public places and places of employment must be completely smoke-free inside and within 15 feet from entrances, exits, windows that open, and ventilation intakes. In the interest of promoting health and safety, the Village's smoke-free policy applies to all Village facilities (including vehicles), all Village employees, and all residents and vendors who visit Village facilities. Smoking is permitted only in designated smoking areas. The use of smoking materials refers to the lighting and smoking of cigarettes, cigars, pipes, and or other similar items such as electronic cigarettes and "vaping" devices.

Supervisors are responsible for enforcing the smoke-free policy. An employee's disregard for the smoke-free policy is handled through the disciplinary process.

4-7. Use of Village Property

Village vehicles, equipment, and supplies may be used only for authorized Village purposes. No Village equipment or supplies may be removed from Village premises for personal use without written Department Head approval.

4-8. Solicitation

In order to alleviate disruption of Village services during normal working hours, it is prohibited for employees, or non-employees to solicit other employees for donations, charity, the sale of products or services, or any other purpose during working hours. Peddling or soliciting for sale, donation or support of any kind (electronically or in-person) in work areas or areas where it will disturb other employees who are working can only occur during break and/or lunch periods. Employees are not permitted to distribute or circulate literature or printed materials during working time in non-work areas or to distribute or circulate literature or printed materials in work areas at any time, whether working or non-working time. "Working time" refers to that portion of any workday during which an employee is supposed to be performing any actual job duties. It does not include lunch time and other duty-free periods of time.

Solicitation and the distribution of literature by non-employees on Village property is strictly prohibited.

4-9. Contributions and Honorariums

Speeches and presentations made either during working time or for which the Village provides travel expense reimbursement, are made without charge. If an organization wishes to give an honorarium or contribution for such a presentation, the remuneration must be made to the Village, not to the individual employee.

4-10. Employee Privacy Policies

The Village reserves the right to search lockers, desks, filing cabinets, computers and personal belongings located on Village property at any time, , particularly where there is a suspicion of employee misconduct. If personal belongings are to be searched, the Village will make reasonable efforts to notify the employee and allow them to be present. The Village will conduct such searches in a manner reasonably intended to address the legitimate operational and management reasons for the search.

4-11. Lactation Accommodation

Each employee is entitled to a reasonable amount of break time to express breast milk for the employee's infant child. If possible, this time should run concurrently with the employee's break time that is already provided. The Village will provide an appropriate and private location for such activity. Please contact Human Resources for additional information regarding lactation accommodation.

4-12. Employee Personnel Records

The Village has established procedures and responsibilities for the maintenance of personnel records in accordance with the Personnel Records Review Act (820 ILCS40).

A personnel file will be established for each employee. All personnel files shall be kept in the Human Resources Department and managed by the Human Resources Director.

Employees are responsible for and must promptly advise the Village of any changes in:

Name and/or marital status;
Address and/or telephone number;

Number of eligible dependents;
W-4 deductions

All pertinent information and forms will be contained in the personnel file, including, but not limited to:

Employee application;
Job description and specification information;
Job performance ratings and evaluations;
Education/training information;
Personnel action forms;
Administrative correspondence.

Medical, workers compensation, and benefit records will be maintained in a separate file.

Procedures for the release and accessibility of information and assessment of employee personnel files are as follows:

1. Right of access to personnel files is granted to current employees, those on leave subject to recall, and those who have terminated their employment within the preceding year.
2. An employee must make a request for personnel file review in writing to the Chief Operating Officer or Human Resources Director.
3. Records will be reviewed at a place designated by the Village during working hours. A Village representative may be present during such inspection.
4. An employee is entitled to a copy of any personnel materials inspected.
5. Information contained in employee personnel files shall not be released or disclosed without the employee's written consent, except to persons with a lawful right or need to know or as required by law.

4-13. Punctuality and Attendance

Employees shall report promptly at the designated starting time ready to begin their assigned duties. In the event that an employee is unable to report for work due to illness or other emergency, they must verbally or through confirmed email inform their supervisor at least one hour prior to the start of their shift. Notification of an absence does not guarantee approved use of benefit time for the absence. Any employee who is absent three (3) consecutive days without contacting their supervisor will be considered to have resigned from Village service.

4-14. Inclement Weather

On occasion, due to inclement weather, national crisis, or other emergencies, the Village may close for all or part of a normally scheduled workday. The Village will attempt to notify employees of its closures through announcements on predetermined local area radio stations.

4-15. Open Door Communications

The Village strives to maintain an “*open door*” policy of communications, whereby employees are free to ask questions and voice concerns to the Village. It is the intent of the Village to, when practical, resolve problems informally when they arise.

Employees with a problem or question should first discuss it with their supervisor, who has primary responsibility for resolving employee concerns. Employees who wish to discuss a matter further, or have a particular question that they are not comfortable discussing with their supervisor, are free to discuss the issue with another member of management. Employee questions or problems will always receive immediate attention and be resolved as soon as possible.

4-15. Media Relations

To promote consistent and coordinated communication of information related to the Village's services, operations, events, emergencies and issues, the Chief Operating Officer is the Village's primary spokesperson and conveys the Village's official position. Employees shall direct all media inquiries to the employee's supervisor or the Chief Operating Officer and are not authorized to comment to the media or public on behalf of the Village or disclose internal matters that involve the operations and management of the Village and its departments, except as authorized by the Chief Operating Officer or his/her designee. Only the Village's designated spokesperson is authorized to provide recorded or videotape conversations or communications pertaining to internal matters or to authorize the recording of Village activities or events on Village property or where Village-related work is being performed. An exception to this rule would be where the videotaping is related to working condition concerns protected by law. A recording pursuant to the Illinois Open Meetings Act is permitted consistent with that law.

"Taping" and "Recording" for purposes of this policy includes the taping or recording of any conversation or communication, regardless of whether the conversation or communication is taking place in person, over the telephone, or via any other communications device or equipment, and regardless of the method used to tape or record (e.g., as with a tape recorder, video recorder, mechanical recording or wiretapping equipment).

If an employee has questions or concerns regarding whether any contemplated taping or recording would violate this policy, he or she should discuss the matter with his/her supervisor or the Chief Operating Officer before engaging in any such activities.

SECTION 5 – ELECTRONIC RESOURCES, COMMUNICATIONS AND DOCUMENT RETENTION

5-1. Introduction and Definitions

The purpose of this section is to provide guidance as to the proper use of the electronic resources and communication system of the Village. This section covers the use of all forms of electronic communications including but not limited to computers (e.g., desktop and portable computers, servers, networks, printers, software and data storage media), e-mail, voice mail, fax machines, external electronic bulletin boards, Intranet, the Internet, and other similar tools that may be introduced in the workplace and applies to all employees as defined in this section. Furthermore, this policy will address records management concerns and the need to distinguish records from non-records and the continued preservation of needed e-mail records along with the prompt erasure of those which have outlived their utility by approved records retention and disposition schedules. Every employee and officer is expected to read, understand, and follow the provisions of this section and will be held responsible for knowing its contents. Anytime the word “shall” or “should” is used in this section, it is considered mandatory and not directory language. Use of the Village’s electronic communication systems constitutes acceptance of this section and its requirements.

5-2. Use of Electronic Resources and Communications

The Village’s electronic resources and communication systems are intended for business use only. Incidental and occasional use of these electronic communication systems for non-work purposes may be permitted at the discretion of the Village. Any permitted non-work use must be infrequent, incidental use that is professional, in good taste, does not violate Village policies regarding conduct in the workplace and does not interfere with Village business, the performance of the user’s duties or the availability of technology resources. All use of Village electronic resources and communications -- including any occasional personal use -- is subject to applicable Village policies.

Before using the electronic communication systems for business or personal use, employees must understand that any information that is created, entered, sent, received, accessed, or stored in these electronic communication systems will be the property of the Village and shall not be private. As with all other Village property, the Village retains the right to search, monitor, inspect, intercept,

review, access and/or disclose all Village electronic resources and communications and all data created, entered, received, stored, viewed, accessed or transmitted via those resources for any reason, at any time, and without further advance notice or consent of a user by persons designated by or acting at the direction of the Chief Operating Officer, or as may be required by law or as necessary for, or incidental to, auditing, security and investigative activities, to ensure effective technology resource administration and policy compliance, and for other legitimate management reasons. Users specifically consent to the access by and disclosure to the Village of messages and other files created, entered, accessed, viewed, sent, or received on the Village's systems which are stored by a third-party electronic communication service or remote computing service.

Employees should use the same care and discretion when composing e-mails and other electronic communications as they would for any formal written communication. Business-related data may not be used for any purpose unrelated to Village business. Employees should abide by the Nondiscrimination and Equal Opportunity and Harassment and Discrimination Policies of the Village by refraining from using offensive, harassing, vulgar, obscene, or threatening communications – including disparagement because of age, citizenship, color, disability, gender, national origin, marital status, pregnancy, sexual orientation, arrest record or religion. This policy prohibits communications creating, distributing or soliciting sexually oriented messages or images. Any messages or information sent by employees to other individuals via electronic communications such as the Internet or e-mail are statements identifiable and attributable to the Village. Consequently, all electronic communications sent by employees, whether business or personal, shall be professional and comply with this policy.

5-3. Prohibited Activities

Under no circumstances shall employees use the Village's electronic resources or communication systems for creating, possessing, uploading, downloading, accessing, transmitting or distributing material that is illegal, sexually explicit, or discriminatory. Employees shall not use these electronic resources or communication systems for illegal activities such as gambling. Employees shall not engage in any use that violates copyright or trademark laws.

Employees shall not use e-mail or other electronic communications to disclose confidential or sensitive information that would be in violation of HIPAA laws or the IL Identity Protection Act (5 ILCS 179/1). Under no circumstances shall

Effective October 2015

employees represent their own views as those of the Village, unless authorized by the Village. Employees shall use their real names when sending e-mail messages or other electronic communications and shall not misrepresent, obscure, or in any way attempt to subvert the information necessary to identify the real person responsible for the electronic communication. Sending an e-mail message under a fictitious or false name is a violation of this policy. Likewise, using another user's account or login ID constitutes a violation of this policy

Employees shall not use the Village's electronic resources or communication systems to gain unauthorized access to remote computers, other systems, or to damage, alter, or disrupt such computers or systems in any way. Nor shall any employee use someone else's code or password or disclose anyone's code or password including their own. Employees shall not enable unauthorized individuals to have access to or use the Village's electronic resources or communication systems or otherwise permit any use that would jeopardize the security of the Village's electronic resources or communication systems.

5-4. Privacy

Although employees may use passwords to access some electronic resources or communications, these resources and communications shall not be considered private. Employees should always assume that any communications, whether business-related or personal, created, sent, received or stored on the Village's electronic resources or communications systems may be read or heard by someone other than the intended recipient. Employees should also recognize that e-mail messages deleted from the system might still be retrieved from the computer's back-up system when requested by authorized personnel. Consequently, messages that were previously deleted may be recreated, printed out, or forwarded to someone else without the employee's knowledge. Therefore, it is emphasized that e-mail messages should not be considered private and may be discoverable communications subject to the Freedom of Information Act or in litigation. Since messages may be retained at different locations or levels of the systems, employees must remember that their communication may be retrieved at some time. Discretion, therefore, is an important consideration when using this or any other technology to send, record, and/or retain communications.

5-5. Licensing

Employees shall not install software for which the Village has not paid the appropriate licensing fee. Additional licensing fees may be incurred every time software is installed for a new user. Consequently, before software is installed on

a computer, employees have a duty to ensure that all appropriate licensing fees have been paid and to notify the Human Resources Director to ensure such installation will not be detrimental to the Village's computer system. Employees should notify the Human Resources Director if they discover unlicensed software on computers. Employees shall not copy software for distribution to any third party or for home use unless such copying is permitted by the software license agreement and is approved by the Human Resources Director. The installation of software for trial periods authorized by a vendor is not a violation of this policy if approved by the employee's supervisor.

5-6. Encryption

Employees shall not password protect or otherwise privately code their files, computers, or other electronic devices owned by the Village without prior authorization from the Village. Use of encryption software must be specifically approved by the Human Resources Director who serves as the Information Systems Coordinator prior to using such software for the storage, receipt, and transmission of data. If encryption software, passwords or personal codes are used, the employee shall give the password to the Human Resources Director. All employees must change their passwords on a regular basis.

5-7. Viruses and Tampering

The intentional introduction of viruses or attempts to breach system security or other malicious tampering with any of the Village of Hawthorn Woods's electronic resources or communication systems is expressly prohibited. Employees or Officers shall immediately report any viruses, tampering, or other system breaches to the Human Resources Director or to the Chief Administrative Officer.

5-8. Disclaimer of Liability for Use of the Internet

The Village is not responsible for material viewed or downloaded by the employee from the Internet. The Internet provides access to a significant amount of information, some of which contains offensive, sexually explicit, and inappropriate material. It is difficult to avoid contact with this material. Therefore, employees using the Internet do so at their own risk.

5-9. Duty Not to Waste Electronic Resources

Employees shall not deliberately perform actions that waste electronic communication resources or unfairly monopolize resources to the exclusion of

other employees. This includes, but is not limited to, subscribing to list servers, mailing lists or web sites not directly related to the employee's job responsibilities, spending extensive non-productive time on the Internet, and doing large non-work related file downloads, or mass mailings. Electronic communications are limited and employees have a duty to conserve these resources.

5-10. Use of Credit Cards on the Internet

Before making any purchases on the Internet, employees who are authorized to use Village credit cards shall ensure that they are using a secured site.

5-11. Computer Security

The computer resources and the data stored therein are critical to the ability of the Village to perform its business. These computer resources and data are subject to compromise and illicit modification if proper computer security techniques are not employed. Therefore, the Village employs a security password system to enable controlled entry into its electronic communication systems. Disclosing individual system passwords to others is strictly prohibited. Computers left unattended should be either powered off, logged off the network, or password protected with a screen saver.

5-12. E-Mail Addresses

The Village owns all e-mail addresses provided to its employees, including any names and/or references associated with the Village's e-mail system. Use of the Village owned email address for personal correspondence is strictly prohibited. Upon separation of employment from or removal from an office of the Village, all rights to this e-mail address shall cease and shall be deemed to be owned by the Village regardless of content of any message. Further, the Village reserves the right to keep an employee's e-mail address active for a reasonable period of time following separation of employment with or removal from office of the Village to ensure that important business communications reach the Village.

5-13. Freedom of Information Act

Under the Freedom of Information Act, communications may be considered public records and, therefore, subject to disclosure absent a specific exemption. Employees must forward requests for information or public records to a FOIA Officer.

5-14. Violations

Violations of this policy shall subject the employee to disciplinary action, up to and including, termination. Employees who observe violations of this policy are obligated to report those violations to the Village.

5-15. Document Retention

- A. Act: The Illinois Local Records Act (50 ILCS 205/1 *et seq.*) governs the retention and disposition of public records, regardless of physical form. Often the content of messages may constitute a formal, public record and must be retained according to established retention schedules; however, some e-mail messages are informal, temporary communications that do not qualify as “public records” (e.g. junk mail, invitations, etc.). Employees have the same responsibilities for e-mail messages as they do for any other public record and must distinguish between official, public records and informal, non-record information. Electronic communications which are considered public records must be preserved in either reproduced paper format or electronic format. If the employee prints out an official public record from the Village’s electronic communication system and retains the record in hard copy, the electronic copy may be deleted immediately.
- B. Public Records: Under the Illinois Local Records Act, “public record” means “any book, paper, map, photograph, digitized electronic material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed, or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein.” 50 ILCS 205/3. It is important to note that a public record is not determined by the medium used (email, text, paper, etc.) but rather whether the content relates to public business. Even a personal email address or personal cell phone text message are considered public records if official Village business is discussed.

Factors to consider and determine if a document (whether electronic or not) is a public record:

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

9. Documents containing drafts, notes, or interoffice memoranda that are not retained by the Village in the ordinary course of business may be discarded. Carbon copies of e-mails may be discarded where the sender or primary recipient retains a copy of the message along with any attachments thereto.

If the decision to discard is unclear after considering the above guidelines, then consult the Chief Administrative Officer.

- C. Electronic Communications (“E-Mail”). All non-public record e-mails should be deleted as soon as they have fulfilled their purpose. If an e-mail message is determined to be a public record, it shall be retained in the appropriate file or saved to a specific named folder to avoid the possibility of automatic deletion.

SECTION 6 - SOCIAL MEDIA AND NETWORKING POLICY

6-1. Social Media Policy

Social media can be a fun and rewarding way to share your life and opinions with family, friends and co-employees around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. The Village has established the following rules regarding the use of Village information and resources in third-party web pages. These rules also identify situations where your social media activity may adversely affect your job performance or the performance of fellow employees or otherwise adversely affect the Village's legitimate business interests. This policy is not intended to prevent employees from engaging in protected, concerted activity.

6-2. Guidelines

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

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

6-3. Duty to Follow the Rules

Carefully read these guidelines as well as the Village's policies regarding Technology, Professional Conduct, and Harassment and Discrimination, and

ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action, up to and including, termination of employment.

6-4. Be Respectful

Always be fair and courteous to the Village, your co-employees, suppliers, vendors and other organizations or individuals who work on behalf of the Village. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-employees and/or management or utilizing the Village's Complaint procedure, than by posting complaints to a social media outlet. Avoid using statements, photographs, video or audio that reasonably could be viewed as harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Village policy.

6-5. Be Honest and Accurate

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

6-6. Appropriate and Respectful Content

Maintain the confidentiality of Village Confidential Information (as defined in the Village's confidentiality policy). Employees should never represent themselves as a spokesperson for the Village, unless specifically authorized to do so pursuant to Village policy. If the Village is a subject of the content you are creating, be clear and open about the fact that you are an employee and that your views do not represent those of the Village, fellow employees, residents, suppliers, vendors, or other organizations or individuals working on behalf of the Village.

It is best to include a disclaimer such as **“The postings on this site are my own and do not necessarily reflect the views of the Village of Hawthorn Woods.”**

Effective October 2015

6-7. Social Media at Work

The use of social media should only occur before or after your shift or during a break or lunch, using your personal device. Village computers or tablets should never be used to access personal social media at work. Should your use of social media become an issue, your supervisor will bring it to your attention and your time may be limited, and/or disciplinary action taken.

Use may be work-related as authorized by your supervisor or consistent with the Village's Communications policies. You may not use Village email addresses to register on social networks, blogs, or other online tools utilized for personal use. Remember, too, that you should not have an expectation of privacy in your use of any Village equipment. While the Village would never intentionally capture and keep your passwords to any of your social media accounts, information displayed on any Village computer or other equipment may be viewed and/or recorded by the Village.

6-8. Retaliation Prohibited

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

SECTION 7 - COMPENSATION

7-1. Classification and Pay Plan

The Village's pay plan is reviewed annually and adopted by the Village Board. The Village's current classification and pay plan consists of various Career Bands within which all Village positions fall. Each band is associated with an approved salary range which is based on internal equity and external competitiveness. The compensation plan applies to all employees except those covered under a collective bargaining agreement.

7-2. Employee Evaluations

The Village maintains a program for periodically evaluating an employee's performance when appropriate. The purpose of performance evaluations is primarily to inform the employee of the level at which their job is being performed based on expectations of the Village. Specific recommendations and/or suggestions will be offered to improve unsatisfactory performance where appropriate. Employees are encouraged to provide constructive ideas to improve their performance during the evaluation meetings.

Performance evaluations will also be used in assessing an employee during the probationary period, as a basis for merit pay increases, as a factor in determining order of layoff, as a basis for training, promotion, demotion, and transfer; and for such other purposes as may be deemed appropriate. A satisfactory performance evaluation will not necessarily guarantee an adjustment in salary.

An employee's performance evaluation generally will be prepared by his/her immediate supervisor, who will review the evaluation with the employee generally on an annual basis. An employee will have the opportunity to respond with written comments, either on the evaluation or on a separate statement, within ten days of the review.

7-3. Salary and Wage Adjustments

Salary and wage adjustments are not automatic, but will be based on evaluations and budgetary considerations.

7-4. Overtime

Only Fair Labor Standards Act (FLSA) non-exempt employees shall be entitled to overtime. Eligible employees shall be compensated for overtime at a rate of one and one-half times their regular hourly rate for all hours worked over forty (40) in a work week (or 80 hours in a 14-day work period in the case of sworn personnel). For all FLSA non-exempt employees, prior authorization from the Chief Operating Officer is required before an employee may work more than their scheduled daily or weekly hours. Additionally, employees shall not conduct any Village business outside of work hours, including but not limited to, work on Village issued or personal electronic devices (including but not limited to tablets, computers, smart phones, I-Pads, and like devices) unless they have received prior approval from the Chief Operating Officer. Failure to obtain prior approval for overtime may result in disciplinary action, up to and including, termination. To the extent possible, an attempt will be made to fairly distribute overtime work among employees competent to perform the required service.

In the case of executive, administrative, and professional personnel as defined by the Fair Labor Standards Act (FLSA), it is implicit in the nature of their position that time beyond the normal work schedule may be spent on the job. While some recognition of this work may be made by the Chief Operating Officer, it is recognized that these classifications are overtime exempt.

7-5. Date of Hire/Anniversary Date

Date of hire shall mean the effective date of the individual's employment with the Village. Anniversary date shall mean the date the employee began his/her employment in the most recent position.

A regular employee who is promoted, demoted, or transferred will have his/her anniversary date changed to the effective date of the promotion, demotion, or transfer.

A regular employee returning from a leave of absence without pay will not be given service credit during the unpaid time off. Benefits will not accrue during this time off.

7-6. Re-assignment to Lower Classification (Demotion)

An employee reassigned to a position in a lower classification or reduction in job duties regardless of the reason (disciplinary, in lieu of layoff, for reasons of disability or incapacity, department reorganization, etc.) will receive a cut in pay commensurate with the nature of the demotion as determined by the Chief Operating Officer in consultation with the Department Head and employee's supervisor.

Demotions do not change the person's date of hire. No employee shall be demoted to a position for which he or she does not possess the minimum qualifications.

7-7. Promotions and Transfers

The Village attempts to fill vacant positions with Village employees before advertising to the general public following a practice of upward mobility whenever possible. Employees are encouraged to apply for positions in which they believe they are qualified. Selection of an employee for a promotion is based on several evaluation criteria including past work record, education, and knowledge of the job duties. In all instances, the Village retains the right to recruit and employ the most qualified candidate for a position.

If the employee accepts a transfer or promotion, it will be the responsibility of the two affected departments along with the employee, to reach agreement on a transfer date or promotion. Transfers may be initiated by the Village in instances where the Village's best interest may be served. Temporary duty assignments may be made by the Chief Operating Officer for a specified time or assignment as necessary. Such appointments are made on an "acting" basis and the employee returns to his or her regular position upon completion of the assignment.

Transfers and promotions do not change a person's date of hire. If the position to which an employee transfers carries benefits different from those of the previous position, the benefits of the new position apply. Any exceptions must be stated in writing and be authorized by the Department Head and Chief Operating Officer's Office.

7-8. Pay for Working in a Higher Classification

There will be circumstances when an employee will receive compensation for the performance of duties in a higher classification than he/she normally performs. The performance of duties in a higher classification shall not be construed as granting any rights to continued placement in the higher classification.

The guidelines for determining when pay for working in a higher classification applies shall be as follows:

- A. Compensation for working out of classification is provided as monetary recognition to an employee for the assumption and performance of duties normally performed by an employee of higher classification.
- B. The assumption and performance of the duties of the higher classification must encompass a substantial portion of the range of responsibilities of the higher classification as determined by the Chief Operating Officer. This shall not apply to temporary assignments which are made pursuant to a prior mutual agreement between the employee and his or her supervisor for the purpose of providing a training opportunity to the employee, for a mutually agreed upon period of time.
- C. The performance of such duties must be for an extended period of time, wherein a need exists to fulfill the duties and responsibilities of the vacant position. An extended period of time is generally considered as an assumption of duties and responsibilities that will last in excess of thirty (30) work days. Performance of such duties for a period of thirty (30) work days or less shall be considered a normal duty or requirement and shall not be compensated beyond an employee's regular rate of pay.
- D. Working out of classification compensation shall be allowed only after written recommendation of the Chief Operating Officer with concurrence by the Department Head. Recommendation and designation shall be accomplished prior to the assumption of higher classification responsibilities. The Chief Operating Officer shall have the authority to grant working out of classification compensation.
- E. The employee's compensation will be established through mutual agreement at the time of assignment, but will generally not exceed twenty percent of the employee's current salary.
- F. When the temporary assignment is completed, the employee's salary will be readjusted to its previous level or the level it would have attained, including any general salary adjustments and within range increases, as if the out-of-classification pay had not been awarded. The employee's date

of hire and anniversary date will remain unchanged throughout the temporary assignment.

7-9. Wage Garnishment

When the Village receives a court-order to take deductions from an employee's paycheck, the employee will be notified. The Village will act in accordance with state and federal law and applicable restrictions on the total amount that may be garnished from your paycheck. Only court-ordered garnishments will be processed.

7-10. Pay Periods

Village employees paid by check or direct deposit are paid every other Friday. There are 26 pay periods in the fiscal year. The pay period begins on Sunday at 12:01A.M. and ends the following Saturday at 12:00 midnight. The work period for sworn employees shall commence on Sunday at 12:01A.M. and end on Sunday, fourteen (14) days hence, at 12:00 midnight.

If a pay day falls on a holiday, the day of pay shall be the last working day preceding the normal pay day. Paychecks will be distributed directly to the employee unless other arrangements have been approved in advance. An employee's paycheck may be released to the employee's spouse, designated family member, or to another person only if authorized in writing by the employee and upon presentation of valid identification.

7-11. Payroll Deductions

- A. The following deductions are required by law from each employee paycheck:
1. Federal and State Income Tax withholding, unless exempt
 2. Social Security (non-sworn personnel)
 3. Medicare
 4. Retirement contributions
 5. Other deductions authorized by law

B. Optional Deductions:

1. Deferred compensation (457(b))
2. Flexible spending accounts (Section 125 medical and dental)
3. Payment of health insurance premiums
4. Payment of life and accidental death insurance premiums
5. Payment of dental insurance premiums
6. Payment of supplemental insurance premiums
7. Payment of pre-paid legal and identity theft premiums

With each paycheck the Village employee receives a statement of deductions and earnings which itemizes the various deductions made, as well as appropriate cumulative totals. A record of paid time off will also appear on the paycheck stub following successful completion of related probationary periods.

It is the employee's responsibility to maintain current payroll deduction information with the Human Resources Department. Employees wishing to add or change their payroll deductions should contact the Human Resources Department.

C. Other Permissible Deductions

The Village complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). The Village does not make improper deductions from the salaries of exempt employees employed in bona fide executive, administrative, or professional positions. In accordance with the FLSA, the Village may deduct pay from an exempt employee's salary for absences that are one or more days in length for any of the reasons set forth below. The absences must be in full day increments. Deductions may not be made for partial day absences.

1. Unpaid disciplinary suspension for violations of safety rules of major significance;
2. Unpaid disciplinary suspension for workplace conduct rule infractions;
3. Days not scheduled to work during the first or last week of employment;
4. Unpaid personal leave;

5. Sick or disability leave if such days are not otherwise compensable under Village policies; or
6. Family and Medical Leave Act absences if such days are not otherwise compensable under Village policies.

D. Improper Deductions

Exempt employees who believe that an improper deduction has been made should immediately report the error to the Human Resources Director. Reports of improper deductions will be promptly investigated by the Village. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

7-12. Direct Deposit

The Village offers and encourages direct deposit of employee payroll checks. Enrollment and/or changes can be made by filling out the Village's Direct Deposit Authorization Form and providing a voided check to the Human Resources Department. The voided check must contain the bank routing and account numbers for processing.

Cancelling a direct deposit deduction must be done at least seven (7) working days prior to payday. Any compensation requiring a separate check (i.e. expense reimbursements) will not be directly deposited.

7-13. Recording Hours/Time Sheets

Accurately recording time worked is the responsibility of every employee. Federal and State laws require the Village to keep an accurate record of time worked in order to calculate employee's pay and benefits.

Altering, falsifying, or tampering with time records, or recording time for another employee's time record may result in disciplinary action, up to and including, termination of employment.

It is the employee's responsibility to sign his/her time records to certify the accuracy of all time recorded. If there is an error in a time record, the change should be made and initialed by both the employee and the employee's supervisor. The supervisor will review and then approve the time record before submitting it for payroll processing.

SECTION 8 - BENEFITS

8-1. Eligibility for Benefits

Full-time employees shall be eligible to receive all employee benefits provided by the Village. Part-time or seasonal employees who work more than 30 hours per week over the course of a consecutive five (5) month period may be entitled to receive health care benefits under the Affordable Care Act. Part-time or seasonal employees who work more than 1,000 hours in a calendar year are required to participate in the IMRF retirement plan.

The Village Board reviews benefit funds annually; therefore, stated benefits are subject to change. Additional details outlining benefits are available in the Human Resources Department.

The extent of coverage under the insurance policies or plan(s) referred to in this section shall be governed by the terms and conditions set forth in said policies.

8-2. Group Medical Insurance

The Village provides full-time employees and all eligible dependents with group medical insurance under the terms specified in the Village Group Medical Contribution as adopted by the Board from time to time.

Specific benefits of the plan are described in insurance brochures provided to each employee by the Human Resources Department. Annually, there is an open enrollment period during which an employee may elect to change coverage; typically thirty (30) days prior to the plan year end date. Medical coverage may be continued during an approved leave of absence in accordance with applicable law and/or at the discretion of Chief Operating Officer.

Enrollment applications and/or change forms should be completed in the following instances:

1. New employees beginning service with the Village;
2. Employees seeking to add an eligible dependent;
3. Employees who request to drop a dependent;
4. Qualifying life event (i.e. marriage, divorce, birth).

Applications and/or change forms are available from the Human Resources Department. It is the employee's responsibility to notify the Human Resources Department of any change in dependent status by completing updated enrollment cards. In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), continuation of group health plan coverage is available according to the provisions outlined in Section 11-4.

8-3. Group Dental and Vision Plan

The Village provides full-time employees and all eligible dependents with group dental and vision insurance under the terms specified in the summary plan description.

8-4. Flexible Spending Accounts

All full-time and all regular part-time employees are eligible to participate in the Flexible Spending. The Internal Revenue Code Section 125 permits employees to pay certain expenses with pre-tax dollars, while providing some flexibility in benefit selections during the applicable plan year, in the following areas:

- Medical Co-Pays
- Dental Co-Pays
- IMRF Voluntary Life Insurance Premiums
- Vision Care
- Hearing Care
- Prescription Drugs
- Day Care Services
- Medical and Dental Care Deductibles
- Unreimbursed Medical and Dental Expenses

The Flexible Spending Plan runs from January 1st to December 31st of each year. Every eligible employee will have the opportunity to make an election to participate in the program in December. A nominal fee to participate in the Flexible Spending Plan may be deducted from each participating employee's paycheck. All funds contributed to the flex account must be used within the year in which they are pledged. Employees generally have ninety (90) days following the end of the plan year to submit charges to the flex account; however, the charges must have been incurred during the plan year. Participants must understand that any unused funds are not reimbursable to the employee.

8-5. Retirement System (see also Section 11-6 Retirement Benefits)

Eligible non-sworn Village employees participate in a combination of Social Security and the Illinois Municipal Retirement Fund. Sworn personnel are eligible for the Hawthorn Woods Police Pension Fund.

The State of Illinois has mandated that each non-sworn employee of the Village who is assigned to work more than one thousand (1,000) hours per year must participate in the Illinois Municipal Retirement Fund (IMRF).

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

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

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

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

8-6. Deferred Compensation

The Village provides an option to any regular employee to invest a portion of his/her present earnings in various deferred compensation plans. This is an arrangement where a certain dollar amount can be designated by the employee to be withheld from his/her paycheck and invested for payment at a later date, usually at retirement. Under this arrangement, neither the deferred amount nor earnings on the investments are subject to current Federal income taxes until such time as the employee receives payment from the plan.

Enrollment can be arranged through the Human Resources Director and is open to any individual who has achieved regular employee status with the Village. Contributions to the program are financed solely by the employee, either through direct deposit or payroll deduction.

Benefits received through this program are in addition to Social Security or retirement system benefits for which the participating employee could be eligible.

8-7. Life Insurance

The Village provides eligible full-time employees with basic life and accidental death and dismemberment insurance. Employees are directed to review the Summary Plan Description, which is available through the Chief Financial Officer/ Human Resources Director.

Coverage is effective on the first day of employment and continues until the employee leaves the Village's employment, the employee moves to an employee class which is not eligible for this benefit, or the policy is discontinued completely by the Village. Termination under the policies shall be determined when premium payments for such employee's insurance are discontinued.

It is the employee's individual responsibility to maintain current policy information on file with the Village. Pertinent application/policy data includes names, address and beneficiary(ies).

As an option, IMRF eligible employees, at their expense, may enroll in a low cost group term life insurance program with an additional accident, death, and dismemberment component. Group term coverage for an employee's spouse and eligible dependents is offered at no additional premium through IMRF. Coverage application forms are available through the Human Resources Director.

8-8. Employee Development

Employees will be provided reasonable means to succeed in their career and will be given opportunities to prepare themselves for full use of their talents and potential. On-the-job training will be provided to prepare employees to meet the full requirements of their positions.

8-9. Tuition Reimbursement

The Village of Hawthorn Woods recognizes the mutual benefit derived from the personal growth and increased work competence that an education can bring. Because of this, the Village provides financial assistance to employees interested in furthering their education. The following tuition reimbursement program applies to non-sworn employees. Sworn employees should consult the Collective Bargaining Agreement for details on their tuition reimbursement plan.

The amount of funding made available may vary from year to year based upon budgetary conditions.

Priority criteria in the event of limited funding

1. First priority will be given to employees taking courses which are directly related to their present job or to the next promotional opportunity, whether or not they are part of a degree program.
2. Second priority will be given to employees working towards an undergraduate degree.
3. Third priority will be given to employees working towards a graduate degree.

All tuition reimbursement is subject to the availability of funds as provided in the annual budget. In addition, each employee is eligible for one class reimbursement per semester.

Eligible Employees

1. Village employees who are currently on the Village payroll. Members of the Board of Trustees and Village committees are not eligible for the tuition reimbursement program.
2. Employees must be in good standing and have completed the six month initial probationary period.
3. Employees must work a minimum of 1,000 hours on an annual basis.
4. Interns and seasonal employees are not eligible for the tuition reimbursement program.

Qualifying Courses

Qualifying courses are limited to accredited colleges and universities that are directly related to an employee's current job duties.

Effective October 2015

“Directly related” means that the course would improve a job skill that is mentioned in the employee’s job description; or is not in the employee’s job description, but has been included in a departmental training curriculum. Note that any workshop, convention, conference, seminar, or certificate program that an employee requests or is requested to attend will not be eligible.

Only “In-State” tuition rates will be eligible for reimbursement. If the course is out of state or housing/travel is necessary, the employee may be required to contribute financially upon application acceptance.

Qualifying Expenses

Tuition reimbursement will be made only for tuition.

Non-qualifying expenses include:

1. Mileage
2. Student fees (i.e. computer, activity, materials, parking, late fees etc.)
3. Books
4. Supplies (notebooks, electronic devices, pens, calculators, etc.)
5. Incidental expenses

Reimbursement Rates

The amount of tuition reimbursed is based upon the employee’s academic performance in accordance with the following schedule:

Course Grade	Percent of Tuition Reimbursed
Grade “A”	100% of allowed tuition
Grade “B”	90% of allowed tuition
Grade “C”	50% of allowed tuition
Grade “Pass”	50% of allowed tuition
Below “C” or “Fail”	No reimbursement

Employees enrolling in college course must take advantage of and pursue other financial sources such as grants, scholarships, G.I. benefits, and fellowships. The Village only considers the difference between the actual tuition cost and any received financial assistance awarded as the amount eligible for reimbursement. Employees who fail to disclose other sources of financial assistance in

connection with their application and subsequent receipt of tuition reimbursement shall be subject to discipline.

Tuition Reimbursement Process

1. **Submission of Application for Tuition Reimbursement.** Before registering for a course, an employee must submit a completed Application for Tuition Reimbursement to his or her Department Head. The employee and the Department Head will discuss the relevance of the course to the employee's position and/or future goals.
2. **Completion of Statement of Understanding.** Prior to receiving authorization and payment of reimbursable expenses, the employee shall sign a Statement of Understanding form stating that the employee understands the required repayment of reimbursement should the employee terminate their employment within a two year period of completion of the course.
3. **Approval of Application.** If the courses fulfill the requirements of this policy, the Application for Tuition Reimbursement will be approved by the Department Head, the Human Resources Director, and the Chief Operating Officer.
4. **Registration.** Upon the receipt of the approved Application for Tuition Reimbursement form, the employee may register for the course.
5. **Submission of Tuition Reimbursement Voucher.** Upon successful completion of the course(s), the Tuition Reimbursement Voucher and original receipts and grades must be submitted to the Human Resources Department within four (4) weeks after the class has ended.
6. **Authorization and Payment.** The reimbursement will be processed through accounts payable and approved at the next regularly scheduled Village Board meeting.

Employee Resignation

Employees receiving tuition reimbursements who separate employment before two (2) years have passed, must refund the Village 100% for all tuition reimbursements paid in the twelve (12) month period immediately prior to the separation and 50% for all tuition reimbursement paid twelve (12) to twenty-four (24) months prior to the separation. This two (2) year period commences with the completion of the last course reimbursed under the program.

8-10. Travel and Miscellaneous Expenses

Employees traveling on business for the Village will be reimbursed for reasonable out-of-pocket expenses. It is the responsibility of each employee to understand and comply with the business expense policy prior to submitting expenses for payment. Any questions or guidance should be directed to the employee's supervisor or Chief Operating Officer. The following limitations are set forth as guides.

- A. Travel will be accomplished by the most expeditious means, whether it is by air, bus, train, Village owned, or private automobile. A Village vehicle should be utilized whenever possible. Should a Village vehicle not be available, and upon prior approval by the Chief Operating Officer, a private car may be used. Employees using their private automobile must carry automobile insurance to meet or exceed that which is mandated by the State of Illinois. Reimbursement at the current standard mileage reimbursement rate established by the Internal Revenue Service may be paid to cover transportation costs based on actual miles traveled while conducting Village business. If commercial carrier, the full cost of the ticket will be paid at the most economical class. No employee will be required to fly, but employees should travel utilizing the quickest mode of travel available. Travel for all employees must have been approved in the department budget, must be in the interest of the Village, and must be approved by the supervisor and the Chief Operating Officer prior to departure. General expenses including meals, tips and incidental expenses will be reimbursed based on the US General Services Administration (GSA) per diem amounts. The employee will obtain receipts whenever practical.
- B. The full cost of registration and all business related costs pertaining to the trip will be paid by the Village after approval by the Village Board. The cost of meals purchased for persons other than Village personnel may be reimbursed if the reason for such expense is deemed to be in the best interest of the Village. In all cases, expenses must be accounted for using the Village Expense Form (copy may be obtained from the Finance Department) and verified by receipts in order to receive reimbursement, except in certain cases where a receipt would not be feasible.
- C. Attendance at Conferences: Employees desiring to attend an educational or professional conference must obtain the approval of his or her

supervisor and the Chief Operating Officer prior to registering for same and must adhere to the following:

1. The supervisor and the Chief Operating Officer may approve conference attendance at those conferences or seminars related to municipal government or management;
2. Conference attendance must be in the department's budget;
3. Conference attendance must be in the best interest of the Village;
4. The Chief Operating Officer may exercise his or her discretion and have the authority to permit exceptions to the guides and policies set forth herein concerning attendance at conferences.

D. Documentation Requirement: A daily record of expenses is required. All items listed on the expense report should show date, business location (city and state), and business purpose. Receipts must be attached for individual meals, lodging, auto rental, cab fare and commercial travel. Although receipts are not readily available for individual miscellaneous expenditures (gratuities, parking, etc.), employees are encouraged to submit receipts whenever possible. All receipts should be taped on letter size plain paper in chronological order. Original receipts are required for processing. The Village does not reimburse for alcohol purchases.

8-11. Uniforms and Equipment (also see Section 4-1)

The Chief Operating Officer or Supervisor may arrange for the provision of uniforms or establish reasonable uniform allowances, in lieu thereof, in cases where the wearing and maintenance of uniforms is appropriate for the good of the Village.

The Chief Operating Officer may arrange for the provision of equipment or establish reasonable equipment allowances, in lieu thereof, in cases where such equipment or material is necessary to perform the primary duties of the respective occupation or provide safety protection for the employee from the work hazards incidental to the occupation.

8-12. Employee Assistance Program

The Village has made arrangements with a provider to offer access to counseling on a confidential basis. The program is available to all Village employees and dependents according to a shared cost arrangement. The contract with the

provider is updated annually so the terms and conditions do change from year to year.

8-13. Health Insurance Portability and Accountability Act (HIPAA)

The Village sponsors of a group health plan are subject to the Health Insurance Portability and Accountability Act's (HIPAA's) privacy rule and are required to adopt privacy regulations designed to safeguard certain protected health information. It is the policy of this organization to abide by both the letter and the spirit of the privacy rule.

Protected health information (PHI) refers to individually identifiable, non-employment-related health information received via the organization's group health plan. It includes information related to health status, medical condition, claims experience, receipt of health care, medical history, genetic information, and evidence of insurability and disability.

PHI does not include health information received apart from a group health plan to be used for employment purposes, such as information pertaining to Employees' Compensation; short and long-term disability; obligations under the Americans with Disabilities Act, Family and Medical Leave Act, or similar laws; or pre-employment physicals.

Individuals have the right to restrict the disclosure of PHI if the disclosure is for the purpose of carrying out payment or health care operations, and the PHI pertains solely to a health care item or service for which the individual paid the health care provider in full out of his/her own pocket.

Individuals will have the right to request an accounting of disclosures if their electronic health records (i.e. any electronic health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff) were used to carry out treatment, payment, and health care operations.

As plan sponsor, the Village only accesses, discloses, or uses PHI for functions related to the administration of its group health plan. We do not access, disclose, or use individual employees' PHI for employment-related actions and decisions, or in connection with other benefit plans. Misuses or inappropriate disclosures will be reported to the appropriate entities according to the law.

SECTION 9 – HEALTH AND SAFETY

9-1. Responsibility for Safety

The Village is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

The Village will maintain safety and health practices consistent with the needs of our employees. Any suspected unsafe conditions and all injuries that occur on the job must be reported to your supervisor immediately. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

It shall be the policy of the Village to provide a clean, safe, and business-like work environment for employees. Employees are expected to do their part for safety by observing all safety rules and regulations, keeping their work areas clean and organized, and by wearing all required safety equipment.

9-2. Workplace Violence

The Village has “zero tolerance” for violence in the workplace and is strongly committed to providing a safe environment for working and conducting business. The purpose of this policy is to minimize the risk of personal injury to employees and damage to the Village and personal property.

We specifically discourage you from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage you to exercise reasonable judgment in identifying potentially dangerous situations.

Threats, threatening language, or any other acts of aggression or violence made towards or by any Village employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking, or any other hostile, aggressive, injurious or destructive action. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Village premises.

Any employee who threatens or attempts to intimidate or commit an act of violence toward any other employee, member of the public, or other third party on Village premises or in the performance of Village duties will be subject to discipline, up to and including termination. Any employee who is subject to or witnesses such conduct by an employee or third party should report the incident immediately to any supervisor and to the Chief Operating Officer.

Employees are encouraged to dial 911 in the event of a dangerous situation and should notify a supervisor who will also advise the Chief Operating Officer immediately.

9-3. Prohibition of Lethal and Non-Lethal Weapons (Does not apply to sworn Police officers)

The Village forbids the possession of lethal weapons, including but not limited to, guns and knives, on Village property. The Village also forbids the possession of non-lethal weapons including, but not limited to, mace, pepper spray, and stun guns on Village property. This policy applies to all employees and visitors to Village offices and facilities. Employees found in violation of this policy are subject to disciplinary action, up to and including, termination of employment and/or criminal charges.

Village employees that work in the field may carry pepper spray for encounters with unfriendly animals as a means to protect themselves.

Employees, elected officials, volunteers, and visitors to Village facilities who have obtained a Concealed Carry License (CCL) shall not carry a firearm on their person while on Village property or in the performance of duties on behalf of the Village whether on or off Village property. Employees, elected officials, volunteers, and visitors may travel to and from work or to Village property and facilities in their personal vehicles with their firearm according to the Firearm Concealed Carry Act, but such firearms must be stored out of sight in their locked vehicle. This is referred to as the "Parking Lot Rule." In addition, employees may not travel in Village-owned vehicles with their firearm.

9-4. On the Job Injuries and Reporting (also see section 9-6)

Employees injured during working hours shall report the injury immediately to their supervisor. Minor injuries may be treated with emergency first-aid kits which shall be kept by each department. Depending upon the seriousness of the emergency, the employee may be referred to the Village's occupational health

Effective October 2015

facility or the nearest appropriate medical facility. Depending on the situation, the employee may be required to complete a blood test. The Village reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at the Village's expense and the physician will submit the results to the Village.

Time lost due to job related injuries will not be charged against earned paid time off (PTO), sick leave, personal, or vacation time, provided the injury is reported within twenty-four (24) hours and investigated to confirm the injury is eligible for Workers compensation coverage.

During the period of disability, the injured employee shall not be employed in any other manner, with or without monetary compensation. Any person who is employed in violation of this paragraph forfeits the continuing compensation from the Village from the time such employment begins and is subject to disciplinary action. Any salary compensation due the injured employee from Workers compensation or any salary due them from any type of insurance which may be carried by the Village on behalf of the employee will be retained by the Village at the point other employment began. Any disabled employee receiving compensation under this provision shall not be entitled to any benefits for which they would qualify because of their disability under the provisions of the Illinois Pension Code as amended.

Employees shall report all accidents and injuries to their supervisor immediately and no later than twenty-four (24) hours following the accident, unless the employee is medically or mentally incapacitated as a result of the incident. Failure to do so may be grounds for disciplinary action. An investigation of all accidents and injuries will be conducted by the supervisor and will be reported to the Chief Operating Officer. In addition to these safety regulations, the Village requires employees and supervisory personnel to follow the guidelines established in each department in regard to safety rules and procedures.

The supervisor will present a written report of the accident to the Chief Operating Officer within two (2) working days or within forty-eight (48) hours of their notification.

To ensure an accurate gathering of the facts, the injured employee and/or any witnesses may be required to verbally, or in written form, state the facts to those individuals investigating the incident. Employees are required to fully cooperate with any investigation. An employee who intentionally misrepresents any injury or

facts concerning an accident shall be subject to disciplinary action, up to and including, termination.

An employee on injury leave shall be compensated up to a maximum of three (3) calendar days at the salary rate he/she was making at the time of the accident, less the deduction of the amount paid by the Village's Employee's Compensation insurance carrier (sworn police personnel are covered for 365 calendar days). After the appropriate 3-day or 365-day period, the employee may elect to use accumulated paid time to continue receiving full pay. Should the employee not elect such action or should all such accumulated credits be exhausted, the employee may apply for disability under provisions of the applicable retirement or pension fund.

IMRF Benefits: In the event of a disability, an employee may be eligible for Family and Medical Leave and/or temporary disability benefits under the Illinois Municipal Retirement Fund (IMRF).

Sworn Law Enforcement Personnel: Temporary disability benefits for sworn law enforcement personnel are available and shall be provided through the Police Pension Fund. Regulations pertaining to such benefits are found in: "Police Pension Fund – Municipalities 500,000 and Under." 40ILCS 5/3-101 et. Seq.

9-5. Vehicle Use and Reporting an Accident

All accidents involving Village owned and/or privately owned vehicles being operated for Village use should be reported to the appropriate local law enforcement agency as soon as possible and the employee's immediate supervisor should be notified.

In accordance with any State and Federal laws, use of cellular phones and texting is strictly prohibited while operating a vehicle on Village business. Refer to Sections 5-2 and 5-3 for cell phone and electronic devices usage.

9-6. Modified Duty/Return to Work

The purpose of temporary modified duty is to provide a progression of job duties that will return injured workers to their regular jobs Modified duty assignments are temporary and are reserved for employees who will be able to recover from their injuries or medical condition. Modified duty is a temporary measure and is not intended to remove or replace an employee's regular job duties on an extended or permanent basis. Employees will only be assigned to modified duty work when

Effective October 2015

the Village determines that a need exists and only as long as such need exists and pursuant to the following conditions:

1. The Village may require an employee who is receiving workers' compensation benefits to return to work in a modified duty assignment that the employee is qualified to perform, provided that the Village's physician has determined that the employee is physically able to perform the modified duty assignment in question without significant risk that such return to work will aggravate any pre-existing injury.
2. The terms and conditions of the modified duty assignment, including job tasks and hours, shall be determined exclusively by the Village. The modified duty assignment need not necessarily be confined to the employee's department.
3. Generally, a modified duty assignment may be offered to an employee when there is a reasonable expectation that the employee will be able to return to regular duty within ninety (90) days. Modified duty assignments shall not exceed ninety (90) days unless extended by the Village based upon the employee's medical condition and the ongoing availability of productive modified duty work.
4. The Village reserves the right to terminate any light duty assignment at an earlier time:
 - a. if the Village's physician determines that an employee is capable of returning to his or her normal job duties,
 - b. if the employee's treating physician or the Village's physician determines that the employee's condition is not improving while he/she is on modified duty,
 - c. if a need no longer exists for the modified duty assignment, or
 - d. for any other reason deemed appropriate by the Village, or the supervisor overseeing the modified duty assignment.
5. It is the intention of any modified duty assignment to facilitate the employee's return to the workplace while ensuring that the employee remain focused on achieving maximum medical improvement so that they may return to full duty with the Village. Therefore:
 - a. While on modified duty, employees will not be permitted to work overtime or engage in any secondary employment.
 - b. While on modified duty, employees must limit their physical activities to comply with the medical restrictions as outlined by his/her treating physician while at work as well as during his/her off duty hours. Failure to adhere to the medical restrictions outlined by the physician, either at work or during off duty hours may result in the termination of the modified duty assignment and may be grounds for disciplinary action.

- c. Employees on modified duty assignments must confirm with their supervisor and/or other appropriate personnel the dates and times of all follow-up appointments, new appointments, physical therapy, etc. as needed. Each time an employee visits his/her physician, his/her work restrictions and the availability of a modified duty assignment will be re-evaluated. All appointments and treatments must be scheduled during the employee's scheduled work hours at such a time so as not to disrupt the work schedule or the operations of the department.
6. If an employee is unable to resume regular job duties at the end of an authorized period of modified duty work, Human Resources will meet with the employee to discuss the employee's status. The Village may send an employee to a physician of its choice to determine if the employee is fit to return to work.
7. Modified duty assignments are designed to be temporary and transitional in nature. They will be reviewed jointly by the supervisor, injured worker and relevant staff to address increasing work duties and overall performance. This will be completed at least once a month.
8. There is no guarantee of a modified duty assignment. Modified duty assignments will be considered on a case-by-case basis and shall be based on the operational needs of the Village. No on-duty employee will be moved from his or her regular job in order to create a modified duty assignment.

9-7. Fire Prevention

Village employees should be familiar with the fire exits and the location of fire equipment in the work area. All hazardous conditions that might result in a fire should be reported immediately to a supervisor.

9-8. Driver's License Checks

Applicants – Following a conditional offer of employment, the Village will check motor vehicle records of any job applicant where driving is an essential job function. The driving record check will include review of any appropriate state records based on the employee's application and resume.

Existing Employees – It is incumbent upon the employee to notify the Village of any change in status of their driver's license. The Village shall check the motor vehicle records for all current employees on an annual basis. Any employee without a valid driver's license and without auto insurance will not be allowed to

operate a Village vehicle or drive on Village business. If driving is an essential job function and the employee cannot be reasonably accommodated, the employee will be terminated.

SECTION 10 – PAID TIME OFF and LEAVES OF ABSENCE

10-1. Paid Time Off

Paid time off (PTO) is provided for the purpose of granting paid leave to employees for absences from work due to illness, vacation, or to attend to personal affairs. Department Heads and employees have the responsibility to plan schedules that meet operating requirements of the Village and time off needs of the staff. In order to balance and meet service and staffing requirements, employees and Department Heads should plan time off schedules well in advance with the exception of using PTO for unplanned illnesses and emergencies.

All full-time employees, other than sworn personnel and employees covered by a collective bargaining agreement are eligible to request the use of accrued PTO. A full time employee is defined as an employee that works at least 40 hours per week for five consecutive months. Seasonal employees or part-time employees are not eligible to earn any paid time off. Employees accrue PTO at a rate based on years of service from the date when they began continuous employment with the Village. In the first year of service, PTO days granted will be pro-rated based upon the date of hire. For example, an employee who was hired on July 1 would be eligible for 7.5 days of PTO (15 days x 6 months/12 months).

PTO shall accrue at the following rates (in days):

Years of Service Completed	Days Accrued per Year
Up to 4 years	15 Days
5 years	20 Days
6 years	21 Days
7 years	22 Days
8 years	23 Days
9 years	24 Days
10 years	25 Days

Years of service are credited from your date of hire. Any change in the accrual rate due to length of service will occur on the employee's anniversary date.

PTO must be used in two (2) hour increments, unless approved in writing by the employee's Department Head. Arrangements for PTO should be requested and approved in advance by the employee's Department Head, who maintains the

Effective October 2015

discretion to grant PTO without advance notice. In such cases, the Department Head may or may not grant PTO based on the business and operational needs of the Village, unless PTO is requested due to an unforeseen illness or emergency. You must contact your supervisor one hour before the scheduled start of your workday if you are unable to report to work due to an unforeseen illness or emergency. You must contact your supervisor on each additional day of absence. Failure to properly notify your supervisor may result in disciplinary action and/or termination for repeated violations. In unique circumstances, the Chief Operating Officer has the discretionary authority to extend unpaid leave.

As stated above, employees are encouraged to use available PTO for rest, relaxation, and personal pursuits. Any unused PTO will be forfeited at the end of the calendar year, and will have no accrual or cash value into the following year.

Upon the voluntary or involuntary termination of employment, all full-time employees will be paid for any unused paid time off based on the date of separation. For example, if an employee with four years of service is terminated on June 30, he or she would be paid 7.5 days (15 days X 6 months/12 months) of unused PTO (assuming that no days were used during the calendar year).

10-2. Holidays

The Village offers the following holidays with pay for eligible regular, non-sworn full-time employees. Part-time and seasonal employees are not eligible for holiday pay. Sworn officers should refer to their Collective Bargaining Agreement for details pertaining to holidays and holiday pay.

- | | |
|--------------------------|----------------------------|
| • New Year's Day | January 1 st |
| • Martin Luther King Day | Federal Holiday |
| • President's Day | February (third Monday) |
| • Memorial Day | May (last Monday) |
| • Independence Day | July 4 th |
| • Labor Day | September (first Monday) |
| • Columbus Day | October (second Monday) |
| • Veterans Day | November 11 th |
| • Thanksgiving Holiday | November (fourth Thursday) |
| • Thanksgiving Friday | Friday after Thanksgiving |
| • Christmas Eve | December 24 th |
| • Christmas Day | December 25 th |
| • New Year's Eve | December 31 st |

In the event a holiday falls on a Sunday, the following Monday shall be deemed to be the legal holiday. In the event the legal holiday falls on a Saturday, the preceding Friday shall be deemed to be the legal holiday. If a holiday falls during a period of paid time off, the holiday will not be charged as PTO. The Village also provides additional unpaid time off for employees with religious observations who celebrate holidays that are not listed above provided it does not present an undue hardship to the Village. Please make prior arrangements with your Department Head if you have a need for such an accommodation.

For employees who maintain essential Village services or who work on shift assignments, the policy shall be followed that when a holiday falls on one of your regular days off, you will receive another day off as scheduled by your Department Head. Employees who work a holiday as part of their regularly scheduled work week shall receive another day off as approved by your Department Head.

10-3. Funeral Leave

A full-time employee who has a member of his/her immediate family pass away may take up to three (3) consecutive days off at straight time pay as bereavement leave to arrange and/or attend funeral activities. "Immediate Family" shall be defined as a spouse, mother, father, mother-in-law, father-in-law, children, sister, brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, step-parents, step-children, foster child, or foster parent, or any relative living in the same household with the employee.

In the event of the death of an extended family member, a full-time employee may be permitted to be absent from his/her job for one (1) workday with Department Head approval and receive regular straight-time pay. For purposes of this section, 'extended family' shall include aunts, uncles, and cousins.

Time off for attendance at a funeral for non-immediate family members and others or if additional time is needed may be granted utilizing paid time off or unpaid approved leave.

10-4. Jury and Court Leave

Any full-time employee who is required to serve on a jury or as a result of official duties is required to appear before a court, legislative committee, or quasi-judicial body as a witness in response to a subpoena or other directive, shall be allowed authorized leave with pay less any amount received for such service. Court

payments for travel expenses are to be retained by the employee. A probationary employee called will have his/her probationary period extended by the same amount of time as required for serving on jury duty.

An employee who receives notice of jury duty or witness service must notify his/her supervisor immediately in order for arrangements to be made to cover the position. The Village reserves the right to request that an employee who is called for jury duty to be excused if their absence would create a hardship on the operational effectiveness of the department to which they are assigned.

All employees must provide written notice and a copy of a jury summons to his/her supervisor as promptly as possible before reporting for jury duty. Following jury duty, all employees must provide the Village with appropriate documentation evidencing the length of jury duty. Time away will not affect accrued time off.

Employees who appear in court as the plaintiff or defendant in any action not related to their official duties shall not be paid for time away from work unless paid time off is utilized.

10-5. Leave of Absence without Pay

The following guidelines provide an outline for requesting a leave of absence without pay:

- A. A full-time, non-probationary employee may request a leave of absence for good cause by completing a Leave of Absence form (see Appendix G of this Manual). Good cause includes, but is not limited to, injuries which render the employee temporarily unable to perform his or her job, or other personal reasons. The request must be made in writing to the employee's supervisor or Chief Operating Officer stating the reason(s) for the request, why the request should be granted, and the date when the leave is to commence and terminate. The determination of whether the reason for the request does in fact constitute good cause is solely at the determination of the Chief Operating Officer.

- B. An initial request for a leave of absence must be for a period not to exceed thirty (30) working days. Upon showing good cause, such a request may be renewed subject to all of the requirements of the original request.

- C. Employees applying for a leave of absence must be aware that any position in the Village is subject to elimination. Absolute assurance of reinstatement, therefore, cannot be given. Reinstatement shall always depend upon the needs of the Village as determined by the supervisor in conjunction with the Chief Operating Officer.
- D. An employee, once granted a leave of absence, shall not be entitled to the accrual of benefits for the duration of the leave. An employee may choose to continue participation in the group health and/or life insurance plans at the expense of the employee. This payment shall be made in full prior to the leave.
- E. A regular employee returning from a leave of absence without pay will have his/her anniversary date extended by the same length of time the employee was on leave without pay.

10-6. Military Leave

It is the intention of the Village to follow all applicable Federal and State employment laws related to military leave.

- A. **Military Service Leave.** Full-time and IMRF part-time employees who are members of a military reserve unit, including the National Guard, and are mobilized for active duty as a result of an order of the President of the United States are granted military leave during the activated service. The employee will continue to receive the same regular compensation as the employee was receiving at the time of mobilization, minus the amount of the employee's base military pay. All other benefits, including insurance will continue to accrue and remain in effect as if the activated reservist is still an active employee. Medical Insurance coverage will continue for the spouse and other enrolled dependents with premium contributions being deducted from the Village issued compensation. If that payment is insufficient to cover the employee's premium contributions, in order to maintain insurance coverage, premium payment shall be made to the Village by the 20th of the month prior to the month of coverage but is entitled to again participate in a Village medical insurance program upon return to work.
- B. **Military Training Leave.** Full-time employees who are members of a reserve component of the Armed Services, including the Illinois National Guard, will receive leave during their two week annual training commitment ordered by the Armed Services. During this leave, which

generally will not exceed 15 days, the employee will continue to receive the employee's regular Village compensation, including insurance and other benefits. During leaves for basic training, up to sixty (60) days of special or advanced training or any other training or duty required by the Armed Forces, if the employee's compensation for military activities is less than his or her compensation as a Village employee, he or she shall receive differential pay for the difference between Village pay and military pay calculated as provided by State law, 5 ILCS 325/1(c).

- C. Employees must provide the Village with at least thirty (30) days advance written notice prior to the start of leave for military service except in cases of national emergency. Such notice must include, without limitation, a copy of the employee's orders. Upon return to the Village from military service, employees must submit a statement signed by an appropriate military official indicating the time spent in military training and/or service. Members of the National Guard or Reservists who have an advance schedule of monthly drills will provide that to their supervisor along with any other information which would prove helpful in scheduling for the employee's absence. The supervisor will forward the information to the Department Head.
- D. Full-time and IMRF part-time employees who are inducted or join the armed services to serve a tour of duty are granted a military leave of absence that coincides with the period of active service. In accordance with the provisions of State and Federal law, upon the completion of active duty, employees must request reinstatement within 90 days after discharge to resume employment with the Village. Barring changed circumstances, the Village will reinstate an employee to the same or similar position without loss of seniority, benefits, or the rate of pay in effect prior to induction. An employee shall have no greater right to reinstatement than otherwise provided by law and must return from service with a qualifying discharge and able to perform the essential job functions of the former position.

10-7. Family Medical Leave of Absence (FMLA) Policy

This section briefly summarizes employee rights and regulations under the Family and Medical Leave Act.

Basic Leave Entitlement: Employees may be eligible to take up to twelve (12) weeks of unpaid family/medical leave within a rolling twelve (12) month period and be restored to the same or an equivalent position upon return provided that

the employee has worked for the Village for at least twelve (12) months and worked at least 1,250 hours in the last twelve (12) months.

A. Reasons for Leave

1. the birth of a child and in order to care for such child;
2. the placement of a child 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 the employee unable to perform the functions of the employee’s position.

Leave because of reasons one and two above must be completed within the rolling 12-month period beginning on the date of birth or placement

B. Military Family Leave Entitlement

If an employee is eligible, the employee may use the twelve (12) week Family Medical Leave entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the active duty or call to active duty status in the National Guard or Reserves. It may also be used when a member of the regular or reserve components of the Armed Forces is deployed to any foreign country. This leave applies to a spouse, son, daughter, or parent or if the spouse, son, daughter, or parent, or “next of kin,” is a member of a regular component of the Armed Forces. Qualifying exigencies may include:

1. attending certain military events;
2. arranging for alternative childcare or elder care;
3. addressing certain financial and legal arrangements;
4. attending certain counseling sessions;
5. addressing issues related to short-notice deployment;
6. spending time with a covered family member who is resting and recuperating for a maximum of 15 days; and
7. attending post-deployment briefings.

An employee may also be eligible for up to twenty-six (26) weeks of leave during a single twelve (12) month period to care for a spouse, child, parent, or next of kin who is a covered service member with a serious illness or injury. This single twelve (12) month period begins with the first day the employee

takes the leave. A covered service member is a current member of the Regular Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard, or Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty and that may render the service member medically unfit to perform the duties of the member's office, grade, rank or rating, or the same with respect to a covered veteran specifically to include an injury that manifested itself before or after becoming a veteran, and is either: (1) a continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of his or her office, grade, rank, or rating; or (2) a physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and the need for military caregiver leave is related to that condition; or (3) a physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service, or would do so absent treatment; or (4) an injury, including a psychological injury, on the basis of which the veteran is enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Employees may not be granted family medical leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted family medical leave, the employee may be subject to immediate termination.

C. Notice of Leave

If the family medical leave is foreseeable, the employee must give the Village at least thirty (30) days' notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Village as soon as practicable, and absent unusual circumstances, in accordance with the Village's normal leave procedures.

D. Medical Certification-Leave for Employee's Own or a Covered Family Member's Serious Health Condition

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within fifteen (15) days after it is requested, or as soon as reasonably possible under the circumstances. Any fees associated with the initial certification, are the responsibility of the employee. The Village, at its expense, may require an examination by a second health care provider designated by the Village, if it reasonably doubts the medical certification initially provided. 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. Employees shall provide a certification in support of leave on an annual basis if the need for leave continues for the same reason.

The Village may request recertification at any reasonable interval during leave, but not more often than every thirty (30) days, unless:

- the employee requests an extension of leave;
- a significant change in circumstances occurs;
- the Village receives information that casts doubt upon the continuing validity of the leave; or
- the employee is unable to return to work after the leave due to a serious health condition.

As part of the recertification, the Village may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

In all instances, the Village requires recertification every six (6) months in connection with an FMLA medical leave.

The Village will require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. The employee must notify the Village at least two (2) work days prior to the date the scheduled end of leave or immediately upon learning of any changes in the employee's need for leave or ability to return to work.

The Village may require the employee to provide medical certification that the employee is able to resume work based upon and in accordance with any uniform Village policy on fitness-for-duty or every 30 days where an employee take intermittent leave for a condition that raises reasonable safety concerns regarding the employee's ability to perform job duties.

If an employee fails to provide the requested medical certification, the Village may deny the leave itself, deny continuation of the leave or deny reinstatement until the appropriate certification is provided.

E. Certification for a Qualifying Exigency

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty status, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military members is on active duty or call to active duty status in support of a contingency operation or when the covered family member of the regular or reserve components of the Armed Forces is deployed to any foreign country (documentation should include the dates of the active duty service). The Village may also request additional information pertaining to the leave.

F. Certification for Service member Family Leave

If an employee is requesting leave because of the need to care for a covered service member with a serious injury or illness, the Village may require the employee to supply certification completed by an authorized health care provider of the covered service member. In addition, the Village may also request additional information pertaining to the leave.

G. Substitution of Paid Leave

Family medical leave is unpaid leave. If you request leave for any covered reason, you may be required to exhaust all but forty (40) hours of any remaining paid time off. The use of this paid leave does not extend the leave period. In addition, if you are eligible for any additional paid leaves, such as short term/long term disability or workers' compensation, these leaves will also run concurrently with family medical leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with family

medical leave, employees must comply with the requirements of the applicable paid leave policy.

H. Benefits during Leave

During an approved family medical leave of absence, the Village shall maintain the employee's health benefits as if the employee continued to remain actively employed. If the leave is unpaid leave, the employee will be required to reimburse the Village for their portion of the premium expenses, as the employee's health coverage may cease if the premium payment is more than 30 days late.

I. Intermittent Leave

When medically necessary, FMLA leave may be taken on an intermittent or on a reduced schedule basis for an employee's own illness or injury or to care for a sick family member as defined by FMLA. FMLA leave may not be taken on such basis for the birth or adoption of a child or placement of a child in foster care unless approved by the Village. If the request for intermittent leave or leave on a reduced schedule is foreseeable based upon planned medical treatment, the Village may require the employee to transfer temporarily to an available alternate position which better accommodates recurring periods of leave. Leave to care for a servicemember with a serious injury or illness or because of a qualifying exigency may also be taken intermittently.

J. Job Restoration

If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits, and other terms and conditions of employment. If the employee takes leave because of the employee's own serious health condition, the employee may be required to provide acceptable medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

10-8. School Conference and Activity Leave

Pursuant to 820 ILCS 147, School Conference and Activity Leave Act, all full and part-time employees, who are parents of school children from kindergarten

Effective October 2015

through twelfth grade, are eligible to use up to eight (8) hours of unpaid time off per school year, per child, to attend necessary educational conferences or activities at their children's school, if the employee is unable to meet with educators because of a work conflict; or, if the activity cannot be scheduled during non-work hours. No more than four (4) hours of school visit leave may be taken on the same day.

No school visitation leave may be taken by an employee unless the employee has exhausted all accrued paid time off (PTO), vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee except sick leave and disability leave.

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

An employee who utilizes this leave may choose the opportunity to make up the time on a different day; provided the time is made up during the same work week. An employee is not required to make up the time taken; but, if an employee does not make up the time, the employee will not be compensated for the leave. An employee who does make up the time will be paid the same rate as paid for normal working time. The Village will make a good faith effort to permit an employee to make up the time; but, if no reasonable opportunity exists, the employee will not be paid for the time.

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

10-9. Employee Blood Donation Leave

Pursuant to 820 ILCS 149, Employee Blood Donation Leave Act, all full-time employees may be granted one (1) hour or less of paid leave time every fifty-six (56) days or more for the purpose of donating blood in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other national recognized standards.

Employees must submit a written request for leave with their supervisor in advance. Documentation of the proposed blood donation is required for approval. Documentation should be submitted by the employee to his/her supervisor with as much advance notification as possible. The medical documentation may consist of a written statement from the blood bank indicating that the employee has an appointment to donate blood.

An employee will not be required to use accumulated paid time off (PTO), sick or vacation benefit time for the period used to donate or attempt to donate blood.

The employee must submit a written statement from the blood bank confirming that the employee kept their appointment and attempted to donate blood in order to be eligible for paid leave.

If the employee does not keep his or her appointment with the blood bank, the employee will not be compensated for the leave. Failure to submit confirmation that the employee kept his or her appointment to donate blood, within two (2) days of the appointment date, may subject the employee to discipline for an unexcused absence from work.

The one (1) hour period will be compensated if the attempt to donate blood is unsuccessful, as determined by the blood bank.

Employees who feel they have been denied leave to donate blood in accordance with this policy may seek to remediate the dispute through the Chief Operating Officer's office. For further information or clarification regarding Illinois' Employee Blood Donation Leave Act, contact the Human Resources Director.

10-10. Victims' Economic Security and Safety Act ("VESSA")

The purpose of this policy is to inform employees of their rights under the Victims' Economic Security and Safety Act (the "Act"), 820 ILCS 180/1. Subject to certification requirements outlined below, an employee shall be entitled to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period if that employee is a victim of domestic or sexual violence or has a family, as defined by the Act or household member who is a victim of domestic or sexual violence.

A. Eligibility for Leave

1. seek medical attention for or recovering from physical or psychological

Effective October 2015

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

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

B. Notice

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

C. Confidentiality

All information provided to the Village pursuant to this policy shall be retained in the strictest confidence by the Village, except for disclosure requested or consented to in writing by the employee or otherwise required by State or Federal law.

D. Certification

Upon taking leave, the employee shall provide to the Village a certification (Appendix H) and obtain one of the following documents:

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

E. Employee Benefits

Upon returning to work after taking leave enumerated under this policy, the employee shall be restored to the position held prior to taking leave or to an equivalent position. The employee shall retain any employment benefits accrued prior to the date on which leave commenced. However, nothing in this policy shall be construed to entitle any restored employee to have accrued any seniority or employment benefits during any period of leave or any right, benefit, or position of employment that the employee would not have received had they not taken leave. Additionally, the Village shall maintain coverage for the employee and family or household member under any group plan for the duration of such leave and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

In the event that the employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired and for reasons other than the continuation, reoccurrence or onset of domestic or sexual violence, the Village may recover from the employee the premium that the Village paid for maintaining the level of coverage for the employee.

According to the provisions of the Act as amended, employees may use paid time off or unpaid time off for VESSA leave. Any paid time off used for VESSA leave may not be counted toward the twelve (12) week leave provision.

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

10-11. Time off to Vote (10 ILCS 5/17-15)

Employees are encouraged to vote in national, State, and local elections. If voting within the time limits of an election is a problem due to working hours, employees are encouraged to consult with their immediate supervisor to make arrangements according to Illinois law.

SECTION 11 – EMPLOYEE SEPARATION

11-1. Types of Separation

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

Proper notice (as defined below) and return of Village property shall be the responsibility of each employee in order to remain “in good standing” and therefore, eligible for potential re-employment in the future.

- A. Service Retirement: is a voluntary separation after having satisfied the age and/or length of employment requirements of: IMRF, Police Pension, or another pension system, with the employee applying for retirement.

- B. Disability Retirement: is a voluntary separation necessitated by an injury or illness which renders the employee incapable of performing the essential job duties of their position. A request for disability retirement is initiated by receipt of a written request from the employee to his/her supervisor indicating the date of separation. Supporting documentation shall include a ruling by the Industrial Board verifying the disability and approving the retirement, and any other documentation required by the Human Resources Director.

- C. Employee–Initiated Resignation: is a voluntary separation given by the employee for any reason other than retirement. A resignation letter is expected with information that includes the employee’s reason for leaving and the proposed last day of employment. Please provide the customary two (2) week notice period before the person’s actual last day of work. Supervisors are requested to provide four (4) weeks’ notice in order to provide sufficient time to make departmental specific plans during the vacancy and provide for a smooth transition in departmental leadership. Two (2) weeks’ notice is understood to mean that the resigning employee will work during this time to aid in the transition of duties to another. If for any reason the Chief Operating Officer believes the employee is not contributing positively to the workplace, the two (2) week period may be cut short and the person’s resignation will be accepted immediately.

- D. Discharge: is an involuntary termination of an employee which is initiated by the Village.

- E. Reduction in Force (RIF) or Layoff: is the discharge of an employee(s) by the Village for lack of work, lack of funds, other working condition changes or restructuring as determined by the Village. The Village may consider the skills, abilities and past work performance of employees in determining the continuing scope and composition of the workforce. Seniority will not have a direct bearing on who is or is not subject to a reduction in the workforce, rather the Chief Operating Officer will consider the Village's needs, objectives and mission and will implement a reduction in force based on such business reasons within his/her discretion. Where possible, the Village will provide employees with at least two (2) weeks advance notification prior to layoff.

Employees who have been terminated under the policy may reapply for subsequent vacancies with the Village. Non-probationary employees who reapply following layoff may be given preferential consideration for a one-year period.

- F. Death of an Employee: Upon the death of a full-time employee, the Village shall pay the legal heirs compensation based upon benefits accrued.

11-2. Exit Interview

To the extent possible, the Human Resources Department will conduct an exit interview with separated employees on the employee's last day of work. Terminating employees are expected to return uniforms, specific department issuances, ID cards, and/or other Village issued property.

11-3. Final Pay and Benefit Issues

An employee shall receive pay for work performed through their separation date reduced by any prior, authorized deductions. Any other payments they have earned in accordance with these policies and applicable employment laws will be paid in the pay period on which the separation date falls. Benefits accrue through the final pay period.

11-4. Consolidated Omnibus Budget Reconciliation Act (COBRA)

Employees may elect to continue health insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) for up to eighteen (18) months (in some cases, up to twenty-nine (29) or thirty-six (36) months) at their own expense, if a qualifying event occurs.

The Village adheres to all the requirements of COBRA as they apply to our employees. Should employees lose their health care coverage under the Village's health care plan as a result of a qualifying event, employees and employee's spouses and dependent children will be given the opportunity to continue to purchase coverage as a group member for the legally-specified period of time following the loss of coverage.

Although employees' right to elect continuation coverage begins upon the occurrence of a qualifying event, coverage is not automatic. Employees and employees' spouses and dependents must make an affirmative election of coverage before coverage will begin. An election notice will be sent after the plan administrator receives notice of a qualifying event. An election is considered to have been made on the date employee sends in the election notice or a letter indicating an election is being made.

The Village will notify the plan administrator within thirty (30) days after an employee experiences a qualifying event of termination (for reasons other than gross conduct), a reduction in hours of employment, death, or enrollment in Medicare. Employees that experience a qualifying event of divorce, legal separation, or loss of dependent status must notify the plan administrator within sixty (60) days.

The plan administrator will give the employee notice of his/her right to elect continuation of coverage within fourteen (14) days after being notified that the employee has incurred a qualifying event. The employee will have a minimum of sixty (60) days to elect COBRA coverage. The election period will end no sooner than sixty (60) days of the later of: 1) the date coverage is lost or 2) the date that notice to the employee is sent. The Plan Administrator will mail notice of the right to elect continuation coverage to the employee and qualified beneficiaries by first-class mail to their last known address.

Employees or their beneficiaries electing COBRA coverage are required to pay 102% of the premium (normal plan cost plus a 2% administrative charge). Premiums may be increased once every twelve (12) months if the cost of the

plan increases. Premiums may be increased after eighteen (18) months to 150% of the plan's total cost of coverage for qualified beneficiaries with disabilities receiving twenty-nine (29) months of coverage.

11-5. Unemployment Compensation

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

11-6. Retirement Benefits (see also Section 8-5; Retirement System)

A. Pension Application: Non-sworn employees who work more than 1,000 hours in a calendar year are included in the Illinois Municipal Retirement Fund (IMRF). Sworn employees are included in the Hawthorn Woods Police Pension Fund. Detailed information concerning pension funds can be obtained from the Human Resources Department. Non-sworn employees contribute to Social Security and Medicare. Sworn employees contribute only to Medicare. The required tax contribution to Social Security and Medicare is established by the U.S. Congress.

B. Accumulated Benefit Payments: Retiring personnel are eligible for payment of accumulated paid time off (PTO) (non-sworn employees) or vacation time (sworn employees). Payment for accumulated leave will be based on the amount of benefits accrued at the time of retirement. To be considered as retiring, the employee must apply for a pension. Retiring employees may continue to participate in the Village's medical insurance program, although they will be required to pay the full premium cost.

APPENDIX A

PERSONNEL POLICIES MANUAL ACKNOWLEDGMENT

I hereby acknowledge receipt of the Village of Hawthorn Woods Personnel Policies Manual. I agree and represent that I have read this manual in its entirety and agree that if there is any policy or provision that I do not understand, I will seek clarification from my supervisor or the Human Resources Director.

I understand that this manual is only a reference guide and is not intended to create nor does create an employment contract, either express or implied, on the part of the Village. I understand that the policies, benefits, and rules contained in this manual can be changed or discontinued at any time, with or without advance notice. I understand that my employment with the Village is at-will unless provided otherwise by a written agreement signed by an authorized member of management (including a collective bargaining agreement).

In the event of a conflict between any term of this manual and the provisions of a collective bargaining agreement or plan document, the collective bargaining agreement or plan document would govern in all cases.

I understand and will comply with all policies within this manual and acknowledge that violating any policy within this manual or any other Village policy, rule, or guideline will subject me to disciplinary action, up to and including, termination.

Employee Name _____

Employee Signature _____

Date _____

Witness Signature _____

Witness Title _____

APPENDIX B

INTERNET, EMAIL, COMPUTER USE AND TECHNOLOGY ACKNOWLEDGEMENT

I hereby acknowledge that I have received and read the Village's technology policies in the Personnel Policies Manual. I understand that my use of the Village email and Internet system constitutes my consent to all the terms and conditions of the policies. I understand that the email system and all information transmitted by, received or stored in the system are the property of the Village and is only to be used for business purposes.

I further acknowledge that I have no expectation of privacy in the connection with the use of the Internet and email system or with the transmission, receipt, or storage of information in that system.

Employee Name _____

Employee Signature _____

Date _____

Witness Signature _____

Witness Title _____

APPENDIX C

CONSENT TO DRUG and ALCOHOL SCREENING

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

I hereby further consent to the Village contacting my physician or pharmacist to verify my reported use of legal drugs in accordance with the Village's Drug and Alcohol Policy and authorize my physician or pharmacist to provide all information requested by the Village regarding my use of such drugs, including without limitation the possible effects of such use on my performance of job functions.

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

Employee Name _____

Employee Signature _____

Date _____

Witness Signature _____

Witness Title _____

APPENDIX E

SEASONAL EMPLOYEE INFORMATION AND ACKNOWLEDGMENT FORM

This form provides information regarding your short-term seasonal employment with the Village of Hawthorn Woods.

The Village in no way guarantees that you will be re-employed by the Village after your current term of employment ends.

The Village advertises for seasonal job openings through regular advertisement channels. The Village will not remind or prompt you to apply for a subsequent seasonal job with the Village.

If you wish to be considered for another seasonal job with the Village in subsequent years, you must submit a new employment application and comply with all Village hiring requirements.

If, after the completion of the hiring process, the Village chooses to re-employ you for future seasonal employment, you will in no way receive additional benefits due to your prior seasonal employment with the Village.

This information form is not an express or implied contract of employment and does not create any rights in nature of an employment contract. your employment and compensation are at will and can be terminated, with or without cause, and with or without notice, at any time at the option of the Village.

I acknowledge having received, read, and understood the contents of the Seasonal Employee Information and Acknowledgment Form.

Employee Name _____

Employee Signature _____

Date _____

Witness Signature _____

Witness Title _____

APPENDIX F

**REQUEST FOR APPROVAL FOR
OUTSIDE EMPLOYMENT**

No employee shall be employed by an employer other than the Village, nor shall he or she contract for or accept anything of value in return for services, nor shall he or she otherwise be self-employed for remuneration, without the prior written approval from the Chief Operating Officer. An employee's request for such approval shall not be arbitrarily denied.

Employee Name

Department

I request permission pursuant to the Outside Employment Policy (as stated in Section 2.10) for the following outside employment: (be specific)

In making this request, I understand that if this request is approved, and if it later appears that such outside employment may constitute a conflict of interest or may be infringing my ability to perform my assigned duties for the Village, then the Village reserves the right to require me to discontinue such outside employment, including self-employment, as a condition of continued employment by the Village.

I understand that I must be covered by workers compensation insurance by my second employer and must provide proof of insurance to the Village.

Employee Name _____

Employee Signature _____

Date _____

Witness Signature _____

Witness Title _____

****Attach proof of insurance to this form****

APPENDIX G

REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY

Name _____

Title/Position _____

Department _____

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

From _____ to _____

Purpose _____ of _____ leave _____ (be
specific): _____

Please describe how we can contact you during your absence:

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

Employee Name _____

Employee Signature _____

Date _____

Witness Signature _____

Witness Title _____

APPENDIX H

**CERTIFICATION FOR TAKING
LEAVE UNDER VESSA**

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

Employee Name _____

Employee Signature _____

Date _____

APPENDIX I



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

School Visitation Form

<p>For Office Use Only</p>

Please print or type all information.

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

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

APPENDIX J

BACKGROUND CHECK: AUTHORIZATION AND RELEASE OF DMV RECORDS

I, _____, understand that driving a Village vehicle (or my own Vehicle, as required) is a requirement of the position I am being considered for and that having and maintaining a satisfactory driving record is a condition of my employment. I agree to allow the Village of Hawthorn Woods to check my driving record prior to hire and to check it periodically thereafter. I further agree to immediately report to my supervisor any change in my driving privileges status, specifically any license revocations, suspensions, cancellations and/or serious accidents, moving violations or any other condition that may affect my ability to drive a Village of Hawthorn Woods vehicle (or my own Vehicle, as required) after I am hired. I agree to obtain a Driver's License if I do not already have one.

I understand the Village of Hawthorn Woods will use this information for employment purposes only and will not furnish this information to a third party without my consent.

I agree to release the Village of Hawthorn Woods, its employees and those who supplied the information from any liability for any damage which may result from furnishing the requested information or my failure to be hired for the position for which I am applying.

Employee Name _____

Employee Signature _____

Date _____

Driver's License Number _____

State of License _____

Date of Birth _____

VILLAGE OF HAWTHORN WOODS

VILLAGE BOARD

Name	Title/Comm. Liaison	Phone #	Ext.	Fax	Cell
Joseph C. Mancino	Mayor	438-1887		847-3548	312-401-0704
Michael David		847-3549	3549		847-417-8988
Dominick DiMaggio	PB&Z/ZBA	847-3550	3550		847-452-7992
Pete Ponzio	Finance, Chairperson	847-3553	3553		847-997-0336
Neil Morgan	Public Safety and Judicial	847-3552	3552		224-622-4705
Kelly Corrigan	Finance	847-3551	3551		847-370-8127
Steve Riess	Environmental	847-3554	3554		847-867-7530

VILLAGE HALL 847-438-5500; FAX 847-438-1459

ADMINISTRATION

Name	Title	Phone #	Ext.	Fax	Cell
Pam Newton	Chief Operating Officer	847-3535	3535	540-5226	847-721-4563
Donna Lobaito	Chief Administrative Officer/ Village Clerk	540-5222	5222	540-5221	224-577-6818 (preferred) 847-347-5189
Ashley Eccles	Intern	847-3594	3594	847-3595	

COMMUNITY DEVELOPMENT

Name	Title	Phone #	Ext.	Fax	Cell
Michael Cassata	Director of Community Development	847-3592	3592	847-3593	224-545-1417
Wayne Wehde	Building Inspector/ Code Enforcement Officer	847-3588	3588	847-3589	847-460-2638
Karen Baker	Building Department Specialist	847-3586	3586	847-3540	
Amy Belmonte	Building Department Specialist	847-3537	3537	847-3538	

FINANCE AND HUMAN RESOURCES

Name	Title	Phone #	Ext.	Fax	Cell
Kristin Kazenas	Chief Financial Officer/ Human Resource Director	847-3590	3590	847-3591	224-523-1987
Danette Russell	Administrative Assistant of Finance	847-3529	3529	847-3530	

PARKS AND RECREATION

Name	Title	Phone #	Ext.	Fax	Cell
Brian Sullivan	Director of Parks & Recreation	847-3531	3531	847-3532	630-880-2283
Amy Scholz	Recreation and Public Information Manager	847-3533	3533	847-3534	815-403-3185
Ryan Mathy	Crew Leader – Parks Maintenance				847-533-1306
Rich Richter	Maintenance Specialist - Parks				224-587-8214
Rick Stevens	Maintenance Specialist - Parks				847-989-2837

PUBLIC WORKS 847-540-5227; FAX 847-540-5237

Name	Title	Phone #	Ext.	Fax	Cell
Erika Frable	Director of Public Works	540-5223	5223	540-5224	847-656-6395
Matt Bartlett	Assistant Director of Public Works	540-5228	5228	540-5237	224-277-0887
Dave Barkemeyer	Crew Leader - Facilities				847-989-4206
Nick Glauner	Maintenance Specialist - Streets				224-587-8607
Tim O'Connor	Maintenance Specialist - Facilities				224-587-8638
Todd Knoll	Mechanic				847-587-8360
Brian Wadkins	Streets Maintenance Apprentice				847-533-2068
Mike Marquardt	Facilities Maintenance Apprentice				847-902-5024
Kelley Foster	Administrative Assistant	540-5227	3582	540-5237	

VILLAGE OF HAWTHORN WOODS

POLICE DEPARTMENT-NON EMERGENCY 847-438-9050; FAX 847-438-5308
DISPATCH 847-438-2349/ Day Shift 224-588-6184/Mid Shift 847-530-0114
Night Shift 847-530-3007

Name	Title	Desk Ext.	VM	Fax	Cell
Jennifer Paulus	Chief of Police	2300	2300	847-3555	224-588-0816
Gary Scharringhausen	Commander	2275	2275	847-3557	847-530-8519
John Tennant	Sergeant	2334	2334	847-3558	224-587-7215
Ed Armijo	Officer	3569	2335	847-3560	
Mike Behan	Officer	2301	2305	438-5308	
Sarah Canada	Officer	3570	2341	847-3559	
Anthony Cortez	Officer	2301	2276	438-5308	
Armando Escamilla	Officer	2316	2339	438-5308	
Alex Miller	Officer	2345	2314	438-5308	
Mike Rossini	Officer	2345	2345	438-5308	
Mike Viramontes	Officer	2315	2336	438-5308	
Jan Filenko	Police Records & Office Manager	2310	2310	847-3556	847-847-9103

AQUATIC CENTER 847-847-3500; FAX 847-438-1340

Name	Title	Phone #	Ext.	Fax	Cell
Dawn Johnson	Aquatic Center Manager Lifeguard Office	847-3539	3539	847-3502	847-878-6405
Aaron Smith	Aquatic Center Office Coordinator	847-3503	3503	438-1340	
Front Desk at Aquatic Center		847-3504	3504	438-1340	

INSPECTION HOT LINE 847-847-3541

Name	Title	Phone #	Ext.	Fax	Cell
Karl Gewalt	Building Inspector, Electrical Inspector	949-2137		949-4278	847-344-7153
Jack Sievert	Plumbing Inspector	949-2137		949-4278	847-344-7046
James Crary	Building Inspector, Electrical Inspector	949-2137		949-4278	847-833-0399
Joel Salazar	Building Inspector, Electrical Inspector	949-2137		949-4278	224-864-3010

Updated: 9/14/15