

Highlights to Employee Handbook

- Sections pertaining to disciplinary steps and grievances were deleted so that the handbook would be less contractual based and more of an employee at will based handbook.
- New time sheet language was added
- Expanded the section of religious accommodations
- Expanded the FMLA leave for Military and other leave
- Create a new policy on employee dating
- Create a new policy on sick leave pay out for a non-union employee resigning in good standing
- Added a section pertaining to IMRF and employees being able to purchase additional years of service with their sick time
- Gift Ban section was added
- Weapons policy was created
- Workplace Violence policy was enhanced
- All the addendums that were approved by the board for the last ten years were incorporated into the updated employee handbook
- Enclosed all the pertinent forms that employees may need