



Village of Maple Park

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PERSONNEL & COMMUNICATIONS COMMITTEE MEETING MINUTES

Tuesday, September 15, 2015

7:00 p.m.

Maple Park Civic Center
302 Willow Street, Maple Park, IL

DRAFT

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

Chairman Dries call the meeting to order at 7:02 p.m.

Deputy Clerk Cheryl Aldridge called the roll call and the following Committee members were present: Trustee JP Dries, Trustee Valerie Massa, and Trustee Luke Goucher.

Absent: Trustee Kristine Dalton.

Others present: Deputy Clerk Cheryl Aldridge.

2. PUBLIC COMMENTS – *Any resident wishing to address the Board may do so according to the Rules of Public Comment and should register with the Village Clerk prior to the meeting.*

None.

3. APPROVAL OF PERSONNEL COMMITTEE MINUTES

- August 11, 2015

Trustee Massa made a motion to approve the committee meeting minutes from the August 11, 2015 meeting, seconded by Trustee Goucher. Motion carried by roll call vote.

4. DISCUSSION OF IT TECH POSITION OPENING

Trustee Dries updated the Committee on the search for an IT Administrator. There were over 25 resumes received by the Village. Trustee Dries has reviewed the resumes and also contacted an IT Provider, CMJ Technologies from Sycamore. After a brief discussion the Committee decided to meeting with a representative from CMJ Technologies at the next Committee Meeting. Trustee Dries will contact CMJ Technologies to set up that meeting time.

5. DISCUSSION OF BLACKBOARD CONNECT SURVEY

The Committee reviewed the results from a survey regarding the Blackboard Connect Service. It was decided that a policy would be drafted to limit the use of Blackboard

Connect. The policy will allow use of the service for Village Activities and Emergencies.

6. DISCUSSION OF EMPLOYEE HANDBOOK

Trustee Dries updated the Committee on the employee handbook. He has updated the Village's current handbook with the handbook from Earlville. They have had multiple revisions and seem to be updating it frequently. The Committee discussed several items that have been updated and will continue to review it before sending it to the Attorney and then on the Board for approval.

7. DISCUSSION OF OTHER UPCOMING PROJECTS

The Committee briefly discussed drug testing for employees.

8. ADJOURNMENT

Trustee Goucher made a motion to adjourn the meeting, seconded by Trustee Massa.
Motion carried by voice vote.

Meeting adjourned at 7:45 p.m.

Cheryl Aldridge, Deputy Clerk

Committee Members

Trustee Dries, Chair

Trustee Dalton

Trustee Goucher

Trustee Massa

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Village of Maple Park Employee Handbook

2015

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INTRODUCTION

The policies and procedures summarized in the manual are presented as information only and are not conditions of employment. The Village of Maple Park reserves the right to modify, suspend, revoke, terminate or change in whole or in part, any of its policies, procedures, practices or benefits at any time with or without notice. The language used in this manual is not intended to create, nor is it to be construed to constitute, a contract between the Village of Maple Park and any one or all of its employees. No representative of the Village of Maple Park other than the Village Council has any authority to enter into any agreement of employment for any specified period of time.

Welcome

You're Village Government

The Village of Maple Park operates under a President and Village Board form of government. The Board is made up of six Trustees who are elected to 4 year terms at large. Elections are held on a non-partisan basis in April every other year. Half of the Trustees are elected every other year to provide continuity to the board. Village voters also elect a Mayor, Clerk and Treasurer, every fourth year, each for a four year term.

The Village Board is responsible for the general administration of all Village business and coordinates Department Heads. The Department Heads and all other Village employees assist in providing the services legislated by the Board for the citizens of Maple Park.

You are one of these important employees, without whom the Village would be unable to function. Your contribution to this organization is a major factor in the success of the Village to provide the great quality of life Maple Park residents have come to expect and appreciate.

Our Goals and Service Philosophy

The following long term goals have been established to guide you in providing Village services. It is important that you understand why you are doing your job, you become familiar with these goals, and you always strive to provide services in a manner consistent with them.

- Provide quality, economical, efficient, and effective services in an equitable manner.
- Involve citizens in the decision-making process and be responsive to their input.
- Provide professional management in a fiscally responsive manner with the highest standard of integrity.

Similarly, we recognize a management philosophy that puts the citizen first. Citizens are the focus of all of our services. Therefore, it is important that you support the efforts of the Village Board and always maintain ethical conduct.

Commitment to Customer Service

When you have contact with citizens, you are expected to promote the Village's best interest and build citizen goodwill. When you come in contact with a member of the public, you are the "Village," and the only employee with whom a citizen might talk. The citizen judges the character of the entire Village government based upon the way you perform, your attitude and appearance.

Please listen carefully to customer inquiries and complaints and then respond in a courteous, professional manner. Take a sincere interest in a customer's questions and never lose your temper, even if a customer should become inconsiderate with you.

If a controversy with a customer arises, attempt to explain Village policy clearly yet respectfully. You cannot know all the answers, but you may refer the citizen seeking information to the right source. If a customer becomes unreasonable and you cannot resolve the problem, refer the customer to your Department Head/Committee Chairperson. This assures that both you and the customer remain satisfied.

The same customer relations policies that apply to in-person customer relations also apply to telephone contacts. Answer the telephone promptly and be courteous and friendly to the caller. If a call is misdirected to your phone, determine the correct destination of the call and arrange for its transfer.

EMPLOYMENT POLICIES

The Village of Maple Park is committed to providing equal opportunity and believes that people should be recruited, hired, trained and promoted according to their qualifications, ability and merit. In keeping with this goal, it is the policy of the Village of Maple Park as an Equal Opportunity Employer, to consider all applicants for employment without regard to race, color, religion, national origin, gender, age or disability except where age or physical standards are applicable bona fide occupational requirements.

Employment Policy

- The Village Board (or its designee) has the responsibility and authority for recruiting. Selecting, retaining, suspending and removing all Village employees other than those employees whose method of appointment or removal is fixed by statute or ordinance
- Applicants will be selected on the basis of merit, training, experience and other job-related factors
- The Village will attempt, as far as it deems possible, to fill vacancies from existing employees where it is deemed to be in the best interest of the Village. The Village shall not, however be required to fill a vacancy by transfer or promotion of an existing employee

Employment at Will

- Employment with the Village of Maple Park is considered "at-will" and has no definite term. The Village or the employee may terminate services at any time, with or without cause, and with or without notice. No representative of the Village, other than the Board acting in whole, or its designee, has the authority, at any time, to enter into an agreement of employment for any specified period of time, or to assume any other personnel action relating to the employee, or to assure any salary, benefits, or other terms or conditions of employment, or to make any agreement relating to an individual's employment. This policy supersedes any other communication, assurance or promise which may have been made to an employee at any time, whether oral or written.

Immigration Reform Act Notice

- It is the policy of the Village of Maple Park not to employ persons who are not legally eligible to work in the United States.
- The Immigration Reform and Control Act of 1986 require that the Village verify the identity and the work eligibility of all persons hired after November 6, 1986. This law will be enforced by the Immigration and Naturalization Service and other appropriate government agencies. Any Village employee hired hereafter will be required to sign a verification form (currently Form 1-9) and furnish both proof of identity, (normally a driver's license or state identification card), and proof of eligibility to work in the United States, (normally a social security card or birth certificate) within 3 business days of the offer for employment.
- If you have any questions about the law or about this policy, please contact your Department Head/Committee Chairperson.

Physical Examination

- Upon offer of employment, the Village may require the selected candidate to undergo a physical examination, at the Village's expense conducted by a licensed physician. The purpose of the physical examination is to assure that the candidate is physically fit to perform the essential job duties and functions of the position as detailed in the job description.
- Further, at any time during the course of employment an employee may be required to undergo a medical examination by a licensed physician, whenever the Board (or its designee) reasonably believes that it is in the best interest of the Village and the employee to require such.
- Some employees whose responsibilities require them to possibly become exposed to infectious disease will be required to receive, prior to or in the course of their employment, inoculations for various types of diseases (e.g. TB, hepatitis, etc.)

Federal Controlled Substances and Alcohol Use and Testing Rules for Employees

- In accordance with Federal Register 49 CFR Part 382, the Village will request alcohol and controlled substances information from the previous employer of any employee who possesses and is expected to use for Village business a Commercial Driver's License (CDL).
- The Village extends its alcohol and controlled substance testing policy to cover any new employee.
- The Village will require alcohol and controlled substance testing immediately following any vehicle accident with a Village owned vehicle at the Villages expense.

Background Investigations

- A complete background may be completed on new or prospective employees prior to employment, as determined by the Board. Prior to such an investigation, applicants must execute the necessary release information form.
- Applicants must be able to demonstrate that they possess, or qualify to possess, a valid driver's license if the nature of the position or assignment requires them to operate a Village-owned vehicle or use their own personal vehicle while conducting Village business.
- If required, a candidate, new employee, or current employee may be requested to provide the Village with proof of educational achievement or professional licenses obtained as stated in their employment application.

Probationary Period & Training

- The first six months of employment will be considered a probationary period for each new employee. This period will provide an opportunity for the Village to fairly evaluate the individual's progress and potential as a permanent employee with the Village. The Village reserves the right to accelerate or lengthen this probationary period in the event it is necessary.
- The Board (or its designee) shall provide orientation programs for new employees and to conduct or support training as deemed appropriate.
- The employee's work performance will be evaluated monthly during the probationary period. If satisfactory performance does not result at any time during an employee's probationary period, the employee shall be terminated immediately at the Board's (or its designee's) discretion. Upon successful completion of probation, a new employee shall be eligible for all benefits afforded to all other permanent employees.

Categories of Employment

- **Salaried Employees** – A large percentage of the employee's time is executive, administrative, managerial, supervisory, or professional in nature. These employees are paid on the basis of an annual salary, regardless of the number of hours they work. These employees are entitled to fringe benefits as established by the Board.
- **Hourly Full-Time Employees** – An employee working a regular schedule of a least thirty-five (35) hours per week and not salaried is considered hourly full-time. These employees are entitled to fringe benefits as established by the Board.
- **Regular Part-Time Employees** – An employee working a regular schedule of twenty (20) to thirty-four (34) hours per week is considered part-time. These employees are not entitled to fringe benefits.
- **Temporary Employees** – An employee whose employment will not exceed six consecutive months either on a full or part time basis is considered temporary. These employees are not entitled to fringe benefits.
- **Continuous Service** - Continuous service refers to a full time employee of the Village of Maple Park and shall continue until the retirement, resignation or dismissal of an employee. Time spent in part time employment or under an approved work training program, or in an elective position, shall not count towards the accumulation of continuous service. An absence granted by the Village Board under any of the Village's leave programs shall not constitute discontinuance of service. The term continuous service in relation to vacation earned will be based upon completion of each full year of service.

Job Descriptions

- Each person employed by the Village shall have a specific job title and shall perform specific duties that are established within a formal job description. Any additional terms of employment will be set on a job-by-job basis by the Board (or its designee). A copy of the current job description and any additional terms of employment shall be kept within the employee's personnel file.

Performance Evaluations

- The Board or its designee shall establish yearly written goals and objectives for each full time employee by which their job performance will be evaluated for that year. At the end of the year, the Board (or its designee) shall prepare a written evaluation of the individual's work performance.
- Employees will be given a copy of all written reviews and will be provided an opportunity to respond to its contents. Copies of all written reviews and responses shall be kept within the employee's permanent personnel file.

- A performance review does not guarantee an increase in pay. It is conducted for the purpose of assessing work performance and progress. If a pay adjustment is made, it is considered a confidential matter between the employee and the Board (or its designee).
- During the individual's performance review, they will be advised of their performance progress and accomplishments, as well as any aspects of their performance which may need improvement. An employee's input during their performance review is strongly encouraged.
- Regular, informal conversations between the employee and their supervisor are strongly recommended to help assure regular feedback about work progress throughout the year. If an employee has a question or a problem, they should not wait until their scheduled review time, but should speak to their supervisor immediately.
- An employee's salary is based on a number of factors including, but not limited to, the relative contribution of their work, their experience, skill, ability, efficiency, knowledge, education, training, communication skills, attitude, leadership, dependability, teamwork, effort, attendance record, safety record, and disciplinary record, as well as the Village's economic situation and needs.

Personnel Records

- Personnel records for all applicants, employees, and past employees shall be maintained to document employment related decisions, evaluate and assess policies, and comply with government recordkeeping and reporting requirements. Employees are responsible to make sure their personnel records are up to date and should notify the Board (or its designee) in writing of any changes in the following:
 - Name
 - Permanent Address
 - Telephone number
 - Marital status (for benefits and tax withholding purposes only)
 - Beneficiary designations for any of the Village's pension or similar type plans that may be offered
 - Persons to be notified in case of emergency
 - Change in the number of dependents or marital status (for benefits and tax withholding purposes only)
 - Any change in health condition which would impair the employee's ability to comply with any federal, state, or local regulations regarding personal protective equipment (for example, any requirement that the individual wear a respirator).
- All such information will be treated as highly confidential and will be available only to those people with a need or right to know the information. Any requests to review an employee's personnel file will be handled in accordance with Illinois law

Ethical Standards/Conflict of Interest

- The Village of Maple Park strives to conduct its business activities with integrity, fairness, and in accordance with the highest ethical standards.
- Employees must bring overall ethical and professional behavior to the job. Our demands for excellence and the preservation of our integrity, objectivity and complete fairness are distinguishing characteristics of the Village. The discovery of any questionable, fraudulent or illegal activities, offers or transactions should be reported to your Department Head/Committee Chairperson, the Village President, or a member of the Board.
- The activities of the Village of Maple Park are based on the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.). The Act regulates ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees.

Open Door Policy

- Employees are encouraged to share their concerns, seek information, provide input, and resolve problems through their Department Head/Committee Chairperson and, as appropriate, consult with any member of the Board toward those ends. Department Heads/Committee Chairpersons are expected to listen to employee concerns, to encourage their input, and to seek resolution to their problems/issues.

Suggestions

- If you have any suggestions or ideas that you feel would benefit the Village of Maple Park, we encourage you to tell us about them. We are always looking for suggestions that improve methods, procedures and working conditions, reduce costs or errors, and benefit the Village and its employees.

Anti-Harassment Policy

- Both state and federal law prohibits sex discrimination in the workplace. The Village of Maple Park is committed to maintaining a work environment that is free of discrimination. In keeping this commitment, the Village will not tolerate harassment of its employees by anyone, including any supervisor or co-worker.
- Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record or other protected group status. 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.
- You must be familiar with and comply with the Villages Anti-Harassment Policy, since all employees are responsible for assuring that the workplace is free from any unlawful form of harassment, including harassment on the basis of race, color, religion, handicap, marital status, gender, national origin, age, ancestry, sexual orientation, arrest or conviction record, membership in the military reserves, or disability.
- Prohibited harassment includes behavior which:
 - Creates an intimidating, hostile or offensive work environment;
 - Unreasonably interferes with an individual's work performance; or
 - Otherwise adversely affects an individual's employment opportunity.
- If you believe that you are being unlawfully harassed, take the following steps:
 - Firmly tell the person who is harassing to immediately stop the comments and/or behaviors which you find offensive.
 - If the harassment continues or if you believe employment consequences may result from your request that the behavior stop, report the matter as soon as possible to your Department Head/Committee Chairperson, Village Clerk or Village President. Put the complaint in writing.
- Complaints are investigated by the Police and/or the Clerk for referral to the Board. The Village will listen to all reasonable complaints, verify complaints, and discipline appropriately.
- False accusations of harassment may have serious adverse effects. We expect all employees to act honestly and responsibly in complying with and enforcing this policy. It is the Village's desire to continue providing a pleasant work environment for all employees, free of harassment

Sexual Harassment

- A specific type of harassment that is not tolerated by the Village is sexual harassment. Unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct based on sex constitute sexual harassment when:
 - Submission to such conduct is an explicit or implicit term or condition of continued employment;
 - An individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual; or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
- Sexual harassment may include, but is not limited to, explicit propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, the display of foul or obscene printed or visual material, and physical contact such as patting, pinching or brushing against another person's body.
- It is illegal and against the Village's policy for any worker, male or female, to harass another worker or to create a hostile working environment by either committing or encouraging any of the above, as well as:
 - physical assaults on another employee, including but not limited to, rape, sexual battery, molestation, or attempts to commit these assaults;
 - intentional physical conduct that is sexual in nature, including but not limited to, touching, pinching, patting, or brushing up against another employee's body; and
 - unwanted sexual advances, propositions, or sexual comments, including making sexual gestures, jokes, or comments made in the presence of any employee who has indicated that such conduct in his or her presence is unwelcome; and
 - Posting or displaying pictures, posters, calendars, graffiti, objects, or other materials that are sexual in nature or pornographic.
- The creation of an intimidating, hostile, or offensive working environment may include such actions as persistent sexual comments or the display of obscene or sexually oriented photographs or drawings. However, conduct or actions that arise out of a personal or social relationship and that are not intended to have a discriminatory employment effect may not be viewed as harassment. The Board will determine whether such conduct constitutes sexual harassment, based on a review of the facts and circumstances of each situation.
- The Village will not condone any sexual harassment of its employees. All workers, including Department Heads, will be subject to severe discipline, up to and including discharge, for any act of sexual harassment they commit.
- All Village employees are responsible for helping to assure that harassment is avoided. If an employee advises you as to a belief that he or she has experienced or witnessed harassment, you must immediately report the statement to the Department Head/Committee Chairperson, Village Clerk or Village President. Thereafter, you will be provided with instructions as to the steps to be taken in the course of investigating the complaint. The Village forbids retaliation against anyone who has reported harassment
- Employees who feel victimized by sexual harassment are encouraged to report the harassment to their
 - Department Head/Committee Chairperson immediately. If the worker's immediate Department Head/Committee Chairperson is the source of the alleged harassment, the employee should report the problem to the Village Clerk, or Village President. Employees who witness or are aware of, any incident of suspected sexual harassment are required to report the incident immediately, even if they are not the subject of the harassment.

- Department Heads/Committee Chairpersons who receive a sexual harassment complaint should immediately report the complaint to the Village President who will co-ordinate a careful investigation of the matter. As much as possible, confidentiality will be maintained with respect to a sexual harassment complaint and only those who need to know about such a complaint will be advised of its existence.
- Employees who are dissatisfied with the initial resolution of a sexual harassment complaint may file a complaint with an appropriate outside agency. No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint.
- It is the Village of Maple Park's policy to investigate all such complaints thoroughly and promptly and to take all appropriate action that may be deemed necessary to end the harassment and to prevent this misconduct from recurring. To the fullest extent practicable, the Village will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, the Village will take corrective action, including such discipline, up to and including immediate termination of employment, as is appropriate.

GENERAL POLICIES

Personal Appearance

- Village employees' dress and grooming must be appropriate to their position. Office employees often have contact with the public and therefore represent the Village. By dressing appropriately, you help to create a favorable image for the Village. Accordingly, you are expected to dress in a manner that is normally acceptable in business offices.
- If you work in the field, wear protective clothing that is appropriate for the work that you perform. If uniforms are provided it is expected that they be worn while on duty. Unkempt, torn and/or suggestive clothing are not appropriate work clothes for employees. Shirts must be worn at all times. In no circumstances may any Village employee wear any clothing upon which appears any type of message; nor any symbol or picture which is inappropriate, lewd, or offensive to any citizen or employee. The Village reserves the right to decide what is appropriate clothing.

Uniforms and Equipment

- Public Works employees are provided with appropriate personal protective equipment as needed for particular tasks. They are also expected to wear the appropriate personal protective equipment necessary for adequate safety when performing particular tasks. We want our employees to work safely. If you feel a particular task requires additional personal protective equipment, notify your Department Head/Committee Chairperson.
- Full time police officers will be provided trousers, short-sleeve and long-sleeve shirts, badge, boots, winter coat, bullet-proof vest and vest carrier. Part time police officers will be provided one pair of trousers, one short-sleeve shirt, one long sleeve shirt and badge. Approval by the Committee Chairperson shall be obtained prior to any purchases allowed under this provision.

Solicitation or Distribution

- No solicitations of any type are permitted by non-employees. You may only solicit for a nonprofit organization, and these solicitations are only permitted to be done during non-working hours.
- The only non-work-related materials or literatures that may be posted on the Village bulletin boards include personal notices (e.g., items for sale, party announcements, etc.). Such postings may only be posted within the Village office.

Smoking

- Public buildings are considered to be smoke-free. Smoking is not permitted in general access areas (such as doorways), in work areas where customers and visitors have access, and all other areas where an occupational safety or health hazard may exist. Smoking is only allowed outdoors away from entrance doors or paths.

Drug Free Workplace

- In accordance with Federal law, employees may not unlawfully manufacture, distribute, dispense, possess or use a controlled substance at work, while on Village property, at work locations, while on duty or scheduled to be on call.

Anti-Nepotism

- Your family members may be considered for Village employment provided that they meet the qualifications and their employment does not create a conflict of interest or a conflicting Department Head-employee relationship.

No Violence in the Workplace

- The Village has a zero tolerance policy against violence in the workplace or the threat of violence. Weapons are not allowed in the workplace or in Village vehicles, except by authorized public safety employees. You must immediately report any workplace violence that you have received or witnessed. The Village will investigate and attempt to verify such reports and discipline appropriately.

Job Classifications

- **Police:**
- **Superintendent of Public Works:**
- **Public Works Employee:**
- **Village Office Manager:**
- **Other Employees:**
- **Immediate Superiors:** The immediate superior of a police officer shall be the Chief of Police, the immediate superior of the Chief of Police shall be the Chairperson of the Police Committee, the immediate superior of the public works employee shall be the Superintendent of Public Works, the immediate superior of the Superintendent of Public Works is the Chairperson of the Public Works Committee, the immediate superior of a Village hall office worker shall be the Office Manager, the immediate superior of the Office Manager shall be the Chairperson of the Finance Committee.

Punctuality and Attendance

- You are responsible for being on time for work. When you are late or absent from work, other schedules and public services are disrupted. When you know you are going to be late or absent, notify your Department Head/Committee Chairperson as soon as possible, preferably within thirty (30) minutes after your scheduled start time. If you do not notify your Department Head/Committee Chairperson, you may be disciplined.

Outside Employment

- In most cases, the Village approves its employee's requests for outside employment. However, such part-time work may not interfere with your Village duties, responsibilities, and normal hours of work or overtime, work performance, or compromise the Village's interests. Before accepting outside employment, check with your Department Head/Committee Chairperson so that there is no conflict of interest between your Village position and your outside work.

Meal & Break Periods

- The Village will provide a paid meal period of no less than thirty (30) minutes, beginning no later than five (5) hours after commencing work in each continuous eight (8) hour period worked by an employee. Employees shall also be entitled to two (2) paid fifteen (15) minute breaks each day.

Compensatory Time

- Non-exempt hourly employees will receive compensatory time of one and one-half hours for all hours actually worked in excess of forty (40) hours worked per week. Accrual and use of compensatory time shall be subject to the following terms and conditions:
 - No employee shall work in excess of 40 hours per week without the express written consent of his or her supervisor, which shall be noted on the employee's timesheet.
 - Employees shall be eligible to accrue up to 80 hours of compensatory time in one fiscal year (May 1 through April 30).
 - Requests to use compensatory time must be approved in advance by an employee's Supervisor and may be denied based upon the needs of the Village at that time.
 - Compensatory time shall not be used in increments of less than 4 hours nor more than 80 hours at one time.
- Compensatory time shall not be carried over from fiscal year to fiscal year nor shall the employee receive any monetary compensation for accrued compensatory time at termination of employment

Salary, Payday and Payroll Deductions

- An employee's salary is based upon the job description, responsibilities, and/or supervisory duties as set down by the Board.
 - Unless otherwise designated, salaries and wages shall be paid every other Thursday, by noon (26 times per calendar year).
 - All employees must submit time cards/sheets by 12:00 p.m. on the Monday prior to pay day.
 - Time cards/sheets must be signed by the employee, and also signed and dated by the employee's supervisor to verify the hours worked.
 - In the event that payday falls on a holiday, checks shall be issued the day before.
- The employee is the only person who can receive their payroll check unless they have submitted a signed written request to the Village Clerk for another person to receive it. The person who receives the employee's paycheck may be asked to show picture proof of identity. Additionally, the employee may request to have his/her check direct deposited to any financial institution of his or her choosing. Forms authorizing this service shall be available from the Village Clerk.
- The Village does not make personal loans or extend credit to employees.
- Those persons who are hired or who terminate their employment in the middle of a pay period shall be paid at an hourly rate based on their current salary schedule for hours worked in that period after their hiring or prior to their termination.

Police On-Call Policy

- The Officer in Command will submit a monthly ON CALL duty roster to Kane County Dispatch 30 days in advance. A copy of the roster shall be given to the **Police Committee Chairperson**. If the assigned officer is unable to work their ON CALL shift it is their responsibility to contact the Officer in Command to make alternative arrangements.
- The ON CALL Officer must call into Kane County Dispatch to confirm his availability for the ON CALL shift prior to start time.
- The new ON CALL pay structure will be a flat \$25.00 for one 8-hour shift. There will be one 8-hour shift for each 24-hour period.
- Once the ON CALL Officer is called out they will receive a minimum of two (2) hours at regular pay. This will be in effect from portal to portal*. If call out requires more than 2 hours, officer will be paid additional time at their standard hourly rate rounding to the nearest 15-minute interval.
- All ON CALL call-outs will require a completed incident report by the officer involved, which must be submitted and approved by the Officer in Command before the officer will be paid.

* Portal to Portal definition: When officer leaves the location where they received call-out to his return location in which he would be reinstated to ON CALL status. NOTE: If Kane County Dispatch requires anything on their part and only their part on items concerning the first two requests of the above policy it will supersede Village policy.

Emergency Call-Out Policy for Public Works Duties

- Employee will claim two hours minimum for emergency calls after scheduled work hours. All emergency work shall be written up and turned into the Department Head/Committee Chairperson with time in and time out listed.

Time Record

- Federal law requires that employees keep accurate records of the time you work and time that you take off, either on a time card or time record. All employees are expected to record when they report for work and record the end of their scheduled shift unless overtime work has been approved. Any time an employee leaves work they are required to document the time they leave and when they return.
- The time record should be submitted to your Department Head/Committee Chairperson at the end of each pay period, in order to ensure proper recording of your time and to expedite the issuance of your paycheck. The work week is Monday through Sunday, with normal work hours Monday through Friday.
- All employees are required to maintain time sheets and related materials. No employee is allowed to record time on another employee's time sheet. Violation of these rules may result in disciplinary action up to and including discharge.

Wage Increases

- In accordance with Village policy, you may receive a general wage increase each year on May 1, as recommended by the Finance Committee, subject to Board approval and available funding.

Employee Benefits

The following is a general description of current employee benefits. In the event of a conflict between the description of the benefits in this Handbook and the terms of any employment contract, the contract will control.

Health Care Stipend

- Full-time employees who have successfully completed their probationary periods are eligible to receive an annual stipend to offset medical and related health costs for themselves and their dependents. The amount of this stipend shall be established by the Board from time to time and will be distributed to employees on a bi-weekly basis with their regular paychecks
- The Village reserves the right to amend or terminate this stipend at any time, with or without notice.

Workers Compensation Insurance

- All employees are covered by workers' compensation which provides for benefits in case of on-the-job injury. It goes into effect on the first day of employment. Any medical or hospital expenses resulting from a work-related injury are covered by this insurance. In addition, if the injury prevents the individual from working, this coverage may also pay the individual a percentage of their average weekly earnings depending upon the nature and extent of the injury, in accordance with state laws.
- If an employee sustains a work related injury, no matter how slight, they must immediately report it to their supervisor. If the supervisor is unavailable, it should be reported to any Board member (or its designee). Additionally, an accident report form must be completed by the employee and received by their supervisor within twenty-four (24) hours of the injury or accident. Failure to complete all required forms on a timely basis may result in an individual's claim for compensation being denied.

Holidays

- The Village recognizes certain paid holidays for its full-time and part time employees Full-time and permanent part time employees will receive their regular rate of pay for the number of hours that they are normally scheduled to work on the day the holiday occurs. These holidays are:

New Year's Day	Columbus Day
Presidents' Day	Veterans' Day
Good Friday	Thanksgiving
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Eve
Labor Day	Christmas Day

- Employees who want to take off a religious, ethnic, or political holiday not listed above may take the day off without pay or may use a vacation day or compensatory time. However, employees must have advance approval from their Supervisor before taking the day off.

Vacations

- Paid vacation is awarded to full time employees only in accordance with the following schedule:

1 Year of Service	5 Days
2 Years of Service	10 Days
5 Years of Service	15 Days
10 Years of Service	20 Days

- Vacation can be used in one hour increments, not to exceed normally scheduled hours for that day.
- In no case shall employees be allowed to use more than two weeks of vacation at one time.
- Vacation earnings are based on the date of employment.
- Vacation earnings shall not be allowed to be carried over into the next succeeding year without express approval of the Board (or its designee).
- All vacation requests must be submitted in writing in advance, usually at least two weeks prior to the first day of vacation, and must be approved by the employee's supervisor. Under some circumstances, specific vacation requests may be denied because of Village needs.
- When an individual terminates employment with the Village, (s) he will be paid for unused vacation time not to exceed the allowed maximum.

Jury Duty/Court Appearances

- The Village encourages all employees to meet their civic responsibility by serving on a jury when called to do so. If an employee is summoned for jury duty or to appear as a witness, the employee may take time off from work for this purpose without penalty.
- Employees must provide written notification to their immediate supervisor as promptly as possible of the dates and expected duration of their jury duty. They also must present proof of jury duty service to their supervisor at its conclusion. Employees will be paid their regular salary minus any compensation received for the duty.

Funeral Leave

- You will be granted up to three days off with use of employee time to attend the funeral of:
 - Your spouse, parents, step-parents, children, step children, legal guardian, grandchildren, grandparents, brother, sister;
 - Mother-in-law, father-in-law, brother-in-law, sister-in-law;
 - Your spouse's children, grandparents, and grandchildren.
 - You will be granted up to one day off with use of employee time to attend the funeral of an aunt, uncle, cousin, nephew, and niece of yours or your spouse.

Sick Leave

- Paid sick leave is granted to full time employees only who are suffering from an illness which prevents them from performing their usual duties and responsibilities or who require medical, dental, or optical consultation or treatment. Sick leave is also granted to an employee when their spouse, child, or parent is suffering from an illness defined in the Family Medical Leave Act (FMLA). A doctor's statement may be required at any time during the sick leave or upon return to work.
- Employees are entitled to sick leave according to the following guidelines:
 - Full-time employees accrue paid sick leave at the rate of 4 hours per month or a total of 6 working days per year.
 - Sick leave may accrue to a maximum of 160 hours or 20 working days.
 - Employees must notify their immediate supervisor at the earliest possible time regarding the need to use sick leave.
- Use of sick days for reasons other than those for which this benefit is intended is considered an abuse of this benefit, and may result in disciplinary action, up to, and including, discharge. Days of absence beyond all accrued time will be unpaid, and, if they are not covered under any of the Village's leave of absence policies, may be considered excessive absenteeism and grounds for disciplinary action including, but not limited to, discharge.
- It is the employee's responsibility to notify his/her supervisor when they must be absent because of sickness or other emergency. In the event the supervisor is not available, the employee is to contact any Board Trustee or its designee as soon as possible, at least one hour prior to the start of their scheduled work time, on each and every day of absence. If the telephone is not answered, the employee should leave a voice-mail message and then follow up with their supervisor at their earliest opportunity.
- If an employee needs to leave work prior to the end of their shift due to an illness or an emergency, they must first contact their supervisor, or a Board Trustee (or its designee) if the supervisor is unavailable.
- Employees are required to attempt to schedule medical appointments outside of their normal work days and hours. If it is not possible to schedule appointments outside of normal work days or hours, employees will be granted sick leave in the amount necessary for the appointment and travel time to and from the appointment.
- Employees not using their accrued sick leave shall have the option of being paid for it at the conclusion of each fiscal year. Unused sick days will not be paid out to employees upon separation of employment.

Other Leaves of Absences

Family and Medical Leave of Absence ("FMLA")

- The Village will provide up to twelve (12) weeks of a combination of paid and/or unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for the Village for at least 12 months, and have worked at least 1,250 hours during the previous 12 month period.
- Employees will be required to substitute any accrued vacation time and/or sick days for any unpaid leave time taken under this policy. Similarly, if the employee otherwise qualifies for any other type of leave of absence, (s) he must take that leave at the same time (s) he is taking FMLA Leave. All time missed from work that qualifies for both Family and Medical Leave, and for worker's compensation, will be counted toward the twelve (12) weeks of Family and Medical Leave.
- The administration of this policy will be in accordance with the Family and Medical Leave Act of 1993 and its applicable regulations.
- Leave will be granted for any of the following reasons:

- Because of the birth of a child and to care for such child (within 12 months after the birth of the child);
- Because of the placement of a child with the employee for adoption or foster care (within 12 months of the placement of the child);
- To care for a spouse, child, or parent, who has a serious health condition;
- For a serious health condition that makes the employee unable to perform their job.
- Employees shall be required to use any accrued vacation and/or sick time and shall not accrue additional sick or vacation time during an FMLA leave of absence.
- If the employee and their spouse both work for the Village and each qualify for a leave under Points 1 or 2 of this section, the number of workweeks of leave to which both employees may be entitled is limited to a combined total of 12 in any 12-month period.
- Employees who want to take FMLA leave must ordinarily provide the Village at least thirty (30) days' notice of the need for leave, if the need for leave is foreseeable. If the employee's need is not foreseeable, the employee should give as much notice as is practical. In addition, employees who need leave for their own or a family member's serious health condition must provide medical certification of the serious health condition.
- Medical Certification: Any request for a leave under Points 3 or 4 above must be supported by certification issued by the applicable health care provider. At its discretion, the Village may require a second medical opinion and periodic re-certification to support the continuation of a leave at the Village's expense. If the first and second opinions differ, a third opinion may be obtained from a health care provider jointly approved by both the employee and the Village at the Village's expense.
- The Village may deny leave to employees who do not provide proper advance leave notice or medical certification.

Serious Health Condition

For purposes of this policy, "serious health condition" means an illness, injury, impairment or physical or mental condition that involves one of the following:

- **Hospital Care.** Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity relating to the same condition;
- **Absence Plus Treatment.** A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either: (1) treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or (2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider;
- **Pregnancy.** Any period of incapacity due to pregnancy, or for prenatal care;
- **Chronic Conditions Requiring Treatment.** A chronic condition which: requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
- **Permanent/Long-Term Conditions Requiring Supervision.** A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or
- **Multiple Treatments (non-chronic conditions).** Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.

Intermittent Leave

- If certified as medically necessary for the serious health condition of either the employee or their spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, the Village may require the employee to temporarily transfer to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits

Return from Family and Medical Leave

- Upon return from a Family and Medical Leave of Absence which has extended no longer than a total of 12 workweeks within a 12-month period, the employee will be restored to the same or an equivalent position to the one (s)he held when the leave started. The employee shall have no greater right to reinstatement or to other benefits and conditions of employment than if they had been continuously employed during the FMLA periods. If the leave was due to the employee's own serious health condition, (s)he will be required to submit a certification from their attending physician stating the employee is able to perform the essential functions of their job.
- Certain highly compensated "Key Employees" may be denied reinstatement when necessary to prevent "substantial and grievous injury" to the Village's operations. A "Key Employee" is a salaried employee who is among the highest paid ten (10) percent of employees at that location, or any location within a seventy-five (75) mile radius. Employees will be notified of their status as a Key Employee, when applicable, after they request a Family and Medical Leave.

Coordination with Other Policies

- The employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave

Victim's Economic Security and Safety Act Leave of Absence ("VESSA")

- Under the Victim's Economic Security and Safety Act ("VESSA"), an employee may take up to a total of twelve (12) workweeks of unpaid leave from work during any rolling twelve (12)-month period in order to address matters involving domestic violence.
- Eligibility: Generally, to be eligible for VESSA leave, the employee must either be a victim of domestic violence or a family or household member of such a victim. Leave may be taken for the following reasons:
 - To seek medical attention or treatment
 - To seek psychological counseling
 - To obtain victim services
 - To relocate for reasons of safety
 - To seek legal assistance
 - To participate in a related court proceeding
- Leave Time: If an employee is entitled to leave under both VESSA and FMLA, the leave time will run concurrently.
- Notice Required: The employee must provide their supervisor with advance notice of at least 48 hours of his/her intention to take the leave. If such notice is not possible, the employee must notify their supervisor, any Board Trustee or its designee as soon as is practicable.

- Certification Required: If an employee seeks to use VESSA leave, (s) he must provide his/her supervisor with certification that: a) states that they or a family member is a victim of domestic violence; and, b) includes the employee's reason(s) for taking the leave. In certain circumstances, information such as documentation from victim services organizations, attorneys, clergy members, medical professionals, police or court records, or other corroborating evidence may be requested. The supporting documentation may be submitted as it becomes available. Certification must be provided within a reasonable time following the request by the Board (or its designee).
- Employment and Benefits: Time off that is approved under this policy is unpaid, and the time spent on VESSA leave will not be considered or counted as "time worked" for the purposes of accruing or earning employment benefits.
- Upon the employee's return from a VESSA leave, which has extended no longer than a total of twelve (12) workweeks within a rolling twelve (12) month period, the employee will be reinstated to the same or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment, to the one they held when the leave started. An employee has no greater right to reinstatement or to other benefits and conditions of employment than if (s) he had been continuously employed during the VESSA leave period.

School Visitation Leave

- The School Visitation Rights Act allows parents and guardians, who cannot meet with educators during the school year due to a work schedule conflict, an allotment of time to do so. Village employees who are parents and/or guardians of biological, adopted, foster, or step children, or a legal ward who is enrolled in a public or private primary or secondary school in Illinois or a state which shares a common boundary with Illinois are eligible for School Visitation Leave if they have worked fulltime for at least six consecutive months immediately preceding a request for school visitation.
- Employees may request up to a total of eight (8) hours of unpaid leave during a school year, of which no more than four (4) hours can be used on a given day, to attend school conferences or classroom activities, if the conference or activity cannot be scheduled during non-work hours. The total of eight (8) hours of school visitation time during the school year is available to an employee regardless of how many children they may have in school.
- School visitation time can only be requested after an employee has exhausted all accrued vacation, or other leave time other than sick time or disability leave. Employees must request the leave from their immediate supervisor at least seven (7) days prior to the leave unless it is an emergency situation, in which case, 24 hours' notice is allowed.

Military Leave of Absence

- An employee who is drafted for service in the armed forces or is a reservist called up for active duty is eligible for military leave of absence. Such military leave of absence is governed by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and Illinois state law. An employee whose absence from work with the Village is required by reason of service in the uniformed services is entitled to the reemployment rights and benefits under USERRA if the employee meets the following criteria for eligibility:
 - The employee gives the employer advance written or verbal notice of the service (no notice is required if military necessity prevents notice from being given or if, under all of the circumstances, giving such notice is impossible or unreasonable); and
 - The cumulative length of the absence and of all previous absences from work with the Village by reason of service in the uniformed services does not exceed five years; and

- The employee has not been dishonorably discharged or separated from the uniformed service under other than honorable conditions; and
 - The employee reports to, or submits an application for reemployment to the Village within the time periods allowed by USERRA.
- The time periods for applying for reemployment are based on the employee's length of military service. For service of less than thirty-one (31) days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account sufficient time for safe travel home plus an eight-hour rest period. For service of more than thirty (30) days but less than one hundred eighty-one (181) days, the service member must apply for reemployment within fourteen (14) days of being released from service. For service of more than one hundred eighty (180) days, the member must apply for reemployment within 90 days of being released from service.
- Failure to apply for reemployment within the specified time periods does not automatically forfeit the service member's entitlement to reemployment, but subjects the person to the Village's general practices pertaining to explanations and discipline with respect to absence from scheduled work.
- An employee who is a member of the Armed Forces Reserve or the National Guard and who is required to attend annual active duty for training or other short-term (two weeks or less) reserve or Guard duty (i.e. forest fire fighting, police duty for natural disaster, etc.) is eligible for a military leave of absence. Such time off will not be considered vacation time. If the employee's military pay for the training is less than his/her average Village earnings for a like period, the Village of Maple Park will pay the difference to the employee for a period not exceeding two (2) weeks.
- There are additional rights, responsibilities and benefits associated with federal and Illinois state law regarding military leave. Employees who are currently, or are likely to become, members of the uniformed services should contact the Village Finance Committee for more details.

Family Military Leave of Absence

- The Illinois Family Military Leave Act provides for unpaid leave for the families of military personnel. An employee is eligible for this leave if they are a spouse or the parent of an individual called to military service of at least 30 days in length by the State of Illinois or the United States, have been employed by the Village for at least 12 months, and have been scheduled to work at least 1,250 hours during the 12-month period immediately preceding the commencement of leave.
- Eligible employees will be provided with up to 30 days of protected, unpaid leave to visit with a spouse or child who has been called into military service for a period lasting longer than thirty (30) days. The leave must be taken during the time federal or state orders are in effect (the period in which the respective military personnel's unit has been mobilized and is preparing to leave its base to prepare for combat). Family Military Leave may also be taken intermittently. The Village may require certification from a proper military authority to verify an employee's eligibility for family military leave.
- Before taking family military leave, employees must exhaust all their accrued paid leave. The Village requires as much foreseeable notice of the leave as possible and reserves the right to schedule the leave so as not to unduly disrupt Village operations. If an employee's leave will extend over five (5) or more consecutive work days, the Village will require at least 14 days' notice of the intended leave.
- Employees will be restored to the position they held when the leave commenced or to a position with equivalent terms and conditions of employment.

Conduct

As a Village employee, you are expected to behave in a proper, ethical manner at all times. Departments may have a comprehensive set of work rules that govern on-the-job behavior and manner of job performance. You should be familiar with your Department's work rules. The following guidelines are intended to serve as general examples of inappropriate behavior for which you may be disciplined, and so, the list is not comprehensive of all improper behaviors.

- Incompetence or inefficiency.
- Offensive conduct.
- Insubordination or violation of any official order or regulation. Insubordination is defined as failure or deliberate refusal to obey an order by a superior, ridiculing a superior or a superior's orders, whether in or out of the presence of a superior.
- Accepting tips or gifts in the course of work.
- Conviction of a criminal offense involving moral turpitude or depravity.
- Negligent, or willful damage, or waste of public property.
- Inexcusable absences without being granted leave.
- Bringing, possessing, being under the influence of intoxicants, or using intoxicants, or the consumption of alcoholic beverages or controlled substances while on duty or subject to duty.
- Harassment of any employee because of sex, race, religion, physical disability, or any other legally protected group status.
- Engaging in outside employment while on any leave of absence.
- Engaging in fraudulent use of a leave of absence.
- Claiming sick leave under false pretenses.
- Excessive or chronic absenteeism or tardiness.
- Failure to notify your supervisor in advance when you will be absent from work or are unable to report for work on time.
- Failure to comply with employee's specific department rules.
- Failure to conform to assigned work hours.
- Falsification or misuse of time cards, time sheets, records, or assisting in such falsification.
- Theft or misappropriation of Village property or another employee's property.
- Provoking, instigating, or involvement in fighting on the job, or on Village property. Threatening or carrying out acts of violence to an employee, supervisor, Village official, or visitor.
- Sleeping on the job.
- Violation of the Employee Handbook.
- Working unauthorized overtime.
- Possessing weapons or explosives of any type on Village property without Village authorization.
- Deliberately restricting work output or encouraging another employee to do so.
- Illegal, immoral, offensive or indecent conduct during the workday or on Village property.
- Failure to comply with the Village Safety Program.
- Using profanity or abusive language.
- Any other activity which is not compatible with good public service.
- Rude behavior toward a member of the general public or other Village employees.
- Lying or attempting to withhold information from a supervisor.
- Any other action or activity which results in a loss of public trust or affects any Village employee's ability to perform his/her duties as a Village employee.

Discipline and Discharge

- Employees are considered at-will employees and serve at the discretion of the Board. The Board's determination to discipline, including discharge of employment, an employee is final and may be without cause. The at-will policy shall not be modified by any statements made to you or materials given to you.
- Progressive discipline will be administered by the Village, at its sole discretion. The steps of progressive discipline include, in order of severity:
 - Oral warning
 - Written warning
 - Meeting with employee, Department Head, and others as determined by the Committee Chairperson.
 - Suspension
 - Recommendation to Village Board for termination of employee
 - Termination from employment

Complaints

- If you have a complaint regarding your employment with the Village, first tell the Committee Chairperson, who will make a recommendation to the Village Board for action.

Good Communication

- Good communication is essential to the successful operation of any organization. Do not hesitate to advise your supervisor of:
 - Problems that make your job performance difficult;
 - Misunderstood expectations; and/or
 - Your suggestions to improve work conditions, etc.
- Just as you appreciate knowing what goes on at their levels, your Department Head/Committee Chairpersons want to know how their decisions affect you. If you are uncomfortable speaking with your Department Head, or Committee Chairperson about your concerns, you may discuss them with a member of the Village Board.

Access to Village Property

- You do not have a right to privacy when using Village offices, file cabinets, desks, lockers, and other Village property and facilities. Although the Village does not prohibit you from bringing personal items to work, (e.g., family pictures, plants, etc.) you should not bring them if you do not want them exposed to the public. You also do not have a right to privacy regarding the Internet sites you access or e-mails you write. E-mails are considered open, permanent records under the law. If you would not want them to be seen, then don't click on the web sites or write the e-mails. E-mails considered as public records shall not be deleted unless they have been archived on a CD or printed and properly filed and stored.
- Close and lock all doors, windows and other Village property as identified by your supervisor (e.g., file cabinets, desks) in your work area at the end of the work day.

Use of Village Equipment and Supplies

- You are responsible for proper operation, care, and conservation of Village equipment, tools, and supplies. You must report any accidents, breakdowns, malfunctions or thefts immediately so that necessary repairs or investigations may be made. You may not use Village equipment and supplies for unauthorized or personal purposes, including

photocopying equipment. The guidelines below are intended to serve as a general example for which you may be disciplined regarding the use of Village equipment and supplies. The following are prohibited actions:

- Negligent, willful damage, waste or loss of public property;
- Theft or misappropriation of Village property or another employee's property;
- Any other action or activity that results in a loss of public trust or affects any employee's ability to perform his/her duties as a Village employee.

Use of Village-Owned Vehicles

- Village trucks will be provided to designated employees by the Village of Maple Park for work. They are not to be used for personal reasons or errands. It is the employee's responsibility to keep the trucks in good working order and to report any problems immediately. The trucks are to be neat and orderly, inside and out, at all times. It is the employee's responsibility to wash and clean the truck they are responsible for, as time allows. Each employee will be responsible for keeping the truck (they use the most) organized, stocked and fueled. Gas tanks are required to be more than one-quarter full and supplies are to be stocked.
- Village trucks are to be driven in a responsible manner at all times. Speeding, reckless driving, etc., will not be tolerated. Remember that our name is on the truck. It is your driver's license and your fine, if you are stopped for a violation other than equipment safety.
- You should make regular visual checks of your truck for scratches, scrapes and dents. Any problems should be reported to your Department Head/Committee Chairperson immediately. A police report must be filled out at the scene of an accident if there is substantial damage requiring repair. If damage is due to employee's negligence, employee shall be responsible for payment of insurance deductible for repairs.
- It is the employee's responsibility to provide self-transportation to work. "On-call" service personnel are excluded. Trucks may not leave the jobsite once set up for purposes of retrieving lunch, soda, snacks, etc. Employees must wear seat belts at all times while using a Village vehicle.
- It is the employee's responsibility to make sure the trucks are completely locked up. The keys are to be returned to the office when the truck is not in use.
- Village vehicles are valuable property and you may only drive them to conduct Village business. Personal use of a Village vehicle is never authorized, since such use creates unnecessary liability exposure to the Village and hurts the reputation of the Village and other employees.
- If you drive a Village vehicle, then you must have a valid Illinois driver's license. You are expected to drive the Village vehicle in a safe and courteous manner. While driving, you must obey all traffic laws, rules, and regulations, including wearing seat belts. You will be responsible for all parking and traffic tickets you receive while driving a Village vehicle. If you have an accident, report it.
- If using a personal vehicle for Village-related travel, you must document mileage and reason for travel to receive a reimbursement at the Federal mileage rate.

Tools and Equipment

- Employees are required to keep tools and equipment in good working order. Quality hand tools are essential in doing proficient work as well as showing a professional appearance. Specialized equipment provided by the Village of Maple Park must be well maintained by the employee. All Village-owned equipment that is abused, poorly maintained, or lost by the employee will be replaced by the Village of Maple Park at the employee's expense.
- The hand tools shall be readily mobile, as switching trucks is sometimes necessary to complete different jobs.

Mobile Phones/Radios/Pagers

- All full time employees shall be required to maintain a working cellular telephone at all times through a company and telephone service plan chosen and paid for by each employee. The wage an employee is hired at is considered complete and no additional pay increase is given due to required cell phone.

Telephone Use

- Your work comes first. Personal telephone calls result in inconvenience to other callers and/or loss of valuable work time. Telephones are intended for Village business and not for personal use except in cases of emergency or other specific personal business that cannot be conducted during non-working hours,
- The Village encourages employees to use personal "calling cards" when placing a long distance telephone call that is non-business related. Personal phone calls should be kept to a minimum and should not interfere with an employee's productivity.

ELECTRONIC EQUIPMENT POLICY

General

- The Village relies heavily upon the copier, computer system, and facsimile machine for everyday operations. These pieces of equipment are available for the purpose of completing Village business and are not intended for personal use. There will be instances when an employee may need the use of a piece of equipment for personal use. In these circumstances, fees as established by the Village Board and shall be paid to the Village Clerk.

Internet and E-Mail

- The Village expects that its staff will use the Internet system and e-mail in a responsible manner. Accordingly, the Village has established rules governing staff's use in accessing these systems. Staff must realize that use of this electronic information resource is a privilege, not a right. Department Head/Committee Chairpersons must ensure that their employees understand that violations of these rules will result in appropriate disciplinary action, up to and including discharge.

Privacy

- Any use of the Village of Maple Park computer networks by an employee constitutes a waiver of any right to privacy concerning such use. This includes personal communications. The Village of Maple Park exercises the right to review, audit, intercept, and disclose all communications on Maple Park's networks at any time without prior notice to employees. If the user wishes confidentiality, he or she must use privately owned equipment and private access to such information services.

Software

- The Village of Maple Park has the exclusive right to install all software used on the Village's computer networks. The installation of any software on the Village computer networks and workstations during work time or personal time without the express approval of the Village Board is prohibited. The Village of Maple Park will remove all unauthorized software from its servers or workstations. The Village of Maple Park will monitor software use by employees for licensing purpose and to protect against viruses and unauthorized use of Village servers or workstations by third parties. It is the policy of the Village of Maple Park to prohibit any employee from copying copyright protected computer software for use on any computer, whether the software is owned by the Village of Maple Park or owned by an individual.

Data

- All data, whether on a server or on a workstation, is the property of the Village of Maple Park. It is against Village policy for an employee to purposefully delete or modify the work product of another Village employee without the consent of the employee that created the work product. For the purpose of this policy, work product means any compilation of data, analyses, reports or correspondence selected, coordinated, or arranged by an employee.

Security

- The Village of Maple Park will provide each employee who needs access to the Village's computer networks with a unique user identification to gain access to the Village's computer networks. Authorized users of the networks will also be required to enter a password to gain access to their individual and shared areas on the network servers and other information resources located on the networks.

Monitoring Communications and Software Use

- All communications and data on the computer networks may be public records subject to disclosure under the state open records law, with certain exceptions. All communications on and uses of the Village's networks or applications of any licensed software program installed in a workstation or server during work or personal time may be monitored from time to time. Village employees should be aware that any such communications and other uses of the networks are not private and the Village reserves and may exercise the right to access and disclose all messages on the networks at any time with or without prior notice to the employee.

Data Storage

- The Village of Maple Park shall be responsible for organizing all data on the Village computer networks in a manner that will allow users to readily access files and other information on the networks.
- The Village shall further establish procedures or protocols governing the deletion and retention of all data on the networks, including the development of record retention schedules.

- While the Village will be responsible for disaster recovery and back up of all data on Village servers, the Village of Maple Park's authorized users on the computer networks are responsible for protecting data or information maintained locally at their workstation. This includes backing up data on individual workstations to ensure that data saved on individual workstations conforms to established record retention schedules and that such data is available to authorized users during the appropriate retention periods.

E-Mail

- The content and maintenance of the Village's electronic mail and shared file storage areas are the user's responsibility. Authorized users should follow standard business etiquette in using this medium.
- Village of Maple Park employees should be aware that electronic mail messages sent within the Village's networks or on the Internet using Village computer equipment are not private communications and that all e-mail messages are the property of the Village of Maple Park. The Village reserves the right to access, review, and disclose all e-mail messages. Village staff should regard all e-mail messages as non-private communications that may be viewed by others.
- Employees using e-mail should delete unwanted messages or files immediately in order to preserve disk storage space. Alternatively, users should transfer to disks or hard drives any e-mail messages or files the user wants to save. Some communications must be retained as an official record of Village business. If you are unsure about whether a message may be deleted, please consult the Village Clerk.
- E-mail is not designed to transfer large files. Large files may cause problems on the Village's servers, as well as the recipient's local server or workstation. Large files are defined as those larger than one megabyte (1 MB). As a guideline, files with graphics, animation and/or large spreadsheets should be checked. In addition, large files going to multiple addresses have the potential to cause performance problems across all applications.

Internet Access

- The Internet provides access to a wide variety of resources that can assist Village employees in the performance of their jobs. The Village may monitor Internet usage at workstations and remote sites and maintain a record of employee time on the Internet and sites accessed.
- Village employees have an obligation to be aware of computer security, economic and privacy concerns associated with the use of various systems on the Internet, and to guard against computer viruses and incurring costs while conducting research or communications on the Internet. At no time shall an employee incur charges for Internet usage without the express consent of the Village Council.

Personal Use of Networks and Computers

- The Village of Maple Park recognizes that employees who use computers and the information resources available on the Village computer networks can enhance their knowledge of electronic information resources and can sharpen their information technology skills. Personal use of computers during non-working hours is permitted in order to enhance those skills so long as such use does not interfere with the employee's job responsibilities and the work of other employees. However, employees shall not utilize the Village's computer networks, workstations, or other electronic devices on behalf of a third party.
- Personal use of Internet access and e-mail services is permitted during personal time provided that the accessed sites are at no cost to the Village of Maple Park and as long as the employee agrees that any messages received or sent may be accessed, reviewed and disclosed at the Village's discretion.

- All Village employees using Village computer equipment on personal time must follow all guidelines set forth in this policy.
- Personal time includes breaks, lunchtime, and time outside of established work hours. Employees using the resources to fulfill job responsibilities always shall have a priority over those desiring access for personal use.
- All costs associated with personal use of the Village's computer networks for printing information must be paid for by the employee.
- The use of storage space on servers for personal data is prohibited. Personal data may be stored on an employee's hard drive at individual workstations provided that space is available.

Prohibited Activities

- Village employees shall not interfere with or disrupt the Village's computer networks, other network users, services, programs, software, or equipment.
- Interference or disruption with the Village networks, other network users, services, software, or equipment may include, but are not limited to the following:
- The use of the Village system and/or networks to gain unauthorized access to remote systems;
- The use of the Village system to copy unauthorized system files or copyrighted material, such as third-party software;
- Intentional attempts to "crash" the Village network systems or programs;
- Attempting to secure unauthorized higher level privileges on the networked systems;
- The willful or negligent introduction of computer viruses or destructive programs that could adversely affect the Village networks;
- Sharing password information with any other person; if a Village employee does share that information with another person, the employee shall be solely responsible for the actions that other person has appropriated;
- Deleting, examining, or modifying files or work product belonging to other users without their prior consent; or
- Using the network or any of its authorized software for personal gain or solicitation, to harass or threaten others, to send junk mail or "for-profit" messages.
- It is also against Village policy for an employee to engage in the following conduct on the Village networks:
- Access sites or display items that may be regarded as offensive, indecent, or obscene by other employees or visitors;
- To use abusive or obscene language in any messages transmitted on the networks, including any internal or external e-mail messages and Internet communications;
- To engage in behavior on the networks that is proscribed under the Village's Employee Handbook, including, but not limited to harassment; or
- To engage in any other conduct that could cause congestion and disruption of the Village's networks and systems.
- Violations of the Village's Electronic Equipment Policy are subject to the same discipline as any other violations of Village personnel policies. Judgment regarding violations will be made by the Department Head/Committee Chairperson or Village Council, as necessary.

Compliance with Laws

- Village employees will be responsible for respecting and adhering to local, state, and federal laws in conducting their work on Village computer networks. Any attempt to break those laws through the use of the networks may result in litigation against the offender by the proper authorities. If such an event should occur, the Village of Maple Park will fully cooperate with the appropriate authorities to provide any information necessary to assist the relevant law enforcement authorities during the investigation process.

SAFETY

- The Village is committed to provide a safe working environment for all employees. Employees in Public Works and Utilities, and certain Administrative employees may participate in safety training. The purpose of the training is to educate in the prevention of accidents and injuries to you and others. Other general safety training may be provided to all Village employees from time to time (e.g., defensive driving, first aid, CPR).

Job Related Injuries

- All work injuries, no matter how slight, must be reported immediately to your Department Head/Committee Chairperson and the Village's Risk Management Coordinator. The Village's Risk Management Coordinator, as part of administering worker compensation, reports the injury to the State in compliance with State regulations. If you are severely injured, then the Fire Department should be called for paramedic service. If the injury is minor but requires treatment, you may be sent to the appropriate medical facility. If the injury results in time off from work, then you must obtain a medical report authorizing your time off from work and your return to work, and whether the return to work is based upon limited duty or full duty.

VACATING YOUR POSITION

Retirement

- Retirement benefits are governed by IMRF policies. Contact the IMRF Authorized Agent to receive information on retirement benefits.
- Upon retirement the employee will be eligible for payment of all unused vacation, sick time and up to a maximum of forty (40) hours unused compensatory time.

Layoff

- Layoffs may occur because of a decrease in services, change in work methods, or other conditions. To assure continued quality services, merit and length of service may be given consideration in determining the order in which employees are laid off

Loss of Acceptable Position Requirement

- You may be laid off if you lose a license or other requirement necessary for you to perform the duties of your position.

Resignation

- You must give advance written notice of 14 days when you resign employment and you must work during the notice period. Department Head/Committee Chairperson is not allowed to request or demand that you sign an undated resignation. An exit interview with the Department Head/Committee Chairperson may be scheduled to process your

file for termination, authorize the release of your final paycheck, and review any final benefit payout and/or health plan continuation you choose to purchase.

Employee Acknowledgement of Receipt

I have received a copy of the Village of Maple Park Employee Handbook. I understand that this Handbook is solely for the purpose of summarizing the Village's current policies, benefits and rules, and that it is not a contract, promise or guarantee of employment or of any specific terms or conditions of employment or procedural rights. I further understand that any or all portions of this Handbook may be amended or eliminated from time to time without advance notice. I also understand that my employment with the Village is at-will, and can be terminated either by me or by the Village at any time, for any reason, with or without notice

Employee Name (Printed)

Employee Signature

Date