



Employee Handbook



TABLE OF CONTENTS

SECTION 1: GENERAL PROVISIONS.....	4
1.1Intention of Village Regarding Policies of Employment Disclaimer	4
1.2Purpose of Policies	4
1.3Scope of Coverage	4
1.4Availability of Employee Handbook	4
1.5Conflict with Collective Bargaining Agreements and Laws	4
1.6Department Rules and Procedures	4
SECTION 2: CLASSIFICATION OF POSITIONS.....	5
2.1Position Types	5
2.2Position Classification Plan	5
2.3Job Descriptions	7
SECTION 3: COMPENSATION OF EMPLOYEES.....	7
3.1Compensation Plan	7
3.2Original Appointment	7
3.3Salary Adjustments	7
3.4New Positions	8
3.5Salary Upon Promotion	8
3.6Salary Upon Transfer	8
3.7Reclassification of Position	8
3.8Temporary Premium Pay	9
3.9Overtime	9
3.10Holiday Pay	10
3.11Workers' Compensation	10
3.12Paychecks	10
3.13Payroll Deductions	10
3.14Time Sheets	11
3.15Payments due Deceased Employees	13
SECTION 4: RECRUITMENT AND EMPLOYMENT.....	13
4.1Equal Employment Opportunity	13
4.2Disability and Pregnancy Accommodations	14
4.3Religious Accommodation	14
4.4Recruitment of Applicants	14
4.5Appointment	15
4.6Reappointment	15
4.7Employment of Relatives	15
4.8Employee Dating Policy	16
4.9Mobile Workforce Policy	17
SECTION 5: LEAVE AND HOLIDAYS.....	21
5.1Previously Accrued Benefits	21
5.2Vacation Leave	21
5.3Vacation Accrual and Use	21
5.4Vacation Pay upon Termination or Retirement	22
5.5Voluntary Vacation Donations for Catastrophic Illnesses or Injuries	22
5.6Sick Leave	23
5.7Sick Leave Conversion for Employees	24
5.8Additional Service Credit for Unpaid Sick Leave through IMRF	25
5.9Buy Back of Sick Leave for Non-bargaining Unit Employees	26

5.10	Funeral Leave	26
5.11	Family and Medical Leave	26
5.12	Disability Leave	28
5.13	Voting Leave	29
5.14	Personal Leave	29
5.15	Civil Leave	29
5.16	Military Leave	29
5.17	Holidays	31
5.18	Emergency Staffing Policy	32
SECTION 6: INSURANCE PROGRAMS.....		32
6.1	Group Medical Insurance	32
6.2	Continuation of Medical Coverage	33
6.3	Life Insurance	33
6.4	Dental and Vision Insurance	33
6.5	New Hires	33
6.6	Cost of Insurance	33
6.7	Wellness Program	34
SECTION 7: OTHER BENEFITS.....		34
7.1	Deferred Compensation	34
7.2	Longevity Pay	34
7.3	Reimbursement for Education Expenses	34
7.4	Programs Ineligible for Reimbursement	35
7.5	Job Related Training Programs	35
7.6	Treatment Plant Operator Certificate of License	35
7.7	Fringe Benefits	36
SECTION 8: EMPLOYEE CONDUCT.....		37
8.1	Attendance	37
8.2	Outside Employment	37
8.3	Identification Cards	38
8.4	Gift Ban	38
8.5	Political Activity	38
8.6	Confidentiality	38
8.7	Smoking	39
8.8	Employee Safety	39
8.9	Dress Code Policy	39
SECTION 9: TECHNOLOGY.....		40
9.1	Glossary of Terms	41
9.2	General Information	43
9.3	Privacy	43
9.4	Guidelines for Use	44
9.5	Administration of Technology Resources	46
9.6	Confidentially	48
9.7	Security	49
9.8	External Communications	52
9.9	Email	54
9.10	Local Area Network	55
9.11	Personal / Non Village Owned Equipment	56
9.12	Personal Cell Phone	56

9.13	Reporting Policy Violations and Enforcement	56
9.14	Telecommunications	57
9.15	Social Media Policy	59
SECTION 10: DISCIPLINARY ACTIONS.....		62
10.1	General	62
10.2	Disciplinary Steps	62
10.3	Appeals Involving Termination of Employment	63
SECTION 11: PERSONNEL RECORDS.....		63
11.1	Personnel Files	63
11.2	Change in Personal Information	63
SECTION 12: FINANCE.....		64
12.1	Petty Cash Expenditures	64
12.2	Credit Cards	64
12.3	Expense Reimbursement	64
SECTION 13: EMPLOYEE TRAINING.....		72
13.1	Orientation of New Employees	72
13.2	Scheduling of Training	72
SECTION 14: EMPLOYEE RELATIONS.....		72
14.1	Performance Reviews	72
14.2	Anti-Harassment	72
14.3	Employee Assistance Program	77
SECTION 15: EMPLOYEE HEALTH.....		77
15.1	Physical Examinations	77
15.2	AIDS Policy	78
15.3	Drug and Alcohol Policy	78
SECTION 16: SAFETY		81
16.1	Weapons Possession Policy	81
16.2	Workplace Violence/Active Shooter Policy	81
SECTION 17: FORMS AND SIGN OFF SHEETS.....		84
17.1	Village of Romeoville Seminar Summary	85
17.2	Travel Authorization & Expense Report Form 1	86
17.3	Travel Expense Form 2	88
17.4	Credit Card Expense Form	90
17.5	Social Media Policy Acknowledgment Form	91
17.6	Discrimination and Harassment Policy Acknowledgement Form	92
17.7	Discrimination and Harassment Sign Off Sheet	93
17.8	Teleworking Request Form	94
17.9	Teleworking Agreement Form	95
17.10	Employee Handbook Acknowledgment Form	97

SECTION 1: GENERAL PROVISIONS

1.1 DISCLAIMER

The personnel policies set forth in this manual supersede all personnel policies previously adopted by the Village. The policies are unilaterally created and implemented by the Village and are intended to serve only as guides for employment. **THE POLICIES ARE NOT CONTRACT TERMS, EITHER EXPRESS OR IMPLIED, AND SHALL NOT BE REGARDED AS OR CONSTRUED AS CONTRACTUAL PROVISIONS. AS GUIDES, THE PROVISIONS MAY BE CHANGED, AMENDED, REVOKED, OR SUSPENDED AT ANY TIME WITHOUT NOTICE AT THE SOLE DISCRETION OF THE VILLAGE. EMPLOYMENT WITH THE VILLAGE IS AT-WILL AND NOTHING IN THIS MANUAL IS INTENDED OR SHOULD BE CONSTRUED AS ALTERING THIS EMPLOYMENT AT-WILL RELATIONSHIP.**

1.2 Purpose of Policies

This handbook is a guide for employees.

1.3 Scope of Coverage

All current employees in the municipal service in existing or hereafter-created positions shall be subject to this chapter, except the following offices and positions that shall be wholly exempt from the provisions of this chapter:

- A. Elected officials
- B. Members of Boards and Commissions
- C. Consultants and personnel paid on a fee basis

1.4 Availability of Employee Handbook

A copy of this policy manual shall be provided to all current employees and to future employees upon commencement of work. This employee handbook shall be maintained by the Village Manager and a copy shall be available in the office of each department head.

1.5 Conflict with Collective Bargaining Agreements and Laws

In the event of any conflict between the provisions of this manual and those contained in any applicable collective bargaining agreement, the collective bargaining agreement will govern in all cases with respect to employees covered by the agreement.

1.6 Departmental Rules and Procedures

This policy manual shall not preclude the establishment of written departmental work rules setting forth policies and procedures for an individual department work force consistent with this policy manual. In the event of a conflict, this policy shall govern.

SECTION 2: CLASSIFICATION OF POSITIONS

2.1 Position Types

- A. Full-time employee — Shall mean an employee who customarily works forty (40) hours per week on a regular schedule throughout a twelve month period. The employment position is specifically authorized in the budget.
- B. Part-time employee — One who works less than forty (40) hours per week, twelve (12) months a year. Part-time employees are not eligible for employee benefits unless specifically set forth herein.
- C. Temporary employee — A person employed either Full-time or Part-time on a non-regular basis. Temporary employees will not be eligible for employee benefits.
- D. 1560 Part-time Employees — An employee who works between 1560 and 2000 hours of service during the employer's "standard measurement period" or the employee's "initial measurement period" for qualification for health insurance. The employer's "standard measurement period" is November 1 through the following October 31. An employee will have an "initial measurement period" if the employee was not employed for a full standard measurement period and/ or can be treated as a new variable hour employee or a new seasonal employee upon hire according to IRS regulations. An employee's "initial measurement period" will be the twelve-month period beginning on the first day of the month starting after the employee's hires date.

2.2 Position Classification Plan

Generally, there the Village will established a position classification plan for all positions covered by the provisions of this policy manual, except that temporary positions are not required to be included. All positions shall be grouped in classes having a definite range of difficulty and responsibility. Each class may specify examples of work which are illustrative of duties of positions allocated to the class, requirements as to knowledge, abilities and skills necessary for performance of the work and a statement of experience and training desirable for recruitment into the classification. Minimum requirements may be added for any position.

The class specifications shall be considered as descriptive rather than restrictive. They shall be used to indicate the types of positions that should be allocated to the respective classes and not as prescribing what the duties or responsibilities of any specific position shall be, or as modifying the power of a department head or supervisor to assign duties, direct, control or evaluate the work of any employee.

As often as necessary to assure continued correct classification, the position classification plan shall be reviewed by the Village Manager and necessary adjustments shall be made.

Any additions, deletions, or other changes in the position classification plan shall be submitted to the Village Manager for approval. Board approval shall be required for changes in the position of the Village Manager and department heads.

The position classification plan shall be filed with the Village Manager. The plan so filed, and subsequently adjusted, shall have the same effect as though it were a part of this personnel manual.

Employee Advanced through the Ranges

The starting salary of the range (Minimum) is the normal hiring/promoting rate. Exceptions to this starting point should be limited to hiring situations involving applicants with exceptional background and qualifications, a promotion in which the employee's current compensation is higher than the minimum of the new range, or in the case of a labor market situation where it is impossible to recruit qualified candidates at the minimum. In these cases, employees may be appointed to their positions anywhere within the defined range, depending on their experiences and qualifications, and based on the provisions of the Village's Personnel Manual. Employees should not be hired below the minimum of their compensation range.

Salary advancement between the hiring rate and the top of the range (Maximum) is done throughout the employee's tenure with the Village. Advancement through the range may be done on an annual basis and be dependent on a satisfactory performance evaluation. Incumbents progressing through the range should understand that standards of performance would become more exacting or controlling as compensation levels advance. Typical movement through the range could be in increments of 1% to 3%, depending on the employee's performance evaluation and goal attainment, as well as the financial resources of the Village.

The Village may set aside a "merit pool" every year, so as to fund increases for employees in this plan. This money would then service as the "pool" for merit increases, knowing that some employees will be high performers, getting a higher percentage, and some employees will be lower performers, getting a lower percentage.

It should also be noted that the implementation and use of a formal performance evaluation process for all staff members is a key component to the success of this merit system. Equally, if not more important, is to have supervisors be adequately trained to perform the formal performance evaluation process.

Future Administration of the Non-Union Compensation Plan

In order to maintain competitive salary levels and salary ranges, there should be an annual review of the Village's salary ranges.

It is the further recommendation of the consulting team that the salary range for each grade be increased by the average percentages increase of the comparable group and that each employee be granted the same percentage increase so that he or she retain the same position in the new salary range as he or she had in the previous range. Employees would also continue to "advance" through the compensation ranges (provided that the employee is not at the maximum of the compensation range) by virtue of a merit increase granted for satisfactory performance of their job duties. These increases would be in addition to the increase the employees received from the across-the-board adjustments to the ranges. Once an employee reaches the maximum of the compensation range, increases may still be granted, but based on a lump sum methodology.

The administration of a classification plan is an ongoing process. It must be recognized that it is not static and is not intended to affix positions permanently to job classes. Instead, the plan must be administered continually to adapt it to changing conditions.

Three specific types of changes in the plan itself are possible: abolition of the class, creation

of a class, or adjustment/revision of the class. When all positions in a class are abolished or when positions are significantly changed in the nature of work duties and responsibilities so that the class becomes inappropriate or inaccurate, the class should be abolished. Similarly, new classes should be created when new work situations arise that are not covered by the established class. However, caution should be exercised in this respect, particularly to assure that the new classes are justified, are not merely duplicating established classes, cannot be accommodated through changes in existing classes, and reflect substantially permanent rather than temporary situations. The adjustment or revision of a class should be done when there are substantial changes to the requirements of the position or to the nature and complexities of the duties being performed. All changes should be thoroughly evaluated for their effect on employee morale and the integrity of the class relationships established in the classification and compensation plans.

2.3 Job Descriptions

A job description provides a current and accurate description of the various tasks that are performed by an employee. It is the basis for establishing a compensation program that is related to the nature of the work performed. It also provides a means of assuring internal equity with the overall work force.

In general, the following information is included in a job description:

- A. Title of position
- B. Department to which position is assigned
- C. Name of position that supervises employee's position
- D. Description of Duties
- E. Physical Demand

SECTION 3: COMPENSATION OF EMPLOYEES

3.1 Compensation Plan

The compensation plan for the Village shall consist of a pay range for each classification. The compensation for all employees shall be assigned by the Village Manager and shall be within the pay range assigned to the employee's position. Nothing contained in the policy guarantees any salary increases, which are dependent upon prior decision and appropriation by the Board.

3.2 Original Appointment

An employee shall be hired at the minimum rate of the pay range for his/her classification whenever possible. A new employee with substantial experience can be placed in the middle to top of the range with the Village Managers approval.

3.3 Salary Adjustments

All salary adjustments will be considered on the employee's anniversary date provided the employee is meeting his/her minimum performance expectations established in his/her performance review. If an employee's performance review states he/she is not meeting minimum expectations, salary adjustments will be considered when minimum expectations

are satisfactorily met. Nothing contained in this policy guarantees any salary increases, which are dependent upon prior decision and appropriation by the Board.

3.4 New Positions

In the event that an employee is to be assigned to a newly-created classification, or the Village creates a new position not falling within an established classification, the position will be documented and evaluated using a standard job evaluation method so that classification and appropriate pay grade can be determined. No person shall be hired, promoted, demoted or paid in any position until the position has been approved by the Board.

3.5 Salary Upon Promotion

An employee who is promoted from a classification in one pay range to a classification in a higher pay range will be placed on the step which provides a salary increase of five percent (5%) or will be brought to the minimum of the higher pay range, whichever is greater. In the event of a promotion resulting in an increase of two or more pay ranges, the employee will be placed on the step which provides a salary increase of eight percent (8%) or will be brought to the minimum of the higher pay range, whichever is greater.

3.6 Salary Upon Transfer

An employee who transfers or is transferred from one classification to another classification in the same pay range shall receive no salary adjustment and will retain the same anniversary date.

3.7 Reclassification of Position

Upon reclassification, an employee may receive an adjustment in pay commensurate with the employment classification.

When the allocation of an existing position has been changed as a result of reevaluation resulting from significant changes in job duties, responsibilities and requirements, such position will be considered to be a reclassification.

In these situations, the position will be documented and evaluated using a standard job evaluation method, and position classification and pay range will be determined.

If a position is reclassified to a classification in a lower pay range, and the salary of the employee is within the new pay range, the employee shall go to the step in the new pay range which is the closest to his/her current pay. If a position is reclassified to a classification in a lower pay range, and the salary of the employee exceeds the pay range maximum of the new pay range, the employee will be placed in the new pay range and retain his/her current salary. However, the employee will not be eligible for further base-accumulating pay increases until his/her salary is again within the salary for the new grade.

If a position is reclassified to a classification in a higher pay range, and the salary of the employee is within the new pay range, the employee shall that range which provides an increase over his/her current pay. If a position is reclassified to a classification in a higher pay range, and the salary of the employee is below the new pay range minimum, the employee shall receive a salary adjustment to the minimum of the higher pay range.

3.8 Temporary Premium Pay

Subject to the final approval of the Village Manager, a department head may recommend a temporary pay increase for a period not to exceed ninety (90) days for a Village employee. The increase shall not exceed fifteen percent (15%) of that employee's regular salary or rate of pay when that employee is called upon to perform additional or different job duties or functions during two or more consecutive weeks that would not otherwise be the responsibility of that particular employee. The amount of a given pay increase shall be determined by the department head based on the amount or nature of additional or different duties or functions that an employee is assuming, and approved by the Village Manager. All pay increases recommended and approved under this policy shall only constitute temporary adjustments to an employee's salary or rate of pay to reflect the temporary increase or change in the duties and functions of the employee during the period of time that the employee is actually assisting in carrying out the duties and functions of the vacant position, and under no circumstances shall any such pay increase constitute a permanent change in the employee's salary or rate of pay. The department head recommending a temporary pay increase for an employee under this policy shall, upon the approval of such increase by the Village Manager, notify the recipient thereof in writing of the amount of the increase, the additional or different duties and functions to be performed by the recipient, and the expected duration of the assignment of such additional duties and functions to such employee. Such notice shall also inform the employee that any pay increase granted under this policy shall be temporary, and shall last no longer than the period of time during which the employee actually performs additional or different job duties or functions, and shall be transmitted to the employee together with a copy of this policy.

3.9 Overtime

It is the policy of the Village to establish and maintain regulations and guidelines regarding overtime compensation that will ensure continued compliance with the Fair Labor Standards Act ("FLSA"). FLSA seeks to limit the number of hours worked by requiring additional pay, called overtime pay, for hours worked in excess of the applicable statutory maximum, unless such employees hold positions that are exempted from the overtime requirements of FLSA. This usually means that non-exempt employees are entitled to overtime pay for hours of work in excess of forty (40) per workweek.

A department head, or designee, must authorize overtime work when necessary to meet Village emergencies or other operating requirements. When non-exempt employees are called on to perform overtime work, such employees shall receive payment for overtime work at the rate of one and one-half times their regular rate for all hours of work over forty (40) hours in the workweek.

Those employees whose positions are exempted from required overtime payments pursuant to the executive, professional or administrative exemptions under FLSA shall not be eligible to receive any overtime pay. However, exempt employees may request, as their workload permits, adjustment of their working hours to compensate for working over forty (40) hours. All adjustments must be approved by the Village Manager, Department Head or his/her designee.

3.10 Holiday Pay

Those positions designated to maintain the normal schedule shall be paid in the following manner:

A. All part-time non-union staff will receive their normal rate of pay for holidays.

3.11 Workers' Compensation

All employees are covered by Workers' Compensation, which provides for work time lost and payment for medical expenses incurred because of injury or illness arising out of and in the course of the performance of his/her job.

An injured employee must report immediately any injury or illness (no matter how minor) to his/her supervisor. Within three (3) days of any incident, the supervisor must notify the Human Resources Office.

Medical bills for job-related injuries should be submitted to the Human Resources Office.

Employees must receive authorization from a physician to return to work when off from work for three (3) consecutive days or more.

The first three (3) days an employee is off work due to a job-related injury are not paid by workers' compensation. If an employee is off work with a job-related injury for more than fourteen (14) days, the first three (3) days are paid by workers' compensation. Workers' compensation covers 2/3 of the employee's average weekly pay.

To ensure no service time is lost, any participants in the Illinois Municipal Retirement Fund ("I.M.R.F.") must file for disability benefits when injury occurs.

3.12 Paychecks

Employees will receive their bi-weekly paychecks on Friday, after the completion of a two-week period ending the previous Sunday. The pay period for all employees shall be bi-weekly with the close of the pay period designated at 12:00 midnight the Sunday prior to payday. When a holiday on a payday exists, checks will be distributed on the preceding workday. Paychecks will be available in the respective department.

The Village retains sole discretion in the establishment of the payroll period, and paydays may be changed by the Village Board.

3.13 Payroll Deductions

An employee's pay shall be subject to legally mandated payroll deductions, including withholding for federal and state taxes. The amount deducted depends upon the number of exemptions claimed by the employee. Employees who wish to change the number of exemptions should contact Human Resources.

Except for employees eligible to participate in the Fire and Police Pension Funds, payroll deductions are also made for the Federal Insurance Contribution Act ("F.I.C.A.") or Social Security. F.I.C.A. deductions are set by federal law.

All employees who work more than 1,000 hours per year and are not eligible for membership in the Fire and Police Pension Funds are subject to deductions for the I.M.R.F.

The current employee contribution established by State law is 4.5% of total wages.

Employees may also arrange to have voluntary deductions made from their pay for direct deposits to banks, for deferred compensation plans and to the credit union (this service must be available at the bank or credit union so named). Arrangements should be made through the HR Portal, Payroll, or Human Resources.

3.14 Time Sheets

Safe Harbor Policy:

It is the Village's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your paychecks promptly to identify and to report all errors. You also must not engage in off-the-clock or unrecorded work.

Review Your Paystub:

State and Federal laws require the Village to keep accurate records of the time worked by all employees. Employee falsification of information on electronic time sheet is a serious infraction and cause for disciplinary action, up to and including termination of employment. The Village will make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we promptly will make any correction that is necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe your wages have been subject to any improper deductions or your pay does not accurately reflect all hours worked, you should report your concerns to a supervisor immediately. If a supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply within three business days), you should immediately contact the Village Administrator or the Finance Director. If you have not received a satisfactory response within five business days after reporting your concern to the Village Administrator or the Finance Director and you are unsure who to contact to correct the problem, please immediately contact the Village's corporate counsel.

Non-Exempt Time Card or Punch Policy

All non-exempt employees will use an electronic time system to track their hours worked. This will be done by either an electronic time clock or a computer. This system will track all your regular time, overtime and paid time off.

Exempt Employees:

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours that you may work for the Village. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform. Exempt employees must still keep track of all hours worked as required by law, but not for compensation purposes.

You will receive your full salary for any workweek in which work is performed. However, under federal law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary can be reduced for the following reasons in a workweek in which work was performed:

- Full day absences for personal reasons, other than sickness or disability.
 - Full day absences for sickness or disability, in accordance with the District's sick day pay plan and short-term disability insurance plan.
 - Full day disciplinary suspensions for infractions of safety rules of major significance (including those that could cause serious harm to others).
 - Family and Medical Leave absences (either full or partial day absences).
 - To offset amounts received as payment for jury and witness fees or military pay.
 - Unpaid disciplinary suspensions of one or more full days for significant infractions of major workplace conduct rules set forth in written policies.
 - The first or last week of employment in the event you work less than a full week.
 - Your salary also may be reduced for certain types of deductions, such as: your portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or IMRF plan. In any workweek in which you performed any work, your salary will not be reduced for any of the following reasons:
- Partial day absences for personal reasons, sickness or disability. Your absence because the facility is closed on a scheduled work day.
 - Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
 - Any other deductions prohibited by state or federal law.

Falsification of Time Card and Off-the-Clock Work

It is a violation of the Village's policy for any employee to falsify a time card, or to alter another employee's time card. It is also a serious violation of Village policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card to under- or over-report hours worked. If any manager or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, or (3) conceal any falsification of time records or to violate this policy, do not do so. Instead, report it immediately to the Village Administrator.

You should not work any hours outside of your scheduled work day unless your supervisor has authorized the unscheduled work in advance. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time card. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who

fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination of employment.

No Retaliation

Every report will be fully investigated and corrective action will be taken, up to and including discharge of any employee(s) who violates this policy.

In addition, the Village will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Village's investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination of employment.

3.15 Payments due Deceased Employees

All payments due to the deceased employee shall be made payable "to the estate" of said employee. This includes compensation for hours worked, vacation leave, and any refunds or reimbursements due the employee. Should the employee's death occur while on the job, payment for the entire work day shall be made.

SECTION 4: RECRUITMENT AND EMPLOYMENT

4.1 Equal Employment Opportunity

It is the policy of the Village to provide equal employment opportunities without regard to race, color, ancestry, religion, national origin, disability, sex, sexual orientation, pregnancy, marital status, unfavorable military discharge, order of protection status, or age, except when sex or age is a bona fide occupation qualification. This policy applies to all aspects of employment, including but not limited to, recruitment, selection, promotion, demotion, transfer, training, compensation, benefits, reduction-in-force and termination.

The Village will ensure that selection and promotion decisions are in accord with the principle of equal employment opportunity by instituting fair and valid job requirements.

If any employee believes he or she has been discriminated against or is aware of discrimination against others in violation of this policy, the employee is encouraged to bring these issues as soon as possible to the attention of his or her immediate supervisor or the Village Administrator. The Village will endeavor to protect the privacy and confidentiality of all parties involved to the extent possible consistent with a thorough investigation. The Village prohibits retaliation against any employee for cooperating in an investigation or for reporting a complaint. Anyone found to be engaging in any type of unlawful discrimination or retaliation will be subject to disciplinary action, up to and including termination of employment.

4.2 Disability and Pregnancy Accommodations

The Village reaffirms its commitment to comply with the Americans with Disabilities Act (“ADA”) and the Illinois Human Rights Act. The ADA makes it unlawful to discriminate in any employment practices such as recruiting, hiring, promoting, training, reduction-in-force, pay, firing, classifications, leaves, benefits, etc., against a job-qualified individual with a physical or mental impairment that substantially limits a major life activity, an individual who has a record of such a limiting impairment, or an individual who is regarded as having such an impairment. The term “pregnancy” for purposes of this policy shall mean pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth.

The Village will provide reasonable accommodations to such qualified individuals with a disability or pregnancy, such as making the workplace readily accessible and providing necessary equipment and devices for such individuals in the functioning of their job.

It is the responsibility of the employee to bring his/her need for any such modification to the workplace or necessary equipment or device to the attention of his/her department head. This information will be kept confidential and separate from the employee’s personnel file. The employee and department head shall work to mutually agree upon a reasonable accommodation. However, the Village does not guarantee that the accommodation shall necessarily be the one requested by the employee or the “best” accommodation but only that it shall be one that enables the employee to perform the essential functions of the job. Accommodations will not be provided if doing so would create an undue hardship on the Village. If the employee is not satisfied with the reasonable accommodation provided by the department head, the employee may bring the matter to the attention of the Village Manager.

4.3 Religious Accommodation

The Village respects the religious beliefs and practices of all employees and will make an accommodation for such sincerely held observances and beliefs when a reasonable accommodation is available that does not create an undue hardship on the organization. The immediate supervisor will evaluate any request for accommodation considering whether a work conflict exists and whether an accommodation is available. The supervisor and employee will meet to discuss the request and decision on an accommodation. If the employee accepts the proposed accommodation, the supervisor will implement the decision. If the employee disagrees with the proposed accommodation, the employee may submit a written appeal the decision of the supervisor to the Village Administrator.

4.4 Recruitment of Applicants

The Human Resources Manager will be responsible for securing applicants through appropriate resources. The Human Resources Manager and relevant department head will screen applicants and select those applicants deemed to be best qualified for the position to be interviewed.

4.5 Appointment

All appointments and promotions to Village positions shall be made on the basis of qualification, as required by the position, relative to experience, training, personal and physical fitness, skills, knowledge, and test results.

When the two most qualified applicants are equal in every aspect required by the position, relative to experience, training, personal and physical fitness, skills, knowledge, and test results, "preference" may be given to a Village resident over that of a non-resident. "Preference," as defined in this section only, is defined as giving extra appointment consideration to a Village resident over that of a nonresident.

4.6 Reappointment

Any reappointed employee will have no vested interest or be entitled to any benefits accrued during previous employment with the Village.

4.7 Employment of Relatives

Members of the family (as defined below) will not be considered for employment at the same location or in the same department if such employment would put the two in a supervisory/subordinate relationship or if one of the individuals is in a position having access to confidential material. The employment of other close relatives is discouraged.

Employees employed prior to 2018 who are presently working in the same department with a member of his/her family, as defined below, shall be exempted from this policy. However, the following policy shall apply in such circumstances:

- A. Members of a family within the same department may not have a direct reporting relationship with another member of their family.
- B. Members of a family may not be in the position of approving either the time card or the salary of another member of their family.
- C. Electronic Time sheets and employee scheduling for members of a family within the same department shall be subject to approval by the Village Manager.
- D. The Village Manager shall be responsible for monitoring these situations to ensure that there are no violations or problems created.

If two employees at the same location become family during the course of their employment and are in a supervisory/subordinate relationship, or one of the employees is in a position of having access to confidential material, one of the two must transfer departments and locations, if a position for which he or she is qualified is available. If no position is available, one employee must either voluntarily quit, or be terminated within thirty (30) days of the date in which the two became family. The choice regarding which employee shall leave shall be made by the employees.

With the Village Manager's approval, a department may hire, as Part-time employees, persons within the family of employees or elected officials. However, that individual will neither supervise nor be supervised by a member of his/her family. Neither shall they be

transferred, promoted, or demoted to a position whereby they would be supervised or where they would supervise a family member.

For purposes of this Section 4.6 only, the terms “family” and “spouse” are defined as follows:

FAMILY: Mother, father, sister, brother, spouse, son, daughter, step-mother, step-father, step-sister, step-brother, or grandparent of employee or spouse.

SPOUSE: Those people living together married or unmarried in an espoused relationship, which is defined as two people living together sharing bed and board, siring children, sharing financial, recreational and social activities with or without benefit of a marriage license or marriage ceremony.

4.8 Employee Dating Policy

The Village of Romeoville strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business and enhancing productivity. Although this policy does not prevent the development of friendship or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during work hours and within the working environment.

Individuals in supervisory or managerial roles, and those with authority over others' terms and conditions of employment, are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect terms and conditions of employment of individuals in subordinate positions.

This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act or any other applicable statute concerning the employment relationship.

- A. During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner.
- B. During nonworking time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in non-work areas should observe an appropriate workplace manner to avoid offending other employees or putting others in an uncomfortable position.
- C. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on company premises, whether during work hours or not.
- D. Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to the appropriate provisions of the Village of Romeoville's disciplinary policy. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
- E. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle,

- however, is romantic or sexual relationships between supervisors and subordinates.
- F. Any supervisor, manager, or in a sensitive or influential position with the Village of Romeoville must disclose the existence of a romantic or sexual relationship with a co-worker. Disclosure may be made to the immediate supervisor or the Human Resources Manager. This disclosure will enable the Village of Romeoville to determine whether any conflict of interest exists because of the relative positions of the individuals involved. All other employees must disclose their relationship with co-workers to their immediate supervisor. Failure to disclose a romantic or sexual relationship may lead to discipline up to and including termination.
 - G. With regard to Paragraph F, when a conflict-of-interest problem or potential risk is identified, the Village of Romeoville will work with the employees involved to consider options for resolving the problem. The initial solution may be to make sure the employees no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that will require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer to other positions or departments.
 - H. With regard to Paragraph F, if one or both parties refuse to accept a reasonable solution or to offer an alternative position, if available, such refusal will be deemed a voluntary resignation.
 - I. Failure to cooperate with the Village of Romeoville to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers or among managers, supervisors or others in positions of authority over another employee in a mutually agreeable fashion may be deemed insubordination and cause for immediate termination. The disciplinary policy of the Village of Romeoville will be followed to ensure fairness and consistency before any such extreme measures are undertaken.
 - J. The provisions of this policy apply regardless of the sexual orientation of the employees involved.
 - K. Where doubt exist as to the specific meaning of the terms used above, employees should make judgements on the basis of the overall spirit and intent of this policy.
 - L. Any concerns about the administration of this policy should be addressed to the Human Resources Manager.

4.9 Mobile Workforce Policy

A. PURPOSE

The Village of Romeoville considers mobile working to be a viable alternative work arrangement in cases where employee, job and supervisor characteristics are best suited to such an arrangement. Mobile working allows employees to work at home during FMLA leave or any other extended sick leave. Mobile working is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a Village wide benefit, and it in no way changes the terms or conditions of employment with the Village of Romeoville.

B. DEFINITION

Mobile working is a work arrangement in which supervisors permit employees to perform duties away from their central workplace in accordance with their same performance expectations and other approved or agreed upon terms. In general, mobile working is a privilege that may be granted on an individual basis under appropriate circumstances to employees whose job responsibilities are suited to such an arrangement and who meet eligibility criteria.

C. APPLICATION AND SCOPE

If you are requesting mobile working based on your own medical condition or that of a family member, your request should be evaluated pursuant to village guidelines, such as those relating to Family Medical Leave and Short –term disability Leave. For more information, contact your HR Manager.

Mobile working agreements do not change the conditions of employment or required compliance with policies, rules and regulations.

D. ELIGIBILITY

Employees requesting mobile working arrangements must have been employed with the Village of Romeoville for a minimum of 12 months of continuous, regular employment and must have exhibited above-average performance, in accordance with the Village of Romeoville's performance appraisal process.

- a. Apply for a short term accommodation for a disability (the leave would be intermittent)
- b. Have a prolonged sickness
- c. Must be able to perform your job duties

E. PROCESS

1. Either an employee or a supervisor can suggest mobile working as a possible work arrangement. There is a request form that needs to be completed and given to the supervisor by the employee and if the supervisor request mobile working then they will give the employee the form to fill out.
2. The Manager and the employee must agree to and sign the Mobile Working Form Request. The completed form is sent to the HR Manger for their approval.

F. TERMS OF POLICY

1. Short –term arrangement can be made for employees on family or medical leave, to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate. All mobile working arrangements are made on a case-by-case basis, focusing first on the business needs of the Village of Romeoville.
2. Any mobile working arrangement made will be on a trial basis and will not exceed the length of the family or medical leave. This arrangement may be discontinued, at will, at any time at the request of either the employee or the Village of Romeoville.
3. Consistent with the Village's expectation of information security for employees working at the office, mobile working employees will be expected to ensure the protection of

village and resident information accessible from their home office. Files should be in a safe and secure place and your password should remain private and inaccessible to others at the employee's residence. The organization's computer systems and applications, mainframe connections, networks, computers and fax machines, must comply with all security requirements. Any requests for access to any of these connections or devices must be reviewed and approved by the Department Manager and the IT department.

4. The employee and supervisor will agree on the number of days of mobile working allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone, email, or text within a reasonable time period during the agreed-on- work schedule.

5. Before entering into any mobile working position, the employee and Department Manager, with the assistance of the Human Resource Department, will evaluate the suitability of such an arrangement paying particular attention to the following areas:

- a. Employee suitability - The employee and the department manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- b. Job responsibilities - The employee and the department manager will discuss the job responsibilities and determine if the job is appropriate for mobile working.
- c. Equipment needs, work space and scheduling issues.

6. An appropriate level of communication between the employee and Supervisor will be agreed to as part of the discussion process. The Supervisor and employee will communicate at a level consistent with employees working at the office or in a manner or frequency that seems appropriate for the job and the individuals involved.

7. Mobile working is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting village demands. Prospective mobile working employees are encouraged to discuss expectations of mobile working with family members prior to implementation of this new schedule.

8. The availability of mobile working as a flexible work arrangement for employees of the Village of Romeoville can be discontinued at any time at the discretion of the employer. Every effort will be made to provide 30 days' notice of such a change to accommodate commuting, child care and other problems that may arise from such a change. There may be instances, however, when no notice is possible.

9. The policies and procedures that normally apply to your current workplace shall remain the same for mobile working employees. This shall include but not limited to performance management. Mobile working assignments do not change the condition of employment or required compliance with policies and rules. Employee salary, benefits, worker's compensation, sick leave, vacation leave and other employee insurance shall not change

due to telework. Likewise, the duties, obligations, and responsibilities of mobile working employees remain the same.

G. WORKER'S COMPENSATION

If the employee is injured in the course and scope of performing official duties during the agreed upon work hours, regardless of locations, the employee is covered under the state's worker's compensation law. The employee must notify their supervisor immediately and complete the necessary forms.

The Village is not responsible for any injuries to family members, visitors and others in the employee's home.

H. WORK SPACE

a. Equipment Liability

The Village of Romeoville will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each mobile working arrangement on a case-by-case basis. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the Village of Romeoville will be maintained by the Village. Equipment supplied by the employee, if deemed appropriate by the Village, will be maintained by the employee. The Village of Romeoville accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the Village of Romeoville is to be used for business purposes only. The employee will sign an inventory sheet of all office property and agrees to take appropriate action to protect the items from damage or theft.

b. Site Visit

The employee shall designate a workspace within a remote work location for placement and installation of equipment to be used while teleworking. The Village must approve the site chosen as the employee's remote workspace. The employee is expected to submit three photos of the home workspace to management prior to implementation. The employee will be responsible for all costs associated with remodeling, electrical modifications, or other permanent improvement to the home office workspace. The employer will not provide office furniture for the workspace at home. We may supply an ergonomic chair on a case-by-case basis when funding allows.

I. CYBER SECURITY

a. Software

Only software owned by the Village may be installed on a computer owned by the Village. The IT department will provide appropriately licensed software necessary for telework.

b. Internet Liability

The employee remains responsible for all files, links, data they transmit via the Internet. The employee agrees to follow guidelines and rules of conduct as if they are working from the regular office.

c. **No personal business**

An employee who is telemarketing shall not conduct personal business during their work shift unless during their break or lunch. No personal business may be conducted on village –owned equipment unless it is related to a course of study approved by the Village. Supplies given to the employee from the Village cannot be used for personal business

SECTION 5: LEAVE AND HOLIDAYS

5.1 Previously Accrued Benefits

All Village employees who had accrued sick leave and vacation prior to 2018 shall maintain on the date of adoption of this policy manual all the benefits previously accrued. All employees shall be subject to the provisions of this policy manual as of the effective date of passage.

5.2 Vacation Leave

Vacation leave with pay shall be earned by full-time employees and accrued on a bi-weekly basis. Vacation leave with pay may not be taken during the first six (6) months of employment.

In addition, Part-time employees who work a minimum twenty (20) hours per week, year round, Monday through Friday shall accrue at one half the rate as a full-time employee.

Vacation leave is accrued in the following manner:

4 years of service and less	10 days/year
5 to 9 years of service	15 days/year
10 to 14 years of service	20 days/year
15 to 19 years of service	25 days/year
20 + years of service	30 days/year

5.3 Vacation Accrual and Use

Vacation schedules shall be arranged to provide minimal disruption to department operations. Request for vacation leave should be submitted to the department head for approval.

The total accrued vacation time may not exceed thirty (30) days (240 hours). When this maximum time is reached, the employee will not accrue vacation time until time is taken. Vacation time may not be substituted or exchanged for any other form of benefit.

Employees are required to notify their immediate supervisor no less than five (5) days before the use of more than one (1) day and provide twenty-four (24) hour prior to taking one (1) day or less. In case of an emergency can be waived. No more than three (3) consecutive weeks can be taken.

In the event that a holiday falls during an employee's vacation, holiday pay will be given.

Should an employee become ill or disabled prior to a scheduled vacation, upon a written doctor's notice, the employee's vacation can be deferred until termination of the absence.

- A. An employee on unpaid leave will have their vacation accrual pro-rated based on the hours actually worked during the pay period. If the employee is on unpaid leave for the entire two (2) weeks they will not receive any accrual during that pay period.

5.4 Vacation Pay upon Termination or Retirement

Employees may convert accumulated vacation leave to dollars which can then be applied towards the payment of the group health insurance coverage premium. This benefit is only for an employee who is retiring from the Village of Romeoville. Employees will be allowed to use the vacation time conversion as long as the maximum sick leave accrual of 4000 hours, or 2500 hours if the full-time employee was hired after May 01, 2016, has not been met.

5.5 Voluntary Vacation Donations for Catastrophic Illnesses or Injuries

Any full-time Village employee who personally suffers from a catastrophic illness or injury and who has exhausted all paid leave benefits provided by the Village may request the committee to solicit the Village work force for voluntary donations of earned vacation time from other regular Village employees. The committee will consist of the Village Manager, Human Resources Manager, Finance Director and the department head of the employee. The request to the committee must state the facts, showing the need for his/her request and the nature and extent of the catastrophic illness or injury. The written request must also include the availability of disability payments from the Police or Fire Pension Funds, I.M.R.F., Social Security, etc. Any employee requesting donated vacation time for himself/herself must be totally disabled from performing any and all work for the Village.

Any full-time Village employee, whose spouse, son/stepson, or daughter/stepdaughter, under the age of twenty-three (23), or dependent residing in the same household with the Village employee suffers from a catastrophic illness or injury, may also request, in writing, that the committee solicit voluntary donations of earned vacation time from other full-time employees. The request to the committee must state the facts showing need for the request, the nature and extent to the catastrophic illness or injury, and demonstrate a severe and unusual financial hardship on the affected regular employee. The request for voluntary donation of vacation time must come from the affected employee and may not be requested by any other person or organization on behalf of the affected employee.

The decision to solicit the Village work force for voluntary donations of vacation time rests

solely with the committee, and the appropriateness of the solicitation will be determined on a case-by-case basis. The committee may request and require personal financial information and medical documentation from the requesting employee prior to approving any solicitation of the Village work force.

Upon written solicitation by the committee, any full-time Village employee may submit a written request to his/her department head to voluntarily donate earned vacation time to assist a fellow employee. Only earned vacation time in four (4) hour blocks of time may be donated, and any donated vacation time will be permanently deducted from the earned vacation account of the donating employee. Only one solicitation will be permitted for any one individual per calendar year. The solicitation will be for a thirty (30) calendar day period.

Each department head will be responsible for forwarding the written request for donated vacation time to the Human Resources Manager. The Human Resources Manager will make the appropriate vacation deductions from the account of the donating employee.

At the end of the thirty (30) calendar day solicitation period, the Human Resources Manager will convert all volunteered vacation time to a dollar base salary for donating employee and a one-time payroll payment of all donated vacation time will be sent directly to the affected employee to assist the employee in financial time of need. The payment will be made on the next regular biweekly payday that occurs so long as all the solicitations are filed with the Human Resources Manager by Monday of the payday week period. The payment will be treated the same as ordinary income and taxed at the rate possible to the employee. A list of all donors and amounts donated will be supplied to the receiving employee.

5.6 Sick Leave

A. Purpose

Sick leave shall not be considered as a privilege or vested right that employees may use at their discretion but shall be considered as a type of insurance which shall be allowed in case of necessity and actual illness, legal quarantine, or disability of employee, or to receive dental or medical care or other preventive care. Sick leave may also be used for illness, injury, or medical appointment of the employee's child, spouse, parent.

Notice

Department Managers, Assistant Village Manager, Human Resources and the Executive Assistants that work in Administration will have to notify the Village Manager by email or text regarding their request for sick leave as soon as they are aware of the need for sick time, but no later than prior to the beginning of the employee's workday. They will also need to Cc: Human Resources of their request. Doctor appointment request should be given at least twenty-four (24) hours prior to the scheduled appointment.

C. When Denied

No sick leave shall be allowed for illness, injury or physical inability resulting from misconduct on the job, or excessive use of alcohol or narcotics, except as provided in Section 5.6(A). No additional time off will be allowed for any holidays occurring during an employee's sick leave. No sick leave benefits of any kind will be granted after termination

of employment.

D. Accrual

Full-time employees with less than fifteen (15) years of service earn sick leave at a rate of one (1) day (eight hours) for each full calendar month worked. Regular employees with fifteen (15) or more years of service shall earn sick leave at the rate of one and one-half (1-1/2) days per month. Sick leave may be accumulated to a maximum of 4,000 hours. Full-time employees hired after May 01, 2016 may accumulate a maximum of 2,500 hours of sick leave. Sick leave will be granted in minimum amounts of a half hour. No sick leave can be earned during an unpaid leave.

In addition, those Part-time employees who work a minimum twenty (20) hours per week, year round, Monday through Friday shall accrue at one half the rate as a full-time employee.

If an employee is on sick leave and a holiday occurs, the employee will be paid holiday pay. This policy may not apply if the individual is regularly scheduled to work a holiday and calls in sick for that holiday.

An employee on unpaid leave will have their sick accrual pro-rated based on the hours actually worked during the pay period. If the employee is on unpaid leave for the entire two weeks they will not receive any accrual during that pay-period.

5.7 Sick Leave Conversion for Employees

When an employee retires, the unused sick time may be applied toward the payment of health insurance. The Village may offer three (3) different options to the retiree on how the premiums can be paid.

Option 1: The retiree could stay on the Village's health insurance plan and the monthly premium is deducted from the retiree's sick bank.

Option 2: The retiree could go to an outside vendor and the Village would pay the vendor directly and the monthly premium is deducted from the retiree's sick bank. The maximum the Village will pay is equal to the amount the Village would pay under Option 1 based upon the coverage the employee has at the time of retirement.

Option 3: The retiree would receive the Village equivalent of the insurance they had upon leaving the Village in a monthly cash payment. The maximum the Village will pay is equal to the amount the Village would pay under Option 1 based upon the coverage the employee has at the time of retirement. The retiree would be responsible for any taxes associated with the monthly payment they receive.

The Village may offer the retiring employee three types of coverage: (1) Retiree only, (2) Retiree and spouse and (3) Retiree and family. The premium charged will be reviewed by the Village on an annual basis, and if there are any changes to be made, the retiree will be notified. Retiree coverage shall remain in effect until the retiree becomes eligible for Medicare at age 65 or the amount of converted sick time is depleted.

Once they reach age 65 and are Medicare qualified, they can go to the Village's carve out plan for Medicare retirees only. The premium can be paid from your sick bank if you have not

depleted it or the retiree pays the company directly.

In the event the retired employee dies prior to becoming 65 years of age, the surviving spouse shall be eligible coverage based on the option the retiree was participating in at the time of his/her death. The surviving spouse is only eligible if they are receiving a monthly pension from the retirement system in which the employee participated.

5.8 Additional Service Credit for Unpaid Sick Leave through IMRF

If an employee has unused, unpaid sick days, they may qualify for a maximum of one year (240 days) of additional service credit for unused, unpaid sick days. You earn one month of service credit for every 20 days of unused, unpaid sick leave or fraction thereof. For example:

Unused, Unpaid Sick Days	Additional Month of Service Credit
1-20	1 month
21-40	2 months
41-60	3 months
61-80	4 months
81-100	5 months
101-120	6 months
etc. up to 240 days	

To convert the sick days to service credit, the sick days must meet certain criteria. You must not have received compensation of any kind—including payment of amounts less than your regular salary—for the sick leave. And the sick leave must have been accumulated under a written plan established by your employer and available to all employees or to a class of employees.

This additional service credit applies:

- If you are leaving employment for retirement. The sick leave must have been earned under an established sick leave plan available to all employees or a class of employees, and the effective date of your pension must be within 60 days of your last day of participation in IMRF.
- If a member dies while participating in IMRF and a surviving spouse pension is payable. Because a surviving spouse pension is based on the pension the deceased member had earned, IMRF includes unused, unpaid sick days when calculating a surviving spouse pension.

For employees in **Tier I** please note: converted sick leave credit cannot be used to meet the following service requirements:

- Eight years for an IMRF pension,
- 35 years for an unreduced pension under age 60, or
- 20 years for the IMRF Early Retirement Incentive

For Employees in Tier II please note: converted sick leave credit cannot be used to meet the

following service requirements:

- 10 years for an IMRF pension
- 35 years for an unreduced pension at age 62

5.9 Buy Back of Sick Leave for Non-Bargaining Unit Employees

When a non-bargaining unit employee leaves the Village of Romeoville, the Village will buy back any unused accumulated sick leave, in accordance with this formula:

Years of Service	Percentage of Buy Back
1 yr. – 8 yrs.	0%
9 yrs. – 14 yrs.	10%
15 yrs. – 19 yrs.	25%
20 yrs. – 29 yrs.	35%
30 yrs. or more	50%

The employee will get paid his buy-back accumulated sick hours at his/her current rate of pay not to exceed 1500 hours. This policy only applies to employees who resign on good terms and who have given the Village a written notice of resignation. This sick leave buy-back policy will not apply to any employee who has been terminated by the Village.

5.10 Funeral Leave

Leave of absence with pay will be granted for up to four (4) consecutive days to any employee in the event of a death in the employee's immediate family, niece or nephew. Such leave will be at full pay and will not be charged against accrued sick leave or vacation leave. In the event an employee must travel 400 miles or more for such leave, the Village Manager or designee may grant one (1) additional day of leave. Any request for bereavement leave in excess of four days (excluding the one (1) day for travel time) will be subject to approval of the Village Manager, and will be chargeable to other accrued leaves. Employees also have a right to use a maximum of 10 work days of unpaid bereavement leave under the Child Bereavement Leave Act. 820 ILCS 154/1 *et. seq.*

5.11 Family and Medical Leave

Eligibility: The purpose of the Family and Medical Leave Act ("F.M.L.A.") is to balance the needs of families with the demands of the workplace. Any employee who has been employed for at least twelve (12) months and worked at least 1,250 regular scheduled hours during the previous twelve (12) months is eligible for this leave.

Calculation of Leave: The Village counts FMLA leave on a "rolling backward basis" from the date an employee uses any FMLA leave. A rolling forward basis, however, is used to track the 26 weeks of family military leave available to care for an injured service member.

Employees are entitled to take up to 12 weeks' unpaid leave per rolling calendar basis for the following purposes:

- A. The birth of the employee's child;

- B. The placement of a child with the employee for adoption or foster care;
- C. To care for the employee's spouse, child or parent who has a serious health condition;
- D. A serious health condition rendering the employee unable to perform his/her job.

Under FMLA, employees will be required to use all accrued leave prior to going on unpaid leave.

All employees are required to provide at least thirty (30) days' notice, if possible, of their intention to take leave. This notification must be in writing to the respective department head.

The Village may require medical certification that the leave is needed due to the employee's own serious health condition or that of a family member. The Village may also, at the Village's expense, require a second medical opinion. If the first and second opinions differ, the Village may request a third opinion, at the Village's expense, which would then be determinative of eligibility. The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request 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, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

An employee on such leave does not accumulate sick leave or vacation leave during the period he/she is on unpaid leave. Further, the employee's anniversary date shall be adjusted by the same number of days during this leave.

When an employee wishes to return to work following a medical leave, the Village may require a doctor's release stating the employee is fit to work.

Upon returning from leave, an employee is entitled to return to his/her same or equivalent position with equivalent pay, benefits and other terms and conditions or employment.

Military Family Leave:

1. Eligible employees may use their 12-week leave entitlement to address certain qualifying exigencies when his or her spouse, son, daughter, or parent 1) is a member of the Reserves or National Guard and has been called up to active duty or notified of an impending call or order to active duty in support of a "contingency

operation”; or 2) is a member of a regular component of the Armed forces. Qualifying exigencies may include short notice deployment, attending military events and related activities, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling, rest and recuperations, attending certain post-deployment activities and such other eligible additional activities to address other events that arise out of the covered service member’s active duty or call to active duty status.

2. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member where the employee is a spouse, son, or daughter, parent or next of kin of the covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list; or a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces, including the National Guard and Reserves, at any time during the five-year period preceding the date on which the veteran undergoes medical treatment, recuperation or therapy.

5.12 Disability Leave

Employees who have exhausted their accumulated sick leave days but are unable to report to or go back to work because of a start or continuance of illness, injury or pregnancy related disabilities may receive additional leave without pay for a period not to exceed six (6) months. The employee must request such leave from the Village Manager. To qualify for such leave, the employee must report the disability as soon as the need for such leave becomes known, and thereafter furnish to the Village Manager or designee a physician’s written statement of the nature of the disability and the estimated length of time that the employee will be unavailable for work, together with a written application for such leave. Such leaves are purely discretionary and if approved, will initially be granted for a period of up to three (3) months and may be reviewed upon the written request of the employee for an additional period of three (3) months, at the Village Manager’s discretion.

All health benefits will continue under this leave, although the employee will still be liable for any payments that may be required.

Before returning from a leave of absence for disability, or at thirty (30) day intervals during such leave, the employee may be required, at the Village’s discretion and expense, to have a physical examination by a doctor designated by the Village to determine the employee’s capacity to perform assigned work or to verify the need to continue such leave. Employees shall notify their supervisor of their availability to return to work at least five (5) working days prior to the expiration of the leave as granted or extended.

To ensure no service time is lost, any participants in I.M.R.F. must file for disability benefits as soon as notification is given of disability.

5.13 Voting Leave

Time off to vote will be made available, with the approval of an employee's department head, if a reasonable period of off-duty time is not available.

5.14 Personal Leave

All employees shall receive three (3) personal leave days per calendar year (the equivalent of 24 hours of paid time). Normally, employees must request personal leave at least 24 hours in advance and have the approval of their supervisor or department head. In case of an emergency, the Village may waive the notification period. Personal leave may not be taken in less than one-hour increments.

Personal leave must be used by December 31 of the following year in which it is given, or it will be dropped from the employee's record.

Upon separation from Village employment, an employee will receive pay for earned, but not used, personal leave days.

Employees hired after January 1 will receive their personal time according to the following schedule:

<u>If hired during:</u>	<u>Will receive:</u>
Jan, Feb, March	24 hours
April May, June	16 hours
July, Aug, Sept	8 hours
Oct, Nov, Dec	0 hours

In addition those Part-time employees who work a minimum twenty (20) hours per week, year round, Monday through Friday shall accrue at one half the rate as a full-time employee.

5.15 Civil Leave

Any regular or probationary employee who is required to serve as a juror or who is under subpoena as a witness in court related to Village business shall be granted leave with pay while serving in such capacity. Upon completion of jury service, the employee shall submit the jury check received to the Office Manager, Executive Assistant and/or their Supervisor.

5.16 Military Leave

Employees will be granted a leave of absence for military service in accordance with applicable federal and state laws. Employees are responsible for furnishing the Village with the expected beginning and ending dates of military service, including copies of military orders, as far in advance as possible.

- A. Eligibility:** Any employee affiliated with the United States Army, Navy, Air force, Marines, Coast Guard, National Guard, Reserves or contract military service is eligible.
- B. Effect on Benefits:** If applicable, an employee granted leave under this policy will continue to be covered under the Village's group health insurance plan on the same conditions as coverage would have been provided if he or she had been continuously

working during the leave period. To maintain uninterrupted coverage, an employee will be required to continue to pay his or her portion of insurance premium payments, if applicable. Payments for which an employee is responsible are subject to any change in premium rates while the employee is on leave. During the leave, monthly payments should be forwarded to the Finance Department no later than the first of the month. If applicable, an employee will continue to accrue benefit hours (sick, personal, or vacation) while he or she is on military leave.

- C. Effect on Wages:** Any employee, who is a member of any reservist component of the United States Armed Services and is mobilized to active military duty, will receive his or her full District salary minus the amount of his or her base pay for military service, for the duration of his or her active military service. Any full-time employee who is a member of any reservist component of the United States Armed Services will be granted leave for any period actively spent in military activity, including: basic training, special or advanced training, and annual training. During leaves for annual training, the employee will continue to receive his or her full Village pay. During leaves for basic training and up to 60 days of special or advanced training, the employee will receive his or her full District salary minus the amount of his or her base pay for military activities. If an employee is called to active military duty by order of the President of the United States, the employee will receive his or her full District salary, minus the amount of his or her base pay for military service, for the duration of his or her active military service.
- D. Reinstatement:** An employee returning from military leave will be entitled to reinstatement in accordance with the applicable federal and state laws. The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) requires that returning service personnel be “promptly” re-employed in the same or similar position that they would have attained if they had not been absent for military service. Under USERRA, to return to the workplace, an employee must have been honorably discharged and cumulative military leave is less than five years. An employee is required to give the District prompt notification of intent to return to work. The amount of required notice to the District varies based on the length of an employee’s absence.
- E. After Reinstatement:** After reinstatement, an employee enjoys a certain level of job security. Employees can only be terminated “for cause” for a specified time, depending on their length of service.

Illinois Family Military Leave

An employee whose qualified family member is engaged in military service may be granted an unpaid leave of absence for family military leave subject to certain conditions. The Village will require certification from the proper military authority to verify the employee’s eligibility for the family military leave requested.

- A. Eligibility** Any employee who has been employed by the Village for at least 12 consecutive months, and has worked at least 1,250 hours during the 12-month period

immediately preceding the commencement of the leave is eligible. An employee may request up to 30 days of unpaid leave in a single 12month period in order to care for his or her spouse, parent, child, or grandchild, who is a member of the Armed Forces (including the Reserves and the National Guard) and who has a serious injury or illness incurred in the line of duty while on active duty and is undergoing medical treatment, recuperation or therapy. If an employee uses qualifying exigency leave under FMLA, the amount available under this leave will be reduced by the number of days taken under FMLA.

B. Effect on Benefits: An employee granted leave under this policy will continue to be covered under the Village's group health insurance plan on the same conditions as coverage would have been provided if he or she had been continuously employed during the leave period. To maintain uninterrupted coverage, an employee will be required to continue to pay his or her portion of insurance premium payments, if applicable. Payments for which an employee is responsible are subject to any change in premium rates while the employee is on leave. If the employee contributes to a group insurance plan in addition to the group health plan, the employee must continue to pay his or her portion of the insurance premium payments. During the leave, monthly payments should be forwarded to the Finance Department no later than the first of the month. If the employee's payment is more than 30 days late, the Village will terminate coverage; however, coverage will be reinstated upon the employee's return to work. An employee will not accrue any type of benefit hours (sick, personal or vacation) while he or she is on Family Military Leave.

C. Utilization of Accrued Benefits: An employee may not take Family Military Leave as provided under this policy unless he or she has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick leave and disability leave.

D. Reinstatement: Any employee who exercises the right to family military leave under this policy, upon expiration of the leave, shall be entitled to be restored to the position held when the leave commenced or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment as required by the FMLA. This Section does not apply if the employee was not restored as provided in this Section because of conditions unrelated to the employee's exercise of rights under this policy.

5.17 Holidays

Holiday pay will be granted for employees for the following holidays:

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
Presidents' Day	Friday after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve
Labor Day	

Holidays falling on Saturday are observed on the preceding Friday. Holidays falling on Sunday are observed the following Monday. With the exception of shift work personnel who work seven (7) days, they will observe the holiday on actual holiday.

All Administrative offices will be closed on the above holidays.

5.18 Emergency Staffing Policy

In the event that the Village Manager declares an emergency the following procedures will be implemented:

- In the event of an emergency, all non-emergency personnel that are ordered to stay home will be paid their normal hourly wages.
- All emergency personnel who are required to work will be paid their normal hourly wage and will receive eight (8) hours of additional time off.
- Any personnel that ordered into work but are unable to make it will be required to use vacation or personal time for that day.
- Any personnel that are already scheduled for that day off will be required to use the time off that was previously requested. No additional time will be granted.
- Department Managers will not be given additional time off if he/she is called into work for the emergency.
- The Village Manager if he or she chooses will direct Department Managers to call in staff to ensure that there is proper staffing in each department so that the needs of the Village can be met.

SECTION 6: INSURANCE PROGRAMS

6.1 Group Medical Insurance

- A. All full-time employees are entitled to group medical insurance coverage, as approved by the Village Board. Dependent coverage shall be made available. PPO employees shall be required to contribute to the medical insurance premium, with such amount being subject to an annual evaluation. Employees hired January of 2016 will only be eligible to HMO coverage. The Village will follow the Patient Protection and Affordable Care Act.

Coverage begins the first day of the month preceding your date of hire. The Human Resources Manager shall act as the Plan Manager.

- B. 1560 Part-time Employee is eligible to enroll in the PPO group medical insurance offered for the period during the applicable "stability period" during which the employee remains actively employed with the employer. If an employee's hours are measured over a standard measurement period, the applicable "stability period" will be the "standard stability period" following the standard measurement period. The standard stability period is the Village's Health Insurance Benefit Year which is November 1st through October 31st of the following year. If an employee's hours are measured over the employee's initial measurement period, the applicable "stability period" will be the "initial stability period". The initial stability period will be the twelve-month period beginning on the first day of the second month following expiration of the employee's initial measurement period.

The monthly cost of health insurance for any 1560 Part-time Employee who enrolls in the Single, Employee Plus One or Employee Family plan will pay the total premium. The total

premium is subject to an annual increase or decrease based on the Village of Romeoville health care experience.

Coverage begins the first day of the month succeeding your 1560 hours works. The Human Resources Manager shall act as Plan Manager. Any additional information regarding insurance is available from the Human Resources Office.

Employees enrolling more than thirty (30) days after they or their dependents become eligible for coverage will be required to complete an Evidence of Eligibility form. If approved, coverage will be effective on the first of the month after the date that the application for coverage and the Evidence of Eligibility is approved.

6.2 Continuation of Medical Coverage

In the event an employee or dependent's medical coverage is terminated due to loss of eligibility because of termination, reduction in hours, death of the employee, divorce or limitations for dependent coverage due to age, the employee or dependent may continue his/her medical insurance coverage if he or she pays the required premium.

Coverage can be extended for eighteen (18) months in the event of termination or the reduction of hours. Coverage can be extended for three (3) years for dependents in the event of the death of the employee, divorce, legal separation or dependent reaches limiting age. Notification of a change in family status must be made within thirty (30) days of the event for coverage to continue. The employee then has sixty (60) days to elect this coverage. There is a two percent (2%) administrative fee that will be added to the employee's coverage.

Continuation coverage is identical to the coverage offered to employees and their dependents under the group plan.

6.3 Life Insurance

Life insurance is provided for all full-time employees in the amount equal to the employee's annual salary. The full cost for life insurance is paid by the Village. Coverage begins one (1) month from the date of employment. Employees are also covered for accidental death and dismemberment. In the event of the employee's death, the benefit shall be paid to the designated beneficiary.

6.4 Dental and Vision Insurance

All regular full-time employees are entitled to dental and vision insurance. The full cost for individual or family coverage is paid by the Village. Vision insurance is the first day of month preceding the date of hire. Dental insurance will become effective on the first day of the month after an employee has completed three (3) months of continuous full-time employment. Forms and additional information are available on the carrier's website.

6.5 New Hires

For eligible employees hired after May 1, 2016, the Village will only provide HMO coverage. Employees who currently are receiving an incentive for waiving the Village of Romeoville's health insurance will only be eligible for HMO after May 1, 2016.

6.6 Cost of Insurance

Non-Union employees will pay 12% of the monthly PPO premium.

HMO employees hired after May 1, 2018 will pay 12% of the monthly premium starting July 01, 2018.

Current HMO employees will pay 5% of the monthly premium starting July 01, 2018.

6.7 Wellness Program

The wellness program runs from November 1st through October 31st. The wellness program and incentive program guide are available on the intranet.

SECTION 7: OTHER BENEFITS

7.1 Deferred Compensation

The Village sponsors three (3) deferred compensation programs. The programs are limited by Federal tax law. Employees who participate in the programs may defer a portion of their wages, therefore postponing the tax liability of these wages, until the funds are withdrawn. Descriptions of the programs, from which the employees may choose, can be obtained from the Human Resources Manager.

7.2 Longevity Pay

In recognition of a full-time employee's years of consecutive service to the Village, annual longevity pay will be awarded. This pay will be awarded on an annual basis with the first payment issued after the annual fiscal year budget is approved by the Village Board.

<u>Years of Service</u>	<u>Longevity Pay</u>
1-4	\$0.00
5-9	\$300.00
10-14	\$500.00
15-19	\$800.00
20-24	\$1000.00
25 plus	\$1500.00

7.3 Reimbursement for Education Expenses

Tuition reimbursement is available to any full-time employee who has worked twelve (12) consecutive months for the Village of Romeoville. Employees will not be compensated for attending classes during non-working hours, unless required by employer.

The Village of Romeoville only pays for online courses where they are accredited college or university. The Village will only pay for 1 course per semester or 2 courses per fiscal year per employee as the budget permits, not to exceed \$3000 per fiscal year.

Any employee desiring to pursue an educational program related to his or her position with the Village of Romeoville must submit an Educational Plan for Tuition Reimbursement form to their Department Manager and the Human Resources Manager. This form outlines the program length, list of courses and degree sought. The Department Manager shall review the form to determine the benefit the Village, as an employer, would derive from the employee's participation in such program, and the needs of the department. The Human Resources

Manager will determine budget availability and cost analysis of the proposed course and will recommend the tuitions costs, if any, to be reimbursed by the Village. The employee must pass the course with a C or higher to be eligible for reimbursement.

Continued reimbursement is dependent upon ongoing satisfactory job performance. If performance becomes unsatisfactory, the employee may be denied future tuition reimbursement.

The Human Resources Manager will annually survey tuition costs per credit hour.

7.4 Programs Ineligible for Reimbursement

Tuition costs and fees for books or other supplies for educational programs which will provide the employee the necessary degree or license certification to receive an automatic salary increase as outlines in section 7.6 and 7.7 will not be eligible for reimbursement.

7.5 Job Related Training Programs

The Human Resources Manager and the Department Manager shall investigate and make recommendations for job related training programs. Program development shall be done jointly by the Human Resources Manager, Department Manager and Supervisors. Such training may include demonstrations, lectures, seminars or films which may help to improve the effectiveness of employees in performing their respective duties.

7.6 Treatment Plant Operator Certificate of License

To provide incentive for employees to further their knowledge in fields of Waste Water Treatment, Water Treatment and Sewer Collection, the following scale shall be used for employees who have attained licensing:

Grade	Position	License
24	Waste Water Treatment Maintenance Worker I	
25	Waste Water Treatment Maintenance Worker I	Class 4
26	Waste Water Treatment Maintenance Worker I	Class 3
28	Waste Water Treatment Maintenance Worker II	
29	Waste Water Treatment Maintenance Worker II	Class 4
30	Waste Water Treatment Maintenance Worker II	Class 3
29	Waste Water Treatment Technician I	Class 4
30	Waste Water Treatment Technician I	Class 3
31	Waste Water Treatment Technician I	Class 2
32	Waste Water Treatment Technician I	Class 1
34	Waste Water Treatment Technician II	Class 1

Water Treatment

24	Water System Laborer/Equipment Operator	
26	Water System Laborer/Equipment Operator IV	D
28	Water System Laborer/Equipment Operator III	C
30	Water System Laborer/Equipment Operator II	B
32	Water System Laborer/Equipment Operator I	A

Sewer Collection

30	Sewer Collection Operator	Class 1
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An employee in good standing is only eligible for the step increase for receiving a license for water, wastewater or sewer collection when the employee has the Public Works Director's prior approval to obtain the license. The Public Works Director will notify the Human Resources Director when the step increase should go into effect.

The employee must remain in good standing to be eligible to retain his step increase. It is the employee's responsibility to keep his license current and valid. The Public Work Director has the discretion to take away the step increase based on certain criteria such as job performance, budget constraints, needs of the specific department.

7.7 Fringe Benefits

The Village must ensure that the tax laws are observed with respect to taxable fringe benefits, as defined by the Internal Revenue Code (IRC) and any other applicable federal and state statutes, provided to Village employees.

The Village of Romeoville provides several fringe benefits to employees. Some of the fringe benefits may be provided Village wide, others are provided to specific employees by their departments. Fringe benefits are considered a form of pay in addition to salary and wages paid to employees for the performance of services and must be taxed in a similar manner including, but not limited to, applicable Federal and State Income Tax, Social Security Tax and Medicare Tax.

Unless expressly excluded or deferred until a later year under the IRC, all taxable fringe benefits will be included in the employee's gross income in the year in which they are received and will be taxed in the manner prescribed by the IRC.

Taxable Fringe Benefits Include, but are not limited to:

Cash fringe benefits, such as, but not limited to, gift cards, gift certificates, vehicle allowance and apparel/clothing allowance are generally always taxable.

Uniforms and clothing provided by the Village to employees – Value of such apparel provided to the employee unless specifically excluded by the IRC. Departments will be required to provide the appropriate information to the Finance Department regarding the value of the clothing provided to the employee.

Village provided vehicle – Value of personal use of a Village-provided vehicle (including courtesy cars) unless specifically excluded by the IRC. The IRC has a complex set of rules

regarding the taxation of employer provided vehicles. The employee will be required to sign a customized policy document that pertains to their particular circumstances, allowed uses of the vehicle and method of valuation for tax purposes.

Club membership and dues – Value of Village-paid club memberships and related expenditures to the extent that such activities are not documented to serve a bona-fide Village business purpose. The employee must pay dues and provide proper documentation of payment to the Finance Department. The employee will then be reimbursed for the membership fees or dues through payroll.

Meals/M meal Reimbursements – Value of meals or meal reimbursements provided by the Village to the employee unless specifically excluded by the IRC. Exclusions include meals reimbursed for legitimate business travel that includes an overnight stay, meals provided on premise for the Village's convenience and occasional group meals or picnics. Departments will be required to provide the appropriate information to the Finance Department regarding the value of the meals and/or meal reimbursements provided to the employee.

Nothing in this policy shall be construed to confer eligibility for benefits for which an employee is not otherwise eligible under federal/state law, policy or practice. The Village reserves the right to amend this policy at any time without notice to conform to applicable laws and regulations.

SECTION 8: EMPLOYEE CONDUCT

8.1 Attendance

Employees are expected to report to work promptly at the starting time designated by their supervisor.

In the event that an employee is unable to report to work due to illness or other emergency, the employee must inform his/her supervisor prior to the assigned starting time. In the case of extended illness, employees may be required to report each day of absence, every 30 days for FMLA, or at intervals agreed to by their supervisor.

If an employee does not report for work and fails to properly notify his/her supervisor, the employee shall be considered absent without leave. An employee who is absent without leave is subject to disciplinary action, up to and including termination.

8.2 Outside Employment

Without prior written approval from the Village Manager or his/her designee, no employee shall engage in any outside employment. No outside employment shall be approved if it is either on Village premises or if it is likely to:

- A. Physically or mentally hamper the employee in his/her ability to do the job required by the Village;
- B. Reflect adversely upon the Village;
- C. Conflict with the employee's position with the Village.

The maximum hours allowed for all outside employment is twenty-four (24) hours per week for full-time employees. Some Village departments may limit total outside employment to a

lesser maximum. The Village Manager or designee, however, is authorized to make exceptions for good cause. The Village Manager or designee shall maintain records of all outside employment requests and approvals.

Upon approval, the Village Manager or designee reserves the right to revoke approval of any outside employment on the part of any Village employee that the Village Manager or designee determines to be detrimental to the best interests of the Village. In such cases, the employees shall be notified and required to decide within fifteen (15) days if they want to continue services with the Village or with the outside employer.

When injury or illness prevents an employee from fully performing his/her duties and responsibilities with the Village, approval of the outside employment is automatically rescinded until the employee returns to work in his/her primary job.

8.3 Identification Cards

Employees issued identification cards must carry them during working hours. Upon termination of employment, the employee's identification card is returned to their Department manager or Human Resources.

8.4 Gift Ban

The solicitation or the acceptance of gifts is prohibited under the State Gift Ban Act (5 ILCS 425 et seq.) which was adopted as required by Section 83 of the Act (5 ILCS 425/83).

8.5 Political Activity

- A. No employee of the Village shall hold any other office or employment under the village, county, or federal government, or division thereof, except such office or employment which does not interfere with the impartial discharge of duties or result in the wielding of legislative or executive authority over conditions of employment or over service superiors.
- B. Any employee who shall become a candidate for any election office may be granted a leave of absence without pay by the Village Manager. Such a leave of absence shall be at the request of the employee and shall not exceed ninety (90) calendar days.
- C. Under the Hatch Political Activity Act, 5 U.S.C. sections 1501-1508, officers and employees of a local government, such as the Village, whose principal employment is in connection with an activity financed in whole or in part by loans or grants made by the United States government are prohibited from using their influence to affect the result of an election, attempting to coerce or advise another Village employee to make a political contribution, or being a candidate for public office in a partisan election. For more information regarding the Hatch Act, employees should contact the Village Manager.

8.6 Confidentiality

Working for the Village may give an employee access to confidential information relating to future development, financial data, and other sensitive material. It is imperative this information be safeguarded. Employment with the Village assumes an obligation to maintain confidentiality, even after the employee is no longer employed by the Village.

No one is permitted to remove or make copies of any Village records, reports or documents without prior approval of the appropriate department head or the Village Manager. An employee, however, may disclose information deemed confidential, if so required by a lawfully-issued subpoena or pursuant to a court order. Any requests for information, including those pursuant to a subpoena or court order, shall first be forwarded to the appropriate department head or the Village Manager before disclosure.

Because of its seriousness, disclosure of confidential information may lead to disciplinary action up to and including immediate dismissal.

The use of confidential information for personal gain may also lead to legal action.

8.7 Smoking

Smoking is prohibited within a minimum distance of 15 feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited under the *Smoke Free Illinois Act* to ensure that tobacco smoke does not enter the area through entrances, exits, open windows, or other means. The *Smoke Free Illinois Act* also includes no smoking in all government owned vehicles and facilities.

Under the *Smoke Free Illinois Act-Public Act 095-0017*

8.8 Employee Safety

The Village prohibits employees from acting negligently and engaging in hazardous work practices on Village property and while conducting organization business.

The Village expects and demands that its employees perform their employment duties with care and attention to the citizen needs, the safety and welfare of fellow employees, and to the Village's quality standards and requirements. Employees who are negligent in performing their job duties or commit intentional hazardous acts will be subject to disciplinary action, up to and including immediate discharge. **Refer to Safety Manual.**

8.9 Dress Code Policy

The Village of Romeoville strives to be known as an organization where employees enjoy their work environment. We would like our offices to be a place where open communication occurs comfortably across all levels. These goals must be balanced with the business necessity to present a professional appearance to the public. As such, we have adopted a Business/Business Casual Dress Policy as our dress standard for non-management employees, including those times when an employee meets with a client, vendor, or is representing the Village of Romeoville at an outside community function.

Managers and supervisors are responsible for interpreting and enforcing dress and grooming standards in their areas of responsibility. This includes counseling employees whose appearance is inappropriate.

Reasonable accommodations will be made for employees' sincerely held religious beliefs and disabilities whenever possible, unless the accommodation would be an undue hardship. Questions or complaints that cannot be handled to an employee's satisfaction by his or her supervisor or manager should be taken to the Human Resources Manager.

The following guidelines will help to define what acceptable Business Casual attire is:

1. Choose business casual clothing that communicates professionalism.
2. Keep your work day schedule into account when you are dressing. Casual Business attire means clothing that allows employees to feel comfortable at work, yet appropriate for an office environment. Casual business attire includes but is not limited to: trousers, dress slacks, khakis, Dockers, dresses and skirts no higher than 2 inches above the knee, sweaters, open collar shirts, polo shirts, blouses, suits, loafers, dress shoes and boots. Clothing must be properly cleaned and pressed and clothing should be free of tears, fraying, holes and stains.
3. We ask that you do **NOT WEAR** jeans or any denim clothing, shorts, short pants, bib overalls, halter tops, beachwear, workout attire, over the shoulder shirts, tank tops, tee shirts, spandex, leggings or other formfitting pants, dresses, skirts, or distracting, offensive, or revealing clothes. In addition, we ask that you not wear athletic shoes, Doc Martin-type sandals, or thongs. These items do not convey a professional appearance.
4. Clothing should be worn and fit in such a manner that is does not expose the abdomen, chest, or buttock areas.
5. Clothing should be free of sexually related references, foul language, or sport logos.
6. Body piercing jewelry is acceptable as long as it is not distracting.
7. Tattoos must be appropriate and in keeping with a professional image. If said tattoo is not appropriate the Village of Romeoville has the right to ask the employee to cover the area where the tattoo is.

In the event of a violation of this policy, a supervisor or manager will counsel any employee whose appearance does not meet these standards. If the appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to correct the problem. Repeated disregard for this dress and grooming policy may result in disciplinary action up to and including termination of employment

SECTION 9: TECHNOLOGY

Introduction

This section outlines the policy to be used in administering and coordinating all technology resources for the Village of Romeoville (Henceforth referred to as Village). It is the policy of the Village, wherever economically possible, to establish and maintain state of the art information technology, and to provide access to said technology for furthering the goals and the objectives of the Village. The ability of the Village to operate effectively is reliant upon the proper operation of its computers and the security and integrity of its data. It is critical that employees understand how to use the Village's technology resources within the scope of their job duties, Village policies, and the law. This policy documents the users' responsibility to safeguard computer and telecommunications equipment and information from accidental or deliberate unauthorized access, tampering, snooping, distribution, or destruction. It sets forth what is, and is not, appropriate use of Village technology resources. The failure of employees to comply with the provisions outlined in this policy may result in corrective or disciplinary action up to and including termination.

The purpose of this policy is to ensure responsible and acceptable use of Village's technology resources. These resources and the data created, received, transmitted, or stored

therein must be protected by unauthorized disclosure, modification, use, or destruction. Adherence to the policy will protect the Village and its employees from liability and business interruptions due to inappropriate use of Village resources and breaches of security.

In support of the Village mission of public service, the Information Technology department provides computing, networking, and information technology resources to the Village Board of Trustees, community of department employees, supervisors, and staff.

9.1 Glossary of Terms

CLOUD - Refers to distributed computing over a network that generally provides a shared pool of resources that is rapidly configurable and widely accessible. A cloud may be public, private, community, or a hybrid of these.

COMPUTER INFORMATION - Data, software, files, and any other information stored on Village computers and systems.

COMPUTER RESOURCE - A physical or virtual component of limited availability within a computer system. Village computer resources include devices, network equipment, communications equipment and data as well as similar resources that are part of hosted systems or SaaS (Software as a Service) systems in use by the Village.

ENCRYPTION - The process of turning plain text into cipher text by applying an algorithm that rearranges or changes its input into something unrecognizable.

FIREWALL - A specifically configured system that serves as a secure gateway between an outside network (e.g., the Internet), and the organization's internal networks.

HACKER - Slang for an individual intensely absorbed with and/or extremely knowledgeable about computer hardware and software. Also used to describe those who break into and corrupt computer systems. (Hacker is used here to describe those who break into and corrupt computer systems.)

INSTANT MESSAGING - A method of linking people together electronically for the purpose of real-time communication.

INTERNET - A group of networks connected via routers; a vast computer network linking smaller computer networks worldwide.

INTRANET - A computer network with restricted access, as within a company.

LOCAL AREA NETWORK - A set of connections between computers that provides the basis for electrical transmissions of information, generally within a small geographical location to serve a single organization.

LOCK - To lock your workstation, use CTL-ALT-DEL.

MALWARE - Software of malicious intent/impact such as viruses, worms, and spyware.

MODEM - Short for modulator-demodulator. A hardware device that allows two computers to communicate over ordinary telephone lines.

PHISHING – The criminally fraudulent process of attempting to acquire sensitive information

such as usernames, passwords and credit card details by masquerading as a trustworthy entity in an electronic communication.

PROFILE (AKA USER PROFILE or ROAMING PROFILE) - The profile is a special set of information that defines and maintains program and Windows settings specific to a user or, in some cases, a group of users. The word "Roaming" implies that the profile will be the same and accessible from multiple computers, i.e., it 'roams' with the user.

RECORD - Information that is created, received, and maintained as evidence by an organization or person in the transaction of business or in the pursuance of legal obligations regardless of media. A record can also be thought of as information that holds operational, legal, fiscal, financial, vital or historic value. Media can include books, documents, papers, letters, emails, faxes, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, images or other information regardless of physical form or characteristics.

REMOVABLE DEVICE - Device or media that is readable and/or writeable by the end user and is able to be moved from computer to computer without modifications to the computer. This includes flash memory devices such as thumb drives, cameras, MP3 players and PDAs; removable hard drives (including hard drive-based MP3 players); and any commercial music and software disks not provided by the Village of Romeoville.

SENSITIVE INFORMATION - Information which, if made available to unauthorized persons, may adversely affect the Village of Romeoville, its programs, or participants served by its programs. Examples include but are not limited to personal identifiers and financial information.

SERVER - A computer or device that administers network functions and applications.

SPAM - Many copies of the same unsolicited message sent to newsgroups or via email intended to force the message on people who would not otherwise choose to receive it.

TECHNOLOGY RESOURCES - All Village computers (desktop and portable computers, servers, networks, printers, software, storage media), email system, internet access and use, fax machines, telephones, cellular phones, pagers, two-way radios, personal handheld devices, Global Positioning System (GPS) devices, flash drives, modems, scanners, copy machines, other electronic and communication devices, and new or emerging technologies.

TROJAN HORSE - A program that masquerades as something it is not, usually for the purpose of breaking into an account or exceeding commands with another user's privileges.

VIRUS - A set of instructions that can reside in software and can be used to destroy other files or perform other tasks with another user's privileges.

WORM - A program that propagates by replicating itself on each host in a network with the purpose of breaking into systems.

9.2 General Information

A. Applicability

For purposes of this document, the term ‘computer user’ or ‘user’ is meant to include all full-time and part-time Village employees, elected officials, temporary employees, volunteers, and contractors. All forms of technology resources provided for computer users are property of the Village, unless otherwise specified. Computer users are responsible for the appropriate use of Village technology resources and for taking reasonable precautions to secure the information and equipment entrusted to them. This policy also applies to other technology resources that may or may not create or contain computer records. Examples of these resources include fax machines, telephones, mobile devices, pagers, two-way radios, personal devices, GPS (Global Positioning System) devices, flash drives, cloud storage, data stored in hosted databases, modems, scanners, copy machines, and other communication devices. The policy also applies to new or emerging technologies and those not specifically named. This policy covers all information created, entered, received, stored or transmitted by such technology resources, including files, programs, emails, text messages, internet logs, and all other data. Users specifically consent to the access and disclosure of such information stored by a third-party electronic communication service or remote computing service.

Employees are responsible for reporting inappropriate use of the Village’s technology resources and breaches of computer security and for assisting in resolving such matters. Users are responsible for adhering to Village policies and practices to ensure Village computers are used in accordance with policy. They are also responsible for ensuring that reasonable measures are taken to prevent loss or damage of computer information and equipment.

B. Computer Access

Access to Village computers, as well as the level of access, must be authorized by each computer user’s supervisor. Computers and networks can provide access to resources on and off site, as well as the ability to communicate with other users worldwide. Such access is a privilege, and requires that individual users act responsibly. Employees must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all existing and future relevant laws, regulations, and contractual obligations concerning computers and networks. Department heads need to request access approval from the IT Department before allowing access for any external persons to carry out work, on behalf of the Village. Access may be revoked in whole or in part any time at the discretion of an employee’s or external person’s Department head.

9.3 Privacy

Technology resources are provided for employee use for business purposes and remain the property of the Village. Users have no expectation of privacy in the use of Village technology resources, including the creation, entry, receipt, storage, or transmission of data. All data generated by, created, entered, received, stored, or transmitted via the Village’s technology resources is Village property, and the Village may, without prior notice, access, search, monitor, inspect, review or disclose all such data and use of technology resources. Additionally, any use of your personal cell phone, tablet, etc. like text messages concerning Village business is FOIA-able.

Global Positioning System (GPS) devices are used for reporting items such as location, condition, or current operational state of Village assets. Some Village equipment, including, but not limited to, cell phones, mobile devices, computers, and vehicles may have GPS devices attached or built in and enabled for management and reporting purposes. The Village may monitor such devices at any time for any lawful purpose. Any alteration to disable the device or prevent it from functioning properly is prohibited and will be investigated and prosecuted to the fullest extent of the law.

Users specifically consent to the access by and disclosure to the Village of information created, entered, transmitted or received via the Village's technology resources that are stored by a third-party electronic communication service or remote computing service and have no expectation of privacy in such information.

In addition, the information generated by, created, entered, received, stored or transmitted via the Village's technology resources may constitute a public record subject to disclosure pursuant to the Freedom of Information Act, subpoenas, and other lawful requests for information. Employees may have rights of access to information about themselves contained in computer files, as specified in state, federal or international laws. Files may be subject to search under court order. In addition, technology staff reserves the right to access any Village equipment to protect the integrity of computer systems or network. Except for Police Department records, the FOIA Officer assigned to each department will process such requests for information. Any employee who receives a request by a third-party to disclose information should direct the request to their respective FOIA Officer. Requests for Police records are processed by and should be directed to the Police Records Manager.

9.4 Guidelines for Use

A. Harassment, Threats and Discrimination

Users are prohibited from using the Village's technology resources in any way that violates the Village's policies. Users should be aware that even communications sent via a personal email account from the Village's technology resources are subject to the limitation on privacy under this policy and are subject to compliance with Village policies.

The scope of prohibited use extends to files, data, pictures, games, jokes, etc., that are received by a user, even if unsolicited. Such information should be immediately deleted and/or brought to the attention of a supervisor.

B. Unauthorized Access

Unauthorized access of the Village's technology resources is prohibited. Unauthorized access of third-party computers or resources using the Village's technology resources is prohibited. Attempting to access the Village's technology resources without specific authorization is prohibited. Any form of tampering to gain access to computers is a violation of Village policy and carries serious consequences. You may only access information on the Village's technology resources that you are authorized to access and have a business reason to access. If you inadvertently identify a new way to access information to which you are not authorized, report it to the IT Department immediately. To help prevent security breaches, computer users are required to log off or lock their computers at the end of the day and when not in use for more than ten (10) minutes. In addition, users must take other reasonable precautions to prevent unauthorized access to

the Village's technology resources.

Department Directors have primary responsibility for the creation and maintenance of application data. These system owners shall be responsible for defining the security and integrity requirements of their data. They are primarily responsible for authorizing data access and ensuring adequate security, accountability, and control is employed to protect the data.

The Village employees will not attempt to breach computer or network security for which they do not have access. This includes but is not limited to network appliances, computer workstations, servers, and/or secure electronic folders and files. Any unauthorized changes made to any network device are prohibited. Any breaches of network security are to be reported to the IT Department.

B. Computer Sabotage

Destruction, theft, alteration, or any other form of sabotage of Village computers, telephones, network or telecommunications cabling, programs, files, or data is prohibited and will be investigated and prosecuted to the fullest extent of the law.

C. Unauthorized Changes to the Village's Technology Resources

Unauthorized installation of software and making changes to computer hardware, software, system configuration, and the like are prohibited. The IT Department must authorize the installation of any software, even if we are licensed. The Village's computer systems have been designed and documented to prevent loss of data and provide an audit trail for correcting problems. Installation of some programs can change the computer's system configuration and may be incompatible with other systems on the device.

If you need to download software or make any changes to Village computers or technology resources in the performance of your duties, contact the IT Department for approval and/or assistance.

D. Viruses, Worms, and Trojan horses

It is critical that users make certain that data loaded on the Village's technology resources is free of viruses. Data that has been exposed to any computer other than a Village computer or resource must be scanned using the virus scanning software present on all Village PCs before installation. Viruses can result in significant damage and lost productivity. Never open an attachment unless you know the sender and are expecting the attachment. If you are uncertain whether data needs to be scanned before installation, call the IT Department.

Use of virus, worm, or Trojan horse programs is prohibited. If you identify a virus, worm, or Trojan horse, or what you suspect to be one, do not try to fix the problem. Make notes as to what you observed and contact the IT Department.

If you receive a virus warning, call the IT Department immediately. Do not forward it to other computer users within the Village. If the IT Department determines that the warning is valid, they will take the appropriate steps to notify other users.

E. Termination of Employment

All information on Village resources is considered Village property. Deleting, altering, copying, or sharing confidential, proprietary, or any other information upon termination requires authorization from your Department Manager. The technology equipment you have been entrusted with must be returned with your password, identification code, and any other appropriate information necessary for the Village to continue using the computer and information uninterrupted.

The following activity is prohibited upon termination and will be prosecuted to the fullest extent of the law:

- Accessing Village resources
- Providing third parties, or anyone else, access to Village resources
- Taking computer files, data, programs, or computer equipment

9.5 Administration of Technology Resources

A. Computer systems

Department heads (or designated person) that has the need for any external persons or organizations to carry out work, on behalf of the Village, that require access to any equipment, computers, network or technology services need to request approval from the IT department before such work is carried out.

Department heads have the authority to inspect the contents of any hardware, software, document(s) or file(s) of their subordinates in the normal course of their supervisory responsibilities.

Village technology employees or approved contractors shall extract information, files or documents when requested by authorized supervisory personnel. Reasons for review include, but are not limited to: system, hardware and software problems; general system failure; a legal proceeding involving the Village; suspicion of a crime; violation of this policy; and a need to perform work or provide a service when the employee is unavailable.

All Users are to use their own network, e-mail and application accounts unless other arrangements have been made with the IT Manager or respective Department Manager.

B. Data / File Storage

File storage could vary depending on your job function and interactions with other departments or external organizations. Please note that copyright material is not to be stored in any data areas. These include but are not limited to .exe (programs files), MP3 files, video files, and image files that are licensed. Any requests for storing such data should be made to the IT Manager.

Reproduction or distribution of copyrighted works, including, but not limited to, images, videos, text, configuration, settings or software, without permission of the owner is an infringement of U.S. Copyright Law and is subject to civil damages and criminal penalties including fines and imprisonment.

C. File Retention

Just as with any other government record, electronic records are retained or disposed of in accordance with the Village's overall record retention policies. See the Village records management and email retention policies or contact your department heads if you have questions about what should be retained.

D. Back-up

Backing up files is essential to productivity and safeguarding data against unwanted intrusions. Most Village computers are attached to the network. If data is being properly stored on the network, backup is automatically handled by the IT Department. A computer user's home drive is on the network. It is essential to save data to your home drive on the Village network. To ensure proper backup, do not save data to the computer hard drive, a flash drive, or memory stick. Copies or Back-up files should not be stored on personal computers or taken home.

If your computer is not attached to the network, you must contact the IT Department to develop an appropriate backup protocol to preserve and protect Village information and records.

E. File Recovery

Computer files and email are rarely erased from the system simply by hitting the delete key. Rather, they are stored in a random place on the computer. These files can sometimes be recovered by running a file recovery program. The IT Department will coordinate any necessary file recovery or restoration of backup data. Deleted files may also be recoverable from backup and, as such, subject to FOIA or subpoena.

F. Disposal of Technology Equipment

When a user department no longer has use for a hardware or software component of an information technology resource, the component should be transferred to the IT Department. The IT Department will retain a repository of computer system components and will supply user departments with available components as needed to avoid unnecessary purchases. The IT Department will also appropriately dispose of obsolete technology resources or software and remove it from the inventory.

G. Copyright Infringement

The Village does not own most of the computer software that it utilizes, but rather licenses the right to use software. Accordingly, Village owned or licensed software may only be reproduced or modified by authorized IT personnel in accordance with the terms of the software licensing agreements. Unauthorized modifying, copying, redistributing, and republishing of copyrighted or proprietary material are strictly prohibited. Copyright laws apply to the Internet as well. Copyright infringement is serious business, and the Village strictly prohibits any such activity. If you have questions about copyright infringement, discuss it with the IT Department immediately.

Copies of shareware or "free" programs must be registered with the IT Department. Shareware and free software often have licensing and use restrictions and should not be copied or forwarded to others. It is not unusual for "free" software to contain a virus. As such, it is important that all new software is purchased through and installed by the IT

Department. Your department director and the IT Department must approve all requests for application programs.

H. Proprietary Information

Village data, databases, programs, and other proprietary information are Village property and can only be used for authorized Village business. Use of Village property for personal gain or benefit is prohibited. Sharing Village proprietary information with unauthorized Village personnel or third parties is prohibited. Upon termination of employment, employees do not have the right to any Village documents, therefore employees shall not copy or email Village documents for personal use unless they have submitted a request in writing to their Department Manager or Village Manager for approval.

I. Data Licensing Agreement

When dissemination of Village data, databases, and programs occurs, a data licensing agreement needs to be established between the Village and any third party. Information will be licensed for use on a project basis with a specified time span. The IT Department will facilitate the licenses and distribute the requested information.

J. Purchases of Computer Software and Equipment

All purchases of computer software and equipment, including tablets, are prohibited without approval from your department director. All computer software and equipment purchases must be made through the IT Department. Working with the requesting department, the IT Department will ensure that purchases are the most appropriate solution for the application, meet pre-established quality requirements, and are compatible with other Village computer software and equipment. Donated or confiscated equipment must be placed into service by the IT Department subject to current quality and compatibility guidelines.

The IT Department is responsible for maintaining appropriate procedures for tracking computer assets and licenses and maintaining proper security for all computer-related resources.

9.6 Confidentiality

All computer information is considered restricted unless you have received permission to use it. Accessing or attempting to access confidential data is strictly prohibited. Confidential information should only be used for its intended purpose. Using confidential information for anything other than its intended use is prohibited without prior approval from your department director.

A. Handling Confidential Information

Any document that contains unique personal identifiers, such as social security numbers, bank account numbers, passwords, etc., must be considered CONFIDENTIAL. Store all confidential and sensitive data on the network drives only. Confidential information may not be stored on portable devices or media without the express consent of your department director. The network drives are more secure than removable media or hard drives on individual workstations or laptops. The following are some activities that are

prohibited under normal circumstances when dealing with confidential information:

- Leaving your computer unattended and logged on except in the case of Public Safety vehicles where access to the vehicle is limited by other security measures.
- Leaving mobile devices unlocked.
- Sending confidential information over the Internet, Intranet, dial-up modem lines, or other unsecured communication lines without approval from your department director. Remember, email is an unsecure form of data transfer. Do not send any confidential or sensitive data in an email either in the body or as an attachment.
- Storing confidential or sensitive data on a workstation or mobile device. Workstations and mobile devices are easily stolen. If stolen, all data contained therein is also stolen.
- Leaving printed reports containing confidential data in an unsecured location (for example, lying on your desk, in a recycle bin, or in your in/out box). When you are not working with such reports, they must be kept in a locked location.
- Printing to a printer in an unsecured area where documents may be read by others. If you observe a document at a shared printer or any other location, do not read it without permission.

B. Encryption

Encryption and encryption utilities are prohibited without the approval of your department director. If you need to send confidential or proprietary information over the Internet or other public communication lines or if you need to transport this information on a laptop, flash drive, or other portable storage device you must work with the IT Department on the specific mechanism/software used for the encryption and obtain approval from your department director prior to using.

9.7 Security

A. Authentication to Systems

Authentication is the process that allows authorized users to provide and prove their identity to access Village systems. The Village maintains several types of systems, and most systems require some form of authentication for access. Required authentication can be as simple as accessing a system from an approved workstation or as complicated as requiring possession of an authentication device. The requirements for the type of authentication assigned to a system or user is based on the sensitivity of the system. Generally speaking, systems with very sensitive information or systems that provide the ability to change or access information from uncontrolled (mobile) locations will require more stringent authentication.

There are three possible forms or factors of authentication:

- 1) Something you know (username and password or PIN number)
- 2) Something you have (a special key, card, or token)

3) Something you are (biometrics such as fingerprints, voice recognition, etc.)

The basic form of authentication is single factor and is generally based on something you know. This information is equivalent to a key and, in most cases, will identify an individual person. Extended authentication is multi-factor, meaning that something you know will be combined with something you have. If multifactor authentication is required, each user will be issued a special device called a key (usually a Village ID or token) that will be combined with something they know (a PIN or password) to provide authentication. In the future, the Village may choose to employ the third factor, such as fingerprints.

If you have been issued a token or Village ID access device, you should treat this as any other key. You are responsible for keeping your PIN private and for keeping the key itself secure. If the key is ever lost or compromised, you must report it to the IT Department immediately. If you lost your Village ID or token, you will be responsible for the cost of replacement.

Unless clearly distinguished as shared, all authentication methods are unique and private to an individual user and should never be shared with other users!

Your computer must be locked if it is logged on and unattended for more than 10 minutes. Do not log on to your system if someone can see you keying in your password. Report any irregularities flagged by the password access program (last login time and date, number of attempts to login, etc.) to your supervisor or to the IT Department.

B. Network Access Restrictions

The Village provides network and Internet access to computer users for Village business related activities. As part of the network system, the Village provides content filtering, reporting, and protection from external network threats. It is absolutely forbidden under this policy to attempt to circumvent any element of the Village's default Internet configuration. This includes, but is not limited to, manually connecting Village equipment to other networks or connecting non-Village equipment to the Village network. This applies to both wired and wireless connections. There may be specific exclusions for laptops that have been appropriately configured to be protected on external networks, but no attempt should be made to connect to other networks without express approval from Information Systems.

It is also prohibited under this policy to make or attempt to make any Village resource accessible from the Internet without the approval of IT. Internet-based desktop sharing systems are not allowed unless installed and configured by the IT Department.

C. Password Selection and Protection

Passwords are an important part of security and should be selected carefully and protected from use by anyone other than the owner. Employees may not share their passwords with anyone other than an IT Department employee. Do not write it down where someone can easily find it, do not send it over the Internet, Intranet, email, dial-up modem, or any other communication line. Do not log into a computer and allow someone else to use it.

If you have a question about password selection or safekeeping, please see your supervisor or someone from the IT Department.

D. Hackers

Hackers frequently penetrate computer systems by calling unsuspecting employees representing themselves as new employees, supervisors, or other trusted individuals. Through a variety of probing questions, they obtain information necessary for their invasive programs to do their work.

Never give any information about computer systems out over the telephone or in any other way to anyone but authorized IT personnel. If someone requests such information, get their name and phone number, and tell them you will get right back to them. Report the incident immediately to the Information Systems help desk. Without your help, the Village has little chance of protecting the Village's computer systems.

Using hacker programs and trying to access computer systems using hacker techniques is prohibited. Trying to hack into third party computer systems using Village computers is prohibited, and will be reported to the appropriate authorities. If you are caught hacking, it is a serious offense. If you identify vulnerability in the Village's computer security system, report it to the IT Department immediately.

E. Phishing

Phishing is a term used to describe the illegal practice of obtaining personal information from you by pretending to be a legitimate organization. This is most commonly done by sending emails, pop-up messages, or instant messages with links to sites that appear to be from a legitimate organization. These links will direct you to enter personal information such as passwords, social security numbers, bank account numbers, credit card numbers, etc. These sites often appear official and may include graphics from the legitimate organization's site. Legitimate organizations never request information in this manner. Since business is increasingly done via the Internet, it is very important to be continually vigilant by using safe techniques to retrieve and update information.

The easiest way to avoid becoming a victim of a phishing attack is to never click on links contained in these messages. Instead, open another browser session and manually navigate to the site of interest – do not cut and paste addresses from the message. Also verify that the "lock" icon displays in your browser indicating that the connection is secure. If you have any concerns, use the phone and call a phone number you know to be legitimate to speak to someone at the company. Do not rely on phone numbers contained in the message.

If you believe you unknowingly supplied sensitive information to an illegitimate site, contact your supervisor immediately.

F. Locks

Store external storage devices such as floppy disks, CDs, DVDs, flash drives, USB keys, printed reports, and other sensitive items in a locked drawer. You should lock your computer or log off when it is not in use for more than ten (10) minutes. If you have been issued a key or token, you should log off, remove it, and take it with you if you will be away from your workstation. There are practical exceptions to this, such as some types of in-vehicle use. Lock the door to your office or work area when leaving for the night if you have confidential information that could be easily accessed.

F. Removable Devices

Removable devices are a well-known source of malware infections and have been directly tied to the loss of sensitive information in many organizations. In order to minimize the risk of loss or exposure of sensitive information maintained by Village of Romeoville and to reduce the risk of acquiring malware infections on the Village network, users may not use any removable devices on Village workstations or that have not been provided by our IT Department. Outside or personal removable devices are prohibited. For users with the proper permission, the following rules apply:

- Staff may only use removable devices purchased by the Village of Romeoville or from a trusted third party that have been issued by the IT Department.
- Village of Romeoville removable devices may not be connected to or used in computers that are not owned or leased by the Village of Romeoville without explicit permission from the employee's Department Director. Devices must be scanned upon return using the virus scanning software present on all PCs to help ensure that the removable device does not introduce malware into the Village's network.
- Sensitive information should be stored on removable devices only when required in the performance of the user's assigned duties and in accordance with the confidentiality section of this policy.
- All Village-owned removable devices need to be accounted for at all times.

If you have a unique situation that requires the use of removable devices, please contact the IT Department for assistance in setting up the appropriate security procedures.

If the virus scanning software detects an issue on a removable device, contact the IT Department for assistance.

9.8 External Communications

A. Internet Connections

Internet connections are authorized for specific business needs. Connection to the Internet without your supervisor's authorization is prohibited. Incidental or occasional use of the Internet for personal reasons may be permitted subject to all other Internet guidelines and should be limited to formal lunch and break periods. All web sites visited on the Village network are monitored, filtered, and recorded. Furthermore, the following activities are prohibited without the authorization of your department director and the knowledge of the IT Department.

- Accessing the Internet by intentionally bypassing the firewall.
- Downloading information of any kind, including data, files, programs, pictures, screen savers, streaming video or audio, and attachments, except as required in the fulfillment of one's job responsibilities.
- Exploring the Internet for profit.
- Establishing communications with third parties that allows access to the employee's

computer without prior IT approval.

- Forwarding or transmitting information to third parties or employees for reasons other than Village business
- Copying programs, files, and data for reasons other than Village business.
- Transmitting important, confidential, or proprietary information.
- Speaking on behalf of the Village

Individuals who have received management approval to transmit information on the Internet should understand that such transmissions are identifiable and attributable to the Village. Accordingly, users are expected to maintain a professional decorum in all communications and transmissions.

The following actions are prohibited under any circumstances:

- Portraying yourself as someone other than who you are or the Village you represent.
- Accessing inappropriate web sites, data, pictures, jokes, files, and games.
- Inappropriate chatting, email, monitoring, or viewing.
- Harassing, discriminating, or in any way making defamatory comments.
- Transmitting junk mail, chain letters, or soliciting for commercial, religious, charitable, or political causes except for Village-sponsored or approved charities.
- Gambling or any other activity that is illegal, violates Village policy, or is contrary to the Village's interests.
- Accessing audio or video sites for entertainment purposes.

B. Filters

The Village reserves the right to identify and block Internet content that is inconsistent with the goals of the Village. Materials that may reasonably be construed to be obscene, disruptive, or harmful to the working environment may be blocked. Since no filtering mechanism is capable of blocking all objectionable content, however, computer users must adhere to the guidelines stated herein and refrain from viewing, displaying, sending, receiving, storing, or printing all such materials.

C. Subscriptions

Use of subscription-based services for work purposes without approval from your department director is prohibited. Some Internet sites require that users subscribe before being able to use them. Users should not subscribe to such services without prior approval. Resources of any kind where fees are assessed may not be accessed without prior approval.

9.9 Email

Email is provided by the Village to assist in the conduct of Village business. All messages composed, sent, received or stored on the electronic mail system are considered business communications and remain the property of the Village. **THERE IS NO EXPECTATION OF PRIVACY FOR ANY EMAIL.** Although the Village network and applications used may provide password security, the Village cannot guarantee confidentiality of information transmitted on the electronic communication systems. Therefore, confidential information should generally not be transmitted either inside or outside the organization. Village employees should also be aware that electronic messages deleted by the user are not necessarily removed from the e-mail system.

All email related to Village business should be transmitted via the Village's email system. Use of personal email accounts to conduct Village business is prohibited.

Incidental or occasional use of Village email for personal reasons may be permitted, but should be limited to formal lunch or break periods. To ensure that the use of the electronic communication systems is consistent with the Village's legitimate interest, the village reserves the right to access electronic communications when in its discretion the Village determines there is a perceived need.

The following email activity is prohibited:

- Accessing, or trying to access, another user's email account unless you are authorized to do so.
- Obtaining or distributing another user's email account.
- Using email to harass, discriminate, or make defamatory comments.
- Using email in a manner that violates any Village policy or is illegal.
- Transmitting Village records within or outside the Village without authorization.
- Transmitting junk mail, chain letters, or soliciting for commercial, religious, charitable, or political causes except in the case of a Village-supported charity event.
- Sending or receiving copyrighted materials, trade secrets, proprietary financial information, sensitive personnel data, or similar information without authorization from your department director or without appropriate encryption.
- The transmission of a message with someone else's name as author without the author's permission.
- The transmission of unacceptable content, which includes, but is not limited to, material that is pornographic, racist, sexist, or contains inappropriate language for an office environment.
- Any use that impairs or damages any system operation or that impairs or damages the use of the system by another account holder.
- The transmission of computer viruses through any form of electronic media. Employees are not to open any file(s) or e-mail(s) that they receive electronically if they do not recognize the source. All viruses are to be reported to the IT Department.

Computer users are required to report inappropriate use of email. Appropriate email etiquette is essential to maintaining a productive and professional work environment. Users should use the same standards of professionalism in drafting email that they would use for any other formal written communication on behalf of the Village.

A. Rules of Email

The same standards of decorum, respect, and professionalism that guide us in our face-to-face interactions and written communication on behalf of the village apply to the use of email. It is important to remember that an email recipient cannot hear tone or see body language. As a result, you should never give bad news by email or use it to criticize someone. If there is any possibility that the recipient will misinterpret your e-mail, use another means to communicate.

B. Forwarding Information

If you receive an email (particularly an email with an attachment) and intend to forward it to others, consider the following:

- Is any of the information unnecessary or inappropriate for any individual?
- Would the author take exception to your forwarding the information? (A good rule of thumb is to copy the author.)
- Is the receiver likely to forward the information to individuals that should not have, or do not need, the information?
- Do the attachments have viruses?

Forwarding Village email to a personal or private account is prohibited without the consent of your department director and only for business purposes.

C. Spam

Sending unsolicited messages or files to individuals, groups, or organizations that you do not have a prior relationship with is prohibited without authorization from your supervisor. Sending messages or files with the intent to cause harm or damage to the intended receiver is a violation of Village policy and will be prosecuted to the full extent of the law.

D. Global Messages

Email messages sent to all employees on the Village email system should only be used for work related subjects and must have the approval of the appropriate department director before being sent. Content in a message sent to all employees should be limited to text if at all possible, and attachments should never be included. If you have an attachment that must be included, it should be posted on the intranet with a link to the attachment provided in the email.

9.10 Local Area Network

All important, confidential, or proprietary information must be stored on the network. Storing information on your desktop computer or on removable media is prohibited without authorization from your supervisor. The network is equipped with electronic and physical

security. Activity on the network is monitored for tampering and other security breaches. Maintenance and back up are performed on the network daily; and programs and other information are updated regularly.

Because important, confidential, and proprietary information is stored on the network, only approved individuals are allowed access with written or electronic authorization from a department director. All Village policies apply to the network. The following activities are prohibited without authorization from the director of information systems:

- Installation of business or personal software on the network.
- Making any changes to the network hardware or software.
- Exceeding authorization to network programs, data, and files.
- Assisting anyone within or outside the Village in obtaining access to the network.

9.11 Personal / Non Village Owned Equipment

Any equipment that is not owned by the Village is not allowed to be used on any premises unless written permission has been obtained. All submissions for the use of such equipment should be made to the IT department through your department head. Examples of such equipment include, but are not limited to, Tablets, Mice, and Thumb drives.

All personal property is used entirely at the owner's risk. The Village or IT department will not support such devices and are not responsible for installation, configuration or repairs due to damage or loss or any personal item.

9.12 Personal Cell Phone

The Village discourages the use of personal cellular equipment for making phone calls or texting during business operating hours. Employees shall not access any social media websites while on duty unless it is required as part of their position.

9.13 Reporting Policy Violations and Enforcement

Computer users are required to report violations, or suspected violations, of this technology use and security policy. Penalties may be imposed under one or more of the following: Village regulations, state, federal or international law. Activities that should immediately be reported to your Department Director include, but are not limited to:

- Attempts to circumvent established computer security systems.
- Use or suspected use of virus, Trojan horse, or hacker programs.
- Obtaining or trying to obtain another user's password.
- Using the computer to make harassing or defamatory comments or to, in any way, create a hostile work environment.
- Storing Village data on portable devices or storage outside the Village's network without the express permission of the department director.

- Using the computer to communicate inappropriate messages or jokes that may be considered offensive by others.
- Illegal activity of any kind.
- Trying to damage the Village or an employee of the Village in any way.

Technology use and security policy violations will be investigated. Complaints alleging misuse of IT resources will be directed to those responsible for taking appropriate disciplinary action. Noncompliance with the Village's policy may result in discipline up to, and including, termination. Depending upon the nature of the violation, criminal or civil charges might also be filed. Offenses that are in violation of local, state, federal or international laws will result in the immediate loss of computing privileges, possible termination of employment, and will be reported to the appropriate law enforcement authorities.

The IT Manager working with Department Heads and Human Resources typically handles minor infractions of this policy or those that appear accidental in nature internally in an informal manner by electronic mail or in-person discussions. More serious infractions are handled via formal procedures. In some situations, it may be necessary to suspend account privileges to prevent ongoing misuse while the situation is under investigation.

More serious infractions, such as unauthorized use, attempts to steal passwords or data, unauthorized use or copying of licensed software, violations of Village or department policies, or repeated violations of minor infractions may result in the temporary or permanent loss of access privileges. In all cases, the offender's department head will be notified of the infraction.

If you identify computer security vulnerability, you are required to report it to the Information Systems director immediately. The Village will not retaliate against individuals for reporting suspected violations of this policy.

An employee who leaves employment must return all Village equipment, including telecommunication/computer equipment, to his/her department head upon the first request prior to or after separation procedures.

9.14 Telecommunications (Telephones, Cell Phones, Faxes, Radios)

It is the policy of the Village to issue telecommunications equipment to employees to enhance the efficiency and effectiveness of business communications, to ensure that telecommunications equipment is used wisely, and to ensure that public funds are used prudently. These procedures ensure that usage, costs, and appropriateness are reviewed by the department management on a regular basis. **EMPLOYEES USING VILLAGE OWNED TELECOMMUNICATIONS EQUIPMENT HAVE NO EXPECTATION OF PRIVACY IN SUCH EQUIPMENT.**

A request to obtain the use of telecommunications equipment shall be submitted in writing to the IT department by the department head. The request must indicate which specific telecommunications device is required. Each request must state to whom the equipment will be assigned, their respective title, the account to be charged, and which of the following four standards for issuance apply:

A. Level of Responsibility: Users are involved in significant organizational activities and

policy determinations that require immediate and ongoing communication and accessibility. The user may be required to maintain communication/contact outside of the normal workday.

- B. Emergency Response: Users are required to have access to cellular equipment for emergency response purposes.
- C. Field Level: Users have direct responsibility for managing field operations. The employee's job requires a significant amount of time in the field or in a vehicle. The job has a high volume of time-sensitive calls.
- D. Public/Employee Safety: Continuous contact or immediate response is required to provide safety. Users must hold a duty assignment that requires continuous contact or immediate response to situations that promote public and/or employee safety.
- E. Your Department Manager must approve the use of your own phone. You will receive a stipend once a month for \$20.00 (this benefit is taxable).

The assigned telecommunications equipment should not be transferred to other users without written approval from the department head.

Employees are permitted to use Village telecommunications for personal reasons in cases of absolute necessity. Any personal phone calls made or received shall be limited to a short duration and done so away from the general public.

Employees should discourage persons from telephoning them for non-business reasons at work. Abuse of this limited privilege for personal phone calls may result in the privilege being revoked.

The department head shall be responsible for a regular review of actual usage of cellular equipment time. Unauthorized personal use of the assigned equipment shall trigger a review of the employee's overall use of such equipment. Violations of this policy may result in the employee's loss of the cellular equipment or other appropriate sanction, up to and including termination of employment.

It is the responsibility of the employee assigned telecommunications equipment to look after such equipment in accordance with this policy. Telecommunications equipment should not be left accessible to others; in the event of the loss or theft of the cellular equipment the employee should notify the department manager in writing. Equipment lost / damaged through negligence shall be replaced / repaired at the expense of the employee. Employees should not use cellular equipment while driving a vehicle or when involved in other unsafe conditions.

The department head will immediately advise the IT Manager (or IT Staff) of any loss, damage or theft of telecommunications equipment.

Long distance telephone calls are restricted to Village business only and are made under the authorization of the individual department head.

Any personal long distance calls must be made collect or using a personal calling card.

When any telephone equipment is no longer needed by an employee it should be returned to their department head to be re-issued to another employee

9.15 Social Media Policy

A. PURPOSE

The Village of Romeoville recognizes the popularity of Internet social media, such as Facebook, Twitter, blogs and wikis. We also recognize the possible value to the individual and our organization of being able to access and share information on such sites and that employees have the right to engage in concerted activities. However, employees' use of social media can compromise confidential and proprietary information, damage the reputations of individuals and organizations, and expose The Village of Romeoville, and employees as individuals, to liability for damages.

To minimize these risks, avoid declines in employee productivity and job performance, and ensure that our IT resources and communications systems are used only for legitimate purposes, the Village of Romeoville expects its employees to adhere to the following guidelines regarding the use of social media.

B. COMPLIANCE WITH RELATED POLICIES AND AGREEMENTS

First and foremost, individuals must recognize that they are individually responsible for everything they post or disseminate on social media, and that postings can be and often are viewed and re-circulated much more widely once they appear on a particular site. This can occur very rapidly, with the result that something intended for a limited audience quickly is shared with a much wider, unintended audience. Also, once an item is on the internet, it may live there forever, despite attempts to retract it.

Therefore, social media should never be used in a way that violates any other Village of Romeoville policies or employee obligations. If your post would violate any of the Village of Romeoville's policies in another forum, it will also be a violation in an online forum. For example, employees are prohibited from using social media to:

- Violate the Village of Romeoville's IT resources and communications systems policies.
- Violate the Village of Romeoville's confidentiality and proprietary rights policies.
- Circumvent the Village of Romeoville's ethics and standards of conduct policies.
- Defame or disparage the Village of Romeoville or its affiliates, constituents, clients, vendors or other interested parties.
- Harass other employees in any way.
- Circumvent policies prohibiting unlawful discrimination against employees or applicants for employment.
- Violate the Village of Romeoville's privacy policies (for example, to access private password protected sites of co-workers or others without permission).
- Violate any other laws or ethical standards.

Employees who violate the Village of Romeoville's policies in any of these ways, and who are not engaging in concerted activity, may be subject to discipline, up to and including termination of employment.

C. PERSONAL USE OF SOCIAL MEDIA

Personal use of social media is never permitted on working time or by means of the Village of Romeoville's computers, networks and other IT resources and communications systems.

D. NO EXPECTATION OF PRIVACY

Do not use the Village of Romeoville's IT resources and communications systems for any matter that you desire to be kept private or confidential. All contents of the Village of Romeoville's IT resources and communications systems are the property of the Village of Romeoville. Therefore, employees should have no expectation of privacy in any message, files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on the Village of Romeoville's electronic information and communications systems.

You are expressly advised that in order to prevent misuse, **the Village of Romeoville reserves the right to monitor, intercept and review, without further notice, every employee's activities using our IT resources and communications systems, including but not limited to social media postings and activities, and you consent to such monitoring by your acknowledgement of this policy and your use of such resources and systems.** This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies.

The Village of Romeoville may also store copies of such data or communications for a period of time after they are created, and may delete such copies from time to time without notice.

E. BUSINESS USE OF SOCIAL MEDIA

If your job duties involve your speaking on behalf of the Village of Romeoville in a social media environment, you must first obtain, seek approval for, such communication from the Village Manager. Likewise, if you are contacted for comment by or about the Village of Romeoville for publication, including in any social media outlet, direct the inquiry to Village Manager's office and do not respond without written approval.

F. GUIDELINES FOR EMPLOYEES' RESPONSIBLE USE OF SOCIAL MEDIA

The above material covers specific rules, policies and contractual obligations that employees must follow in using social media, whether for personal or business purposes, in consideration of their employment and subject to discipline for violations. The following sections of the policy provide employees with common-sense guidelines and recommendations for using social media responsibly and safely, in the best interests of the Village of Romeoville. These guidelines reflect the "duty of loyalty" every employee

owes its employer, and are intended to add to, not limit or replace, the applicable rules, policies and obligations set forth above.

G. PROTECT VILLAGE OF ROMEOVILLE'S GOODWILL AND REPUTATION

The Village of Romeoville's policies prohibit employees from making disparaging or defamatory statements about the Village of Romeoville or its activities when speaking as a public employee on matters that are not of a public concern, or concerted activities. Employees must never post comments that are knowingly false about the Village of Romeoville and remember that your statements have the potential to result in liability for yourself or the Village of Romeoville. In addition, you should also avoid social media communications that, although innocent in intent, might be misconstrued or misunderstood so as to damage our goodwill and reputation. Protecting the Village of Romeoville's goodwill and reputation is every employee's job.

Make it clear in your social media postings that you are speaking on your own behalf. Write in the first person and use your personal e-mail address when communicating via social media. If you disclose your affiliation as an employee of the Village of Romeoville, you should also include a disclaimer that your views do not represent those of your employer. For example, consider such language as "the views in this posting do not represent the views of my employer." Use good judgment about what you post, however, and remember that anything you say can reflect on the Village of Romeoville even if you include such a disclaimer.

If you are uncertain or concerned about the appropriateness of any statement or posting, refrain from making the communication until you discuss it with your manager.

If you see content in social media that disparages or reflects poorly on you or your department or the Village of Romeoville, do not retaliate or take it on yourself to immediately reply. Instead, consult your Department Manager.

H. RESPECT OTHER'S INTELLECTUAL PROPERTY AND CONFIDENTIAL INFORMATION

The Village of Romeoville policies also restrict employees' use and disclosure of confidential information and intellectual property. Even beyond those mandatory restrictions, however, you must protect proprietary and other confidential information and intellectual property, and refrain from doing anything to jeopardize them, through your use of social media.

To protect yourself and the Village of Romeoville against liability for copyright infringement, include source references for particular information that you post or upload, and cite the sources accurately. If you have any questions about whether a particular post or upload might violate the copyright or trademark of any person or company, ask the Village of Romeoville's Human Resources department before making the communication.

I. RESPECT YOUR CO-WORKERS AND COLLEAGUES

Employees must refrain from posting any harassing or discriminatory content or remarks that are barred by law or policy.

Do not post anything that your co-workers or the Village of Romeoville's affiliates, partners, constituents, clients, vendors or others might find offensive. Never include

ethnic jokes or slurs, sexist or other discriminatory comments, or insults or obscenity in anything you post.

Please sign the acknowledgement form which will be given to all employees by their Supervisor or Human Resources Manager.

SECTION 10 DISCIPLINARY ACTIONS

10.1 General

Employees shall be subject to disciplinary action for failing to fulfill their duties and responsibilities. It shall be the policy of the Village to administer disciplinary action uniformly and without discrimination. Disciplinary action may include action up to and including termination. Discipline will be based upon the nature and severity of the infraction and conditions surrounding the incident.

The following is a guideline of some, but not limited to, circumstances on which disciplinary action may be taken.

1. Any falsification of information on the job application, other employment records, or timesheets/time cards.
2. Possession, use, or under the influence of any alcoholic beverages or illegal/controlled substance or drug.
3. Willful disobedience, insubordination, or intentional failure to carry out any reasonable order by a superior.
4. Deliberate damage, destruction, theft, or unauthorized removal of Village property or another employee's property.
5. Any act which endangers the safety, health or well-being of another Village employee, or person(s) of the general public.
6. Abuse of leave policy and absence without leave.
7. Fighting on any Village premises at any time.
8. Violation of any policy outlined in this manual, or any departmental rules, regulations and/or policy.
9. Inefficiently performing the duties of the position.
10. Any act which would cause substantial disruption to the department in which the employee is assigned, or brings discredit to the Village.
11. Any act of bullying or intimidation.
12. Use of foul language.

10.2 Disciplinary Steps

The employee's immediate supervisor or department manager shall inform the employee of the reason for disciplinary action. When practicable, as determined by the Village Manager or designee, disciplinary action against the employee may be progressive or based on the seriousness of the offense can lead directly to suspension or termination.

10.3 Appeal of Termination

An employee terminated has the right to appeal to the Village Board of Trustees within 15 days of the termination. The employee needs to contact the Village Manager or designee within three business days of termination notice to set up the hearing. This hearing is only for the employee and the Village Board of Trustees. If the employee does not appeal the termination is final

SECTION 11: PERSONNEL RECORDS

11.1 Personnel Files

The Human Resources Office shall maintain the Village's official central personnel records for all Village employees. Personnel records shall include a file for each employee. This file includes information regarding attendance, pay, performance, attendance at training sessions, disciplinary action, commendations and any other items of a personnel nature. It is considered an official record.

Information contained in the personnel files is considered confidential. The file may be reviewed by the employee's supervisor, Village Manager, department head, and Village President. If an employee is applying for a promotion or a transfer to another department, the respective department head may also review the file.

A separate file for any medical records shall be maintained and located separately from the employee's personnel file. Access to this file will be limited to managers who have a legitimate need to review this information.

Upon appropriate request, an employee may inspect and have copies made of his/her personnel file during regular business hours of the Human Resources Office. Employees shall have the right to respond in writing to any information with which he or she disagrees. The employee's response shall become part of the employee's personnel file. Employees may not copy or inspect pre-employment information, such as reference checks.

Supervisors may also keep copies of records regarding employees for purposes of administering attendance, performance and disciplinary policies.

All requests for verification of employment or for references shall be handled by the Human Resources Office and only will be provided if the employee supplies a signed authorization for the Human Resources Office to do so. Other Village departments or supervisors are not to provide information regarding their employees or ex-employees to other individuals, businesses or outside agencies.

11.2 Change in Personal Information

Employees are required to provide information regarding name, address, telephone number, dependents, marital status, disability status, next of kin, beneficiaries, and emergency contact. Employees are required to inform the Human Resources Office in writing of any changes within two weeks of their occurrence. If such changes are not sent to the Human Resources Office in accordance with this policy, any problems associated with the Village's use of out-of-date information shall be the responsibility of the employee.

SECTION 12: FINANCE

12.1 Petty Cash Expenditures

The Village has established a petty cash fund to be used for reimbursements or purchases under \$50.00. All requests for reimbursements shall have prior approval by the department head and shall be accompanied by a receipt. Any purchases or reimbursements in excess of \$50.00 shall follow the normal purchasing procedures. Records of all payments made from the petty cash account shall be kept by the Village Manager or designee and audited at least once annually.

12.2 Credit Cards

Use of the Village credit card must be approved in writing by the Village Manager or Finance Director. The request shall be for budgeted items only and when there are restraints that limit the usual purchase order process.

12.3 Expense Reimbursement

It is the Village's policy to reimburse staff for reasonable and necessary expenses incurred in direct connection with Village business.

A. Responsibility and Enforcement

Administration of this policy is the responsibility of the employee and employee's supervisor.

B. Travel and Expense Policy

Employees are responsible for:

- Exercising good judgment with respect to travel expenses.
- Checking the accuracy of bills and other documents before payment.
- Obtaining and submitting all required documentation.
- Reporting all expenses and advances promptly and accurately with the required documentation and having their manager approve all expenses.

Any and all expenses beyond the scope and/or guidelines established in the policy must be approved by the Village Manager.

Note: By including an item on an expense report, employees are representing that the amount was actually incurred in connection with legitimate Village business. Any expense that is determined not to be legitimate will not be reimbursed to the employee and/or will be reimbursed by the employee to the Village.

C. EXPENSE REPORTING REQUIREMENTS

Expense reimbursement requests should be prepared promptly. In general, expenses must be submitted within 30 days of when they were incurred.

- Documentation Requirements

An original receipt must be submitted for any expense.

- Expense Report Processing and Reimbursement

The following audit checks of an expense report must be performed by the approving manager and reviewed by Accounts Payable before reimbursement is processed:

- Business purpose is valid and fully explained.
- All required receipts have been submitted, and properly support the reported expenditures/ evidence proof of payment.
- The expense report has been properly completed and approved.
- The expenses qualify for reimbursement in accordance with this policy.

Improperly approved, incomplete or unsupported expense reports will initially be returned to the employee with comments explaining the problem to the employee or authorized approver for correction and resubmission. If following the correction, any portion of the expense report remains contested, those portions of the expense report that are supported and approved will be reimbursed and not withheld during the review of questioned portions of the expense report.

Items that are not allowable expenses will be deducted from the reimbursement. Details of the correction will be provided to the employee and the manager/department head.

D. CONFERENCE/SEMINAR REGISTRATION

- Registration

Employees must submit a request to attend any conference and/or seminar. The request shall be submitted on the appropriate form at least four weeks prior to the conference and/or seminar.

- Cancellation

In the event that an employee is unavailable to attend a conference, any fees associated with the cancellation of such conference will be reimbursed to the Village unless there is an unforeseen circumstance and approved by the Village Manager.

- Per Diem - One Day Seminar/Business Trip

For one day seminars/business trips a \$30.00 per diem will be allotted (no receipts required) if a meal is not included in the registration price. Funds may be advanced \$30.00 for parking. The employee will provide the Village a receipt or other sufficient documentation and return any unused funds to the Village.

- Per Diem – Conference/Business Trip

The per diem established by the Village is \$60.00 per day. The per diem is to cover all employee expenses (meals, snacks, tips, bellman, other) except those specifically

prescribed within the policy. No receipts need be kept or funds returned to the Village if expenses are under the per diem granted for the conference/business trip.

If expenses exceed per diem reimbursement to employees will be limited based on the following factors:

Itemized Receipts or other sufficient documentation must be provided for all expenses including meals and snacks.

Under no circumstances will more than \$60.00 for meals and snacks, including tips be reimbursed for a given day.

Individual meals, including tips, will not be reimbursed above the following levels:

Dinner	\$35.00
Lunch	\$30.00
Breakfast:	\$25.00
Snacks	\$15.00 per day

In no event will the Village pay/reimburse for any alcohol.

Occasionally, an employee who is traveling may need to entertain a business associate. For all business meals/meetings expenses above the allotted per diem, the date, location, business purpose, and name and title of all attendees must be documented with itemized receipts. In no event will the Village pay for any alcohol.

The Village will reimburse the employee up to \$60.00 per person attending the meal/meeting excluding the employee and an additional \$35.00 for the employee. If the employee did not receive per diem an additional \$25.00 will be allowed. If the meeting/meal is determined by the Department Head or Village Manager to be unauthorized/ inappropriate, funds will not be reimbursed and funds will have to be returned to the Village.

The per diem will be \$30.00 for the day of departure and \$30.00 for the day of return. The day of departure shall be no more than one day prior to the start of the conference and the day of return shall be no more than one day after the conference. Departure and Return limits may be shortened to reasonable travel times based upon the location of the conference.

Village employees who are authorized to use Village Credit Cards, have received per diem and use the card for per diem eligible expenses in the course of travel will return funds to the Village in an amount equal to the charges. If the charge is for a business/meeting, funds spent above the business meal/meeting limit will be reimbursed to the Village. If the meeting/meal is determined by the Department Head or Village Manager to be unauthorized/inappropriate, funds will not be reimbursed and funds will have to be returned to the Village.

Department Heads may, based on the circumstances associated with the business travel and/or conference/seminar, reduce the per diem provided to an employee.

The Village Manager may approve additional per diem and/or reimbursements based on the circumstances associated with the business travel and/or conference/seminar.

E. AIR TRAVEL

- Class of Service

For all flights economy (coach) class tickets should be purchased. Upgrades are permitted only if there is no charge to the Village or prior approval is received from the Village Manager.

Effort should be made to book arrangements well in advance to attain maximum cost savings. Except in emergencies, all travel should be scheduled at least seven days in advance to obtain the next best fares.

Note that an employee's frequent flyer preference is secondary to obtaining the most cost-effective fare. Although employees may keep any frequent flyer mileage they accumulate on Village business trips, employees may not refuse a lower fare on a particular airline or routing in order to accumulate mileage in a frequent flyer program. If the lowest direct fare is not selected, employees will be required to document a reason before booking can continue.

In the event a flight needs to be cancelled, employees should note that the cost of a non-refundable ticket can be applied toward the purchase of a future ticket for the same passenger on the same airline, provided the ticket has been canceled in advance of the scheduled flight time. In the event that an employee is unable to travel on a flight booked as non-refundable, any fees associated with the flight should be reimbursed by the employee, unless caused by an unforeseen circumstance and approved by the Village Manager.

F. LODGING

- Rates

The Village will pay for lodging accommodations for reasonably priced single occupancy rooms at moderate hotels. Employees are expected to use sound judgment in selecting accommodations. Lodging will not be provided for events/conferences/business trips that are within 50 miles of Village Hall, excluding multi-day events/conferences/business trips to Chicago, unless authorized by the Village Manager.

In locations where the conference/event/etc. has negotiated preferred rates with certain hotels, the Village will offer accommodations at these properties first. Alternate hotels will be allotted, including tax, up to the lesser of \$300.00 a night or the per night on-site conference/event rate.

If the travel is not for a conference/event or no conference/event hotel rates have been provided the following per-night room rate maximum including tax will be followed:

Major Urban City (250,000 plus population)	\$300.00
Non-Major Urban City (100,000-249,999 population)	\$210.00
Non-Urban (Under 100,000 population)	\$150.00

- Late Arrival/Hotel Cancellation

If the employee's travel plans change and the reservation is not canceled, a "no-show" charge may be billed. To avoid this, whenever a reservation will not be used, the employee should contact the hotel to cancel the reservation and keep a record of the cancellation number. Any fees associated with a cancellation will be paid by the employee unless there was an unavoidable reason for not canceling within the appropriate timeframe.

- Other Hotel Charges/Travel Incidentals

Business calls made from the hotel will be reimbursed. In addition, when out-of-town, employees are entitled to make occasional personal calls, which will be reimbursed provided they are of reasonable frequency and duration. Room charges for personal items (such as movies, laundry, etc.) are not reimbursable

- Transportation / Rental Cars

As with all expenditures, car rentals, taxi rides and limousine services should be used only when necessary.

Employees will not be reimbursed for parking tickets or traffic fines whether using a rental car, a village car or their personal car.

- a. To and from Home and the Airport:

The Village will reimburse the employee either mileage plus daily parking (up to \$30.00 per day) at the airport or the cost of a limousine ride (or other transportation) to and from the airport up to the cost of \$30.00 per day plus \$40.00. Receipts must be provided. The Village may advance the funds to the employee with the unused portion to be returned to the Village.

- b. To and from the Hotel to the Airport:

A car rental would not normally be justified solely for transportation between the airport and hotel if less expensive shuttle or cab service is available. Many hotels have courtesy cars that will pick up and return the traveler to an airport for no charge; employees are urged to take advantage of this free service whenever possible. In addition, at most major airports, airport limousine or bus services are available, which are as quick as a taxi and much less expensive. Employees should also assess whether using taxis is more economical than renting a car.

An additional Per Diem of \$25.00, if necessary and at the discretion of the Department Head will be given for transportation to and from the hotel and airport to cover both the arrival and departure. If expenses, including tips, exceed \$25.00 receipts must be provided for additional reimbursement. If total expenses exceed \$50.00, the Village Manager must approve reimbursement above \$50.00.

c. Rental Car

When a rental car is needed, it must be pre-approved by the Village Manager and a maximum per diem of \$60.00 per day will be given (receipts must be provided).

When renting cars, employees should always decline the Collision Damage Waiver as this would be covered by the Village's insurance.

Employees should decline the fuel purchase option, and should always refuel rental cars before returning. Rental agency refueling charges are often two to three times the prevailing rate per gallon.

Rental cars are only to be used for business purposes. Rental cars will not be reimbursed if used for personal business during travel.

d. Parking

A \$30.00 per day per diem (receipts required) will be given for parking unless it is the conference/hotel site.

e. Taxis

The use of taxi cabs is permitted when other transportation is not available or when it is less expensive than other transportation options such as car services.

The use of taxis should be minimized and limited to business purposes. Reimbursement of over \$12.00 per full day and \$6.00 for a partial day, including tips, must be approved by the Village Manager. Receipts must be provided.

f. Use of Personal Vehicle for Village Business

When a village vehicle is not available, employees will be reimbursed for mileage at the current IRS rate, tolls, and parking when using their personal vehicle for business purposes.

When requesting mileage reimbursement, employees should indicate origin, destination, total mileage, and purpose. If a personal vehicle is used and shared by multiple employees, only one employee may receive the mileage reimbursement.

Employees using their own vehicle for business must carry adequate auto insurance coverage. The village will not will not reimburse employees for accidents, parking tickets, or traffic citations incurred when personal vehicles are used for business.

Village employees who receive a car allowance are not entitled to mileage reimbursement unless the travel destination exceeds 75 miles actually traveled (One Way) and the original point of origin and return is from the Village Hall and/or the employee's home.

Village employees cannot transport any participant in their personal vehicle to an event of any kind.

g. Village Vehicles

Individuals who are provided with or use a company car will be reimbursed for gasoline, oil, repairs and maintenance (tires, batteries, tune-ups, etc.), insurance, parking and tolls incurred when the car is used for business related trips.

Employees with company cars are not eligible for a standard mileage rate reimbursement. Tolls, parking, and gas expenses incurred when the car is used for personal reasons or for normal commutation will not be reimbursed.

Village Employees transporting participants to an event must use a village vehicle and be at least 21 years of age.

The Village Manager or Department Heads can mandate an employee use a village vehicle for business related travel, as well as mandating employees travel together in a Village vehicle.

G. SPOUSE/COMPANION

The Village will not reimburse any expenses associated with a Spouse or Companion who may accompany an employee to a seminar/conference/ event.

ENTERTAINMENT

Entertainment expenses will not be reimbursed. Entertainment includes but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private engagement or amusement, unless ancillary to the purpose of the program or event.

H. APPROVAL OF EXPENSES BY VILLAGE BOARD

Any expenses of any Village Board Member, including the village President and Village Clerk, Village Employee or Village commission member that exceeds by \$100.00 the maximum allowed under the regulations of the Village's Expense Reimbursement Policy.

I. SEMINAR WRITE-UP FORM

Every employee who attends a seminar or conference will turn in a Seminar Write-up Form that will provide brief but in-depth detail of what seminar and/or conference sessions the employee attended, what the employee learned and what benefit it will bring to the Village and/or employee. A form must be filled out for each session attended.

J. TRAVEL APPROVAL

Travel to seminars, conferences, business trips, etc. under \$1,000 (including the cost of the seminar) shall be approved in advance by the Department Head for their employees.

Travel to seminars, conferences, business trips etc. exceeding \$1,000 (including the cost of the seminar) shall be approved in advance by the Village Manager for all Department Heads and employees and by the Village Board for the Village Manager.

Travel Authorization Forms, as provided by the Finance Department, must be attached by the requesting department to the purchase orders before approval.

No travel related arraignments may be made prior to the issuance of a fully approved Travel Authorization Form and fully approved Purchase Order.

Employees under 18 years of age will be required to have a waiver signed by a parent or legal guardian.

Village employees are expected to follow all relevant Village policies and procedures when traveling including those set forth in in the employee handbook. Misconduct will result in disciplinary action.

Travel and training for all employees is a privilege and will be determined by the appropriate Village management based upon the needs, financial constraints and legal requirements of the Village.

K. NON-EXEMPT and PART-TIME STAFF

In general travel and expense reimbursement policies will apply the same for Non-Exempt full-time staff and part-time staff. The village will follow the guidelines set by the Fair Labor Standard Act regarding employee compensation.

L. CREDIT CARD USAGE

Use of current Village Credit Cards, which includes store/vendor specific cards and purchasing cards, must be approved in writing by the Village Manager or Finance Director. An approved Purchase Order will constitute written approval. The request shall be for budget items only and used only when there are restraints that limit the use of the usual purchasing process. All internet and phone purchases over \$50.00, including those for travel, must have approval prior to the purchase. All other Credit Card purchases over \$50.00 must be approved in advance when feasible.

Additional Credit Cards must be approved in writing by the Finance Director. Card limits will be set at levels appropriate for the intended use.

All credit card purchases will have a completed Village of Romeoville Credit Card Expense Form attached.

All credit card purchases for travel related expenditures will have a completed and properly authorized Travel Authorization Form attached.

M. EXPENSE REIMBURSEMENT POLICY VIOLATIONS

Violations of the Expense Reimbursement policy may lead to discipline up to and including termination.

Unauthorized expenditures may require the employee to reimburse the Village for the unauthorized charges and may lead to discipline up to and including termination.

Personal expenditures made with Village funds or Credit Cards will require the employee to reimburse the Village for the expenditures and shall lead to discipline up to and including termination.

SECTION 13: EMPLOYEE TRAINING

13.1 Orientation of New Employees

All new employees of the Village shall participate in an orientation program conducted by the Human Resources Office as soon as practicable after commencement of employment. The goal of this training is to introduce the new employee to the Village organization, benefits, rights, privileges, responsibilities, expectations, and other matters related to employment.

Each department is responsible for orienting new employees on specific issues and policies that are applicable to that department.

13.2 Scheduling of Training

It will be the responsibility of the employee to arrange with the Department Manager for the scheduling of training and educational programs so as not to interfere with the efficient operations of the department.

SECTION 14: EMPLOYEE RELATIONS

14.1 Performance Reviews

The Village shall attempt to conduct a minimum of one written performance review per year for all employees. Performance evaluation forms will be completed by the employee's immediate supervisor. The annual performance evaluation should be completed for each employee, and a copy provided to the employee. A personal interview between the employee and the immediate supervisor shall be conducted within a reasonable period of time after receipt by the employee of the written evaluation.

The evaluation will include a review of the employee's principal responsibilities, an appraisal of the employee's job performance, a discussion of problem areas, and a plan of action to set objectives for performance and to assist in alleviating any problem areas.

All evaluations shall be submitted to the Village Manager for review and be made a part of the employee's personnel records.

14.2 Anti-Harassment

A. STATEMENT OF POLICY

It is the Village of Romeoville's policy that it will not tolerate or condone discrimination or harassment on the basis of race, color, religion, sex, gender, sexual orientation, genetic information, national origin, age, physical or mental disability, ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status, or any other classification prohibited under federal or state law. The Village of Romeoville will neither tolerate nor condone discrimination or harassment by employees, managers, supervisors, elected officials, co-workers, or non-employees with whom Village of Romeoville has a business, service or professional relationship. Retaliation against an employee who complains about or reports any act of discrimination or harassment in violation of this policy is prohibited. Retaliation against any employee

who participates in an investigation pursuant to this policy is likewise prohibited. The Village of Romeoville is committed to ensuring and providing a work place free of discrimination, harassment, and retaliation. The Village of Romeoville will take disciplinary action, up to and including termination, against an employee who violates this policy.

As set forth above, sexual harassment is prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal or physical conduct of a sexual nature when:

1. submission to or rejection of this conduct explicitly or implicitly affects a term or condition of individual's employment;
2. submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee or;
3. the harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment because of the persistent, severe or pervasive nature of the conduct.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The employee as well as the harasser may be a woman or a man. The employee does not have to be of the opposite sex.
- The harasser can be the employee's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The employee does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the employee.
- The harasser's conduct must be unwelcome.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as sexual harassment or harassment based on any status protected by law. The following are illustrations of actions that the country deems inappropriate and in violation of our policy:

1. Unwanted sexual advances.
2. Offering employment benefits in exchange for sexual favors.
3. Making or threatening retaliation after a negative response to a sexual advance or after an employee has made or threatened to make a harassment complaint.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, derogatory or suggestive comments about a person's body or dress.

6. Written or electronic communications of a sexual nature or containing statements or images which may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes regarding disabled individuals.
7. Physical conduct such as unwanted touching, assaulting, impeding or blocking movements.

B. RESPONSIBILITIES

- **Supervisors**

Each supervisor shall be responsible for ensuring compliance with this policy, including the following:

1. Monitoring the workplace environment for signs of discrimination and harassment;
2. Stopping any observed acts of discrimination or harassment and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision.
3. Reporting any complaint of harassment or discrimination to the Human Resources Manager; and
4. Taking immediate action to limit the work contact between the individuals when there has been a complaint of discrimination or harassment, pending investigation.

- **Employees**

Each employee is responsible for assisting in the prevention of discrimination and harassment through the following acts:

1. Refrain from participation in, or encouragement of, actions that could be perceived as discrimination or harassment.
2. Reporting any violations of this policy to a supervisor and law enforcement (if appropriate under the circumstances); and
3. Encouraging any employee who confides that he/she is the victim of conduct in violation of this policy to report these acts to a supervisor.

Failure to take action to stop known discrimination or harassment may be grounds for discipline.

There is a clear line in most cases between a mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Employees are free to form social relationships of their own choosing. However, when one employee is pursuing or forcing a relationship upon another who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. An employee confronted with these actions by a co-worker should inform the harasser that such behavior is offensive and tell the harasser to stop. You should assume that sexual comments are unwelcome unless you have clear unequivocal indications to the contrary. In other words, another person does not have to

tell you to stop for your conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited.

If you are advised by another employee that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions.

The Village of Romeoville does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including supervisory and management employees.

C. APPLICABLE PROCEDURES

The Village of Romeoville takes allegations of discrimination and harassment very seriously. It will actively investigate all complaints.

It is helpful for the employee to directly inform the offending individual that the conduct is unwelcome and must stop. The employee should use the Village of Romeoville's complaint procedure to advise the Village of Romeoville of any perceived violation of this policy.

- **Bringing a Complaint**

Any employee of the Village of Romeoville, who believes that there has been a violation of this policy, may bring the matter to the attention of the Village of Romeoville in one of the following ways:

1. Advising his or her supervisor; or
2. Advising the offending employee's supervisor, the Human Resources Manager or the Village Manager in the event that the alleged harasser is the Human Resources Manager.

If the complaint involves someone in the employee's direct line of command, then the employee should go directly to the Human Resources Manager.

The complaint should be presented as promptly as possible after the alleged violation of this policy occurs.

- **Resolution of a Complaint**

Promptly after a complaint is submitted, the Village of Romeoville will undertake such investigation, corrective and preventative actions as are appropriate. In general, the procedure in resolving any complaints can (but will not necessarily) include any of the following items:

1. A meeting between the employee making the complaint and an individual designated by the Village of Romeoville to investigate such complaints. Important data to be provided by the complaining employee includes the following:
 - a. A description of the specific offensive conduct;
 - b. Identification of all person(s) who engaged in the conduct;

- c. The location where the conduct occurred;
 - d. The time when the conduct occurred;
 - e. Whether there were any witnesses to the conduct;
 - f. Whether conduct of a similar nature has occurred on prior occasions;
 - g. Whether there are any documents which would support the complaining employee's allegations;
 - h. What impact the conduct had on the complaining employee.
2. While not required, the Village of Romeoville encourages anyone who makes a complaint under this policy to provide a written statement setting forth the above details and attaching any pertinent records.
 3. After a written statement of complaint is submitted by the employee, the alleged offending individual should be contacted by a designated representative of the Village of Romeoville. The alleged offending individual should be advised of the charges brought against him or her, and may be provided with a copy of the written statement of complaint made by the complaining employee. The alleged offending individual should have an opportunity to fully explain his or her side of the circumstances, and may also submit a written statement, if desired.
 4. After the alleged offending individual is interviewed, any witnesses identified by either the complaining employee or the alleged offending individual may be interviewed separately.
 5. Once the investigation is completed, the Village of Romeoville will take such action as is appropriate based upon the information obtained in the investigation. In the event that the Village of Romeoville finds merit in the charges made by the complaining employee, disciplinary action will be taken against the offending employee. This disciplinary action may result in discipline up to and including termination of employment.
 6. Upon completion of the investigation, the Village of Romeoville will advise the complaining employee of the results of the investigation, including action taken, if any, against the offending individual.

When investigating alleged violations of this policy, the Village of Romeoville looks at the whole record including, but not limited to, the nature of the allegations, the context in which the alleged incidents occurred, and the statements of the parties and witnesses. A determination on the allegations is made from the facts on a case-by case basis.

Knowingly making a false report of sexual harassment may result in discipline up to and including termination.

D. Non-Retaliation

Under no circumstances will there be any retaliation against any employee making a complaint of discrimination or harassment. Any act of retaliation by any party directly

against a complaining employee, or accused employee, witness, or participants in the process will be treated as a separate and distinct charge and will be similarly investigated. Complaints of retaliation should be addressed to the Human Resources Manager or the Village Manager.

If you have any questions concerning the Village of Romeoville's policies on this matter, please see your supervisor or the Human Resources Manager. Further information may also be obtained from the Illinois Department of Human Rights, 312-814-6200, or the Equal Employment Opportunity Commission (EEOC), 800-669-4000.

Please acknowledge receipt and review of this policy by completing the attached acknowledgement and returning it to Human Resources.

14.3 Employee Assistance Program

The Village recognizes that problems of a personal nature can have a negative effect on an employee's job performance, and the Employee Assistance Program ("EAP") has been established to help deal with these problems. The EAP is designed to deal with a broad range of personal problems such as alcohol or drug abuse, emotional or behavioral disorders, family discord, and other personal problems.

The goals of the EAP are:

- A. To identify troubled employees.
- B. To motivate them to seek and accept help.
- C. To assess their situation and develop a plan of action.
- D. To assist them in getting the services they need.

Counseling is confidential in the EAP, although a supervisor may refer an employee. No records are released to the Village without the employee's consent. Employees who utilize the EAP on their own initiative are assured of confidentiality.

The services of the EAP are available to all full-time employees and their dependents, if the dependent is covered by the employee's health insurance coverage. An appointment with an EAP counselor can be arranged by telephone. The telephone number is available in the Human Resources Office.

There is no charge for the initial assessment service. However, if costs are incurred for rehabilitation services that are not covered by insurance, that cost will be the responsibility of the employee.

SECTION 15: EMPLOYEE HEALTH

15.1 Physical Examinations

There may be times when an employee, or group of employees, by the nature of their job or job assignments, must undergo certain medical examinations and/or tests for their own safety and the safety of others. Such examinations and/or tests shall be restricted to only those which are directly related to the safe performance of their job as well as other Village employees and the public with whom they are or may have been in contact. The costs for such examination and/or tests will be borne in full by the Village. Failure of an employee to

submit to such required examinations and/or tests ordered or administered by the Village, including failure to complete a required medical questionnaire, may disciplinary action to be taken against that employee, up to and including dismissal.

15.2 AIDS Policy

The Village shall not illegally discriminate in its employment or personnel practices against persons who have Acquired Immune Deficiency Syndrome (AIDS), are infected with the Human Immunodeficiency Virus (HIV), or are perceived to have any of the above conditions, hereinafter collectively referred to as AIDS.

The Village shall treat employees who have AIDS similar to those having any other life-threatening illnesses, which are not normally transmitted by casual contact in ordinary social or usual occupational settings. So long as such employees are medically and physically able to perform their jobs in a satisfactory manner and do not pose a danger to their own health and safety nor to the health and safety of others, they shall be permitted to work.

Coworkers shall have no valid basis upon which to refuse to work or withhold their services for fear of contracting AIDS by working with or near an AIDS-infected person. Therefore, employees who engage in such refusals to work or withholding of services, or who harass or otherwise illegally discriminate against an AIDS-infected employee shall be subject to disciplinary action.

In the event that an employee has, or is believed to have had, an on-the-job or occupational exposure to blood or body fluids, the employee shall be transported to a medical facility for HIV antibody testing. Such testing shall be at the Village's expense.

It shall be the Village's responsibility to make available necessary protective garments and equipment to employees who are at risk of occupational exposure to AIDS to facilitate the safe performance of their jobs.

15.3 Drug and Alcohol Policy

The Village has a vital interest in maintaining a safe, healthy and efficient working environment for its employees. Drug and alcohol use both on and off-the-job can impair an employee's ability to perform his/her job responsibilities, and can also pose a safety and/or health risk to the employee, other Village employees, the public and to Village property. All employees are required to report to their jobs in the appropriate mental and physical condition, ready and able to work.

The Village also recognizes that its own health and future are dependent upon the physical and psychological health of its employees. Accordingly, the Village has established the following guidelines with regard to use, distribution, possession and/or sale of alcohol and/or prohibited substances.

For purposes of this policy, the term "prohibited substances" shall be defined as any controlled substance, including marijuana, cocaine, opiate, amphetamine, PCP and all other "controlled substances" as defined by federal or state law. Prohibited substances shall also include any drug which is not legally obtainable and/or any drug which is legally obtainable, such as a prescription drug, but which has not been legally obtained, or is not being used for prescribed purposes, and/or is not being taken according to prescribed dosages.

- The Village will administer a pre-employment drug screening to prevent the hiring of individuals who use illegal drugs.
- The manufacture, possession, use, distribution, sale, purchase and/or transfer of, or being under the influence of, alcohol and/or illegal drugs, in any detectable amount, is strictly prohibited while on Village property, while performing Village business and/or while operating a Village vehicle. The lawful possession of alcohol in the original container and with the seal unbroken, in an employee's personal vehicle parked on Village property during the employee's assigned hours, or in a Village vehicle when being transported for a work-related purpose, shall not be a violation of this policy.
- The possession and/or use of a legal controlled substance, in any detectable amount, which impairs the employee's ability to perform the essential functions of their job is strictly prohibited while on Village property, while performing Village business and/or while operating a Village vehicle.
- Drug testing of sworn police officers shall be governed by the terms of the then-current collective bargaining agreement and not by this policy.
- Drug testing of all other employees shall be required when there is reasonable suspicion that an employee has any detectable amount of alcohol and/or drugs in his/her system. For purposes of this policy "reasonable suspicion" shall mean a Supervisor has a reasonable basis to believe the employee is impaired or manifests symptoms or conduct that impact his/her ability to sufficiently perform his/her job responsibilities. When such reasonable suspicion exists, the employee shall not be permitted to remain at work, on Village property and/or in possession of a Village vehicle, and shall be subject to an immediate drug and/or alcohol screening.
- Being under the influence may be determined by a test results which identifies any detectable amount of a prohibited substance upon urine testing processed by a federally-certified laboratory or based on observations that lead a supervisor to reasonably suspect that an employee is under the influence of drugs or alcohol.
- In addition to the drug and/or alcohol testing identified above, any employee possessing a commercial driver's license (CDL) as a condition of his/her employment, shall also be subject to random drug and/or alcohol testing.
- Refusal or failure to comply with the required drug/alcohol screening and/or random drug testing as set forth in this policy, will result in disciplinary action up to and including immediate termination of employment.
- Off-the-job illegal alcohol/drug use and/or illegal drug activity could adversely affect an employee's job performance, jeopardize the safety of other Village employees, the public or Village facilities, jeopardize the security of Village finances or business records and/or adversely affect customers or the public's trust in the Village's ability to carry out its responsibilities. Any reasonable suspicion that an employee is involved in off-the-job illegal alcohol/drug use and/or illegal drug activity will be considered a violation of this policy. For purposes of this policy "illegal drug activity" shall mean the manufacture, possession, distribution, sale, purchase and/or transfer of any illegal drug or any similar activity that would be a violation of Federal, State or local laws.

- The legal use of prescribed drugs or commercially available over-the-counter drugs is permitted on the job only if it does not impair an employee's ability to perform the employee's job duties. Employees using a prescribed medication or an over-the-counter medication that may impair mental or motor functions required for performance of their job duties must immediately inform Human Resources of such use. The Human Resources Manager, in conjunction with the employee, will discuss the level of impairment on an individual basis and may limit an employee's performance of duties or implement other responsive measures. This policy also prohibits 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 during the work day or work activities.
- The Village recognizes that alcoholism/drug abuse is a treatable illness. The Village shall not discriminate against employees based on the nature of such illness. No employee shall have his/her job security threatened by voluntarily seeking assistance for a substance abuse problem. The same consideration for referral and treatment afforded to other employees having non-drug/alcohol related illnesses shall be extended to such employees actively seeking treatment for substance abuse. While the Village supports employees' efforts to treat substance abuse, the Village may impose discipline in response to policy violations that arise prior to an employee's request to pursue treatment.
 - a. Every effort shall be made to work with and assist the employee in seeking and obtaining treatment without undue delay.
 - b. An employee who voluntarily seeks treatment for a substance abuse problem and requests a leave of absence for treatment may be granted the leave of absence, as permitted by Departmental needs and provided under applicable State and/or Federal law. An employee who seeks a leave of absence may also be eligible for benefits under the specifications of the existing insurance policy.

Any violation of this policy by an employee shall subject the employee to appropriate discipline, which may include termination of employment. An employee's unlawful use of prohibited substances and/or alcohol, and/or any unlawful drug activity, shall be cause for immediate discharge from further employment with the Village. Where an employee is subject to discipline due to Village's determination that the employee is impaired and the employee contends they are a "qualifying patient" under the Illinois Compassionate Use of Medical Cannabis Pilot Program Act, the Village will offer the employee the opportunity to respond to the determination regarding impairment as required by law.

Nothing in this policy shall be construed to discharge the Village from its responsibility to maintain a safe and secure work environment for its employees or from invoking such disciplinary actions as may be deemed appropriate for actions of misconduct by virtue of an employee's use or abuse of alcohol and/or any prohibited substance.

SECTION 16: SAFETY

16.1 Weapons Possession Policy

Employees may not, at any time, carry or possess a weapon in any building or portion of a building under the control of the Village, or in any vehicle owned, leased or under the control of the village. For purposes of this policy, “weapon” shall mean any loaded or unloaded gun, knives with blades over four (4) inches in length, explosives and/or any chemical whose purpose is to cause harm to other persons. For purposes of this policy “under the control of” shall mean any building or vehicle operated by the Village in its regular course of business, including but not limited to the Village Hall, the Village’s Law Enforcement Center, the Village’s Public Works Facility and wastewater pumping stations.

The policy shall not apply to sworn police officers employed by the Village. This policy shall apply to all other Village employees, regardless of whether the employee possesses a license issued by the Illinois Department of State Police to carry or possess a gun, concealed or otherwise.

Employees shall be subject to a search of their personal property (including but not limited to purses and briefcases) located in a building under the control of the Village or any vehicle owned, leased or under the control of the Village, when reasonable suspicion exists to believe the employee is in possession of a weapon. For purposes of this policy, “reasonable suspicion” shall mean that a Supervisor has a reasonable basis to believe the employee is in possession of a weapon. Any violation of this policy by an employee shall subject the employee to appropriate discipline, which may include termination of employment.

16.2 Workplace Violence/Active Shooter Policy

If you are involved in a situation where someone has entered the area and started shooting, the following is a list of actions that are recommended. It should be noted that this type of incident is unpredictable. The below guidelines are recommendations that are based on past experiences. You may have to alter some of these suggestions, depending on the situation.

The policy outlined herein is meant to establish baseline agency/department protocols across the Village of Romeoville for active shooter situations. Additionally, whenever possible, it is recommended that agencies commit to the implementation of the best practices outlined in the subsequent sections of this document.

1. Each facility shall have an active shooter preparedness plan, which is to be updated every two years, as needed. At a minimum, a plan should comprise the following.
 - Security Assessments
 - Preparedness
 - Communication
 - Incident Plan (i.e., actions to take during the incident)
 - Training and Exercises
 - Post Incident Recovery (Employees, Operations)
2. As plans are drafted, reviewed and updated, each facility Designated Official or designee

shall collaborate with the Romeoville Police Department and all first responder agencies likely to address an active shooter situation.

3. Department representatives shall provide training, materials, and/or awareness discussions to inform employees of active shooter preparedness plans as they are updated.
4. Employees should be made aware of the Village of Romeoville-endorsed A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) Program.
5. Employees should be informed of the importance of having a personal plan.
6. New employees should be given active shooter preparedness training during the initial onboarding period.
7. The active shooter plan need not be a stand-alone document. The Romeoville Police Department and/or its designated official will determine the best way to incorporate the active shooter plan into existing protocols.

A. ACTIVE SHOOTER WHEN ABLE TO LEAVE FACILITY

Exit the building immediately and notify anyone you may encounter to exit the building also.

Get as far away from the incident as possible and find cover. It is not recommended to leave the property by vehicle as this may cause a traffic Jam which could put people in danger. It could also impede incoming emergency vehicles. Attempt to let a supervisor or fellow worker know your status so that everyone can be accounted for. Supervisors should designate a "Rally Point" for employees to know in advance. Evacuation building maps should be posted for critical incidents.

Call 911 immediately and/or the Police. Give the 911 dispatcher the following information:

1. Your name
2. Location of the incident (be as specific as possible)
3. Number of shooters (if known)
4. Identification or description of shooter
5. Number of persons who may be involved
6. Your location

B. ACTIVE SHOOTER WHEN NOT ABLE TO LEAVE FACILITY

If you are directly involved in an incident and exiting the building is not safe, the following actions are recommended:

1. Go to the nearest room or office.
2. Close and lock the door.
3. Cover the door windows.

4. Keep quiet and act as if no one is in the room.
5. DO NOT answer the door.
6. Barricade the door (tables, chairs, vending machines, etc.)
7. Notify 911
8. Give the dispatcher the following information:
9. Your name
10. Your location (be as specific as possible)
11. Number of shooters (if known)
12. Identification or description of shooter
13. Number of persons who may be involved
14. Wait for local police to assist you out of the building.
15. If the armed offender enters the room you are occupying, run, hide and/or fight options are available to protect yourself. You may use deadly force against the armed offender to save your own life.

Police Response

Police are trained to respond to an active shooting incident by entering the building as soon as possible, and proceeding to the area of the shooter(s). They will move quickly and directly. Early on in an incident, they may not be able to rescue people because their main goal is to get to the shooter(s). People need to try to remain calm and patient during this time, so as not to interfere with police operations. Normally, a rescue team is formed shortly after the first responding officers enter the building. They will be the Officers who will search for injured parties and get everyone safely out of the building.

SECTION 17: Forms and Sign off Sheets

17.1 Village of Romeoville Seminar Summary

17.2 Travel Authorization & Expense Report 1

17.3 Travel Expense Report 2

17.4 Credit Card Expense Form

17.5 Social Media Policy Acknowledgement Form

17.6 Discrimination and Harassment Policy Acknowledgment Form

17.7 Discrimination and Harassment Sign Off Sheet

17.8 Mobile Workforce Request Form

17.9 Mobile Workforce Agreement Form

17.10 Employee Handbook Acknowledgement Form

**VILLAGE OF ROMEOVILLE
SEMINAR SUMMARY
(Fill Out Form for Each Session Attended)**

Seminar/Conference Name: _____

Date(s): _____

Location: _____

Session Topic/Name: _____

Session Date: _____

Session Time: _____

Description of Material Presented (What you learned):

Description of Benefit to the Village (How you will use in your job what was learned):



TRAVEL AUTHORIZATION & EXPENSE REPORT

INSTRUCTIONS FOR PART 1 – TRAVEL AUTHORIZATION FORM

Complete the top for travel advance and forward requests for disbursements to the Finance Department.

EMPLOYEE NAME	TITLE	DEPARTMENT	ACCOUNT NO.

PURPOSE OF TRAVEL:	DESTINATION:	NO. OF DAYS:
	DEPARTURE DATE:	RETURN DATE:

ESTIMATED EXPENSES

TRANSPORATION* _____
 LODGING _____
 PER DIEM/MEALS** _____
 REGISTRATION _____

*Unknown – If any will request upon return

MISCELLANEOUS:

TOTAL ESTIMATE:*** \$ _____

CREDIT CARD NEEDED ()
 REQUEST VILLAGE VEHICLE ()

AUTHORIZATION APPROVED

 DEPARTMENT HEAD DATE

TRAVEL APPROVED

 VILLAGE MANAGER DATE

(VILLAGE MANAGER SIGNATURE
 REQUIRED IF REQUEST EXCEEDS
 (\$1000.00))

PLEASE NOTE: AFTER RETURN OF TRAVEL AUTHORIZATION REPORT PLEASE FILL OUT A PURCHASE ORDER FOR TRANSPORTATION, LODGING, PER DIEM/MEALS AND REGISTRATION.

* MILE REIMBURSEMENT RATE – CHECK CURRENT IRS RATE

** PER DIEM IS \$60.00

*** ADVANCE REQUESTED

PART II EXPENSE REPORT: COMPLETE RECONCILIATION OF EXPENSES SECTION ON **BACK SIDE OF FORM** WITHIN FIVE (5) DAYS AFTER RETURN AND FORWARD TO ACCOUNTS PAYABLE. ATTACH EVERY RECEIPT FOR ALL EXPENSE ITEMS PRESENTED. **RECEIPTS MUST ACCOMPANY ALL CHARGES.**

PART II EXPENSE REPORT

COMPLETE RECONCILIATION OF EXPENSES SECTION **WITHIN FIVE (5) DAYS AFTER RETURN** AND FORWARD TO ACCOUNTS PAYABLE. ATTACH EVERY RECEIPT FOR ALL EXPENSE ITEMS PRESENTED. **RECEIPTS MUST ACCOMPANY ALL CHARGES**

EMPLOYEE NAME**TITLE****DEPARTMENT****ACCOUNT NO**

RECONCILIATION OF EXPENSES

DATES	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL
	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
MEALS (INCLUDE TIPS):								
Breakfast								
Lunch								
Dinner								
Snacks								
REGISTRATION								
TRAVEL								
Airfare								
Car Rental								
Taxi								
Bus								
Train								
Parking								
Gasoline								
Mileage (Personal Car) Current IRS Rate								
Lodging								
MISC TIPS (Ex Doorman)								
OTHER EXPENSES								
#1								
#2								
#3								
#4								
#5								
#6								
GRAND TOTAL ALL ITEMS								

I CERTIFY THAT THE FOREGOING EXPENSES
WERE INCURRED IN THE CONDUCT OF
VILLAGE BUSINESS

LESS ADVANCE TO
EMPLOYEE* _____

EMPLOYEE

SIGNATURE: _____

DEPT HEAD

APPROVAL: _____

FINANCE DEPT

APPROVAL: _____

—

DATE: _____

LESS PAYMENTS TO VENDORS

AMONUT DUE:

EMPLOYEE

VILLAGE

***INCLUDING PER DEIM. YOU MAY EXCLUDE
PAYMENTS TO VENDORS IF PAID BY
VILLAGE CHECK AND WERE FOR THE EXACT
AMOUNT REQUIRED.**

**VILLAGE OF ROMEOVILLE
CREDIT CARD EXPENSE FORM**

Date of Charge: _____

Company Paid with Charge Card: _____

Location: _____ Phone _____ Internet _____

Amount Charged: \$_____

Card Holder Name: _____

Card Used by: _____

Description of Charges: _____
(Include name of event
Conference, Luncheon,
Business Meeting, etc.)
(If Applicable) _____

Others in Attendance: _____
(Include names of
all who had goods
or services purchased
with this transaction)
(If Applicable) _____

Purpose/Topic of Discussion: _____
(If Applicable)

General Ledger Account: _____

ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

I have received and read a copy of the Village of Romeoville Social Media Policy and understand its contents. I understand that the Village of Romeoville expressly reserves the right to change, modify or delete provisions of the policy without notice.

Dated: _____

[EMPLOYEE NAME]

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF POLICY AGAINST DISCRIMINATION AND HARASSMENT

Effective **3/19/2014** the Village of Romeoville implemented a Policy against Discrimination and Harassment.

Remember: It is your responsibility to read, understand, and abide by this policy and procedure, if you have any questions or concerns please speak to your supervisor or the Human Resources Manager. Please sign and date this memo to acknowledge that you have received and understand the policy.

Please respond to the following questions, circle appropriate answer and initial.

Have you read, and do you understand this policy? Yes No Initials_____

Do you have any questions about this policy? Yes No Initials_____

Do you know how to file a complaint should you ever have a problem with discrimination, harassment, or retaliation or if you see inappropriate behaviors at work?

	Yes	No	Initials

If you ever have a problem or concern regarding discrimination, harassment or retaliation in the workplace, please list who within organization you can address your concerns with:

1) _____
2) _____
3) _____

Initials _____

Are you aware of any behaviors going on either in our workplace or outside the workplace that may impact the workplace and that are inconsistent with this policy?

Yes	No	Initials

Employee Signature

Date _____

Please print your name

I certify that the above person has received the Policy against Discrimination and Harassment and that I have reviewed this checklist with him/her.

Supervisor Signature

Date



MOBILE WORKFORCE REQUEST FORM

Name _____ Title _____

Department _____ Supervisor _____

Number of weeks I would like to do mobile working while on FMLA leave or sick leave _____

Please describe how you think your job responsibilities are suited for telecommuting

MOBILE WORKING APPLICANT

I have discussed mobile working with my supervisor and understand that my application does not guarantee that I will be eligible to telecommute. I have read the telecommuting policy and understand that telecommuting can be terminated at any time by the Village of Romeoville or me.

Applicants Signature _____ Date _____

SUPERVISOR

I have discussed the possibility of mobile working with the above mentioned employee. I believe that this employee is a good candidate based on job responsibilities and performance in his or her current position.

Supervisors Signature _____ Date _____

HUMAN RESOURCES Approval _____ Disapproval _____

Reason

Signature _____ Date _____



MOBILE WORKFORCE AGREEMENT FORM

Name _____ Title _____

Department _____ Supervisor _____

As a mobile worker you must participate in a training program before beginning mobile working. The training will focus on the mobile workforce policy, alternative work place safety, work performance, and the mobile working agreement.

Duration

Please list the length of time you will be participating in the mobile workforce policy. Not to exceed 12 weeks.

FROM _____ TO _____

_____ Employee Initials _____ Supervisor Initials

Extension of the term require re-authorization by completing a new mobile working agreement.

COMMUNICATION AND ACCESSIBILITY

Return calls and email promptly. Retrieve messages. Have all calls forwarded to you, or your voice mail.

List below the expectations as a supervisor that you will be requiring the employee to check in or contact you daily.

_____ Employee Initials _____ Supervisors Initials

You will be given a Village Cell phone to use for business related calls.

_____ Employee Initials

Mobile working is performed during assigned work hours, up to a specific number of days per week. The number of hours spent mobile working varies by employee. Mobile working does not change the number of hours and the employee is expected to work. Any changes in work hours are to be approved in advance by the supervisor, including request for overtime. Mobile workers who are not exempt from overtime will be required to record all hours in a manner designated by the Village. Hours worked in excess of those specified per day and per week, in accordance with state and federal requirements, will require the advance approval of the supervisor. Failure to comply with this requirement can result in immediate cessation the mobile working agreement.

Hours to work daily and weekly:

Daily_____Employee Initials _____Supervisor Initials

Weekly_____Employee Initials _____Supervisor Initials

Employee
Signature_____Date_____

Supervisor
Signature_____Date_____

Human
Resources_____Date_____

ACKNOWLEDGEMENT

This is to acknowledge that I have reviewed the Village of Romeoville Employee Handbook.

I understand:

- The policies and benefits contained in this Handbook are subject to change and may be modified, amended, and/or terminated at any time by the Village with or without notice.
- **I ACKNOWLEDGE THAT THIS HANDBOOK IS NEITHER A CONTRACT OF EMPLOYMENT NOR A LEGAL DOCUMENT.**
- By my signature below I acknowledge that I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.
- I will return the Handbook if my employment ends for any reason.

Employee _____ Date _____

Witness _____ Date _____

