

**VILLAGE OF BEDFORD PARK EMPLOYEE POLICY MANUAL**

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**Acknowledgement Form**

I, \_\_\_\_\_, acknowledge receipt of this personnel policy. I understand that the policy has been developed for the general guidance of employees and it is my responsibility to read and acquire and understand the information contained in the policy. I understand that my supervisor is available to answer any questions I may have concerning this policy. I understand that the policy does not constitute or represent a binding contractual commitment on the part of my employer. Failure to comply with a current policy may be grounds for disciplinary action up to and including termination.

Furthermore, I understand that the employer can unilaterally change or discontinue policies at any time without prior notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**100 Purpose of Policy Manual**

The Village of Bedford Park has established a policy manual for the purpose of communicating its methods of operation, ensuring uniform operational applications, as well as establishes expectations for employees.

The Policy Committee, under the direction of the Village President will be responsible for developing, revising, and/or deleting all policies contained in this manual. All Village departments shall consider new policies and/or proposed revisions so that any conflict or hardship placed upon any department may be thoroughly aired.

It is the responsibility of each employee to become familiar with all Village policies and abide by them during the course of employment. It is also the responsibility of the employee to familiarize themselves with any changes made and adopted by the Village Board. Failure to know and/or understand a policy will not be an excuse for inappropriate behavior or failure to comply.

A change in policy or method of operation will be in effect by the release of a revision or new policy once approved by the Village Board. It is the responsibility of all Village employees to ensure that they have the latest version of a policy or procedure either through deleting and inserting the new policy, or viewing the latest version on the Village's intranet. Depending upon the policy revision or adoption, employees may be requested to sign acknowledgement of receipt of the new policy. Such acknowledgements will be maintained in the employee's personnel file.

In the event of policy conflicts the federal or state law, or conflicts with negotiated union contracts - federal and/or state law, as well as the union contract will prevail. Such conflicting provisions or recommended changes should be brought to the attention of the Policy Committee. Further, it is the responsibility of all departments to immediately notify the Policy Committee of all deviations or changes needed to existing policy. It is the responsibility of the Policy Committee and Village Board to discuss and take action on any conflicting policies, new policies, revisions to policy, and/or deletion of policy.

## **101 Mission of Village of Bedford Park**

The Mission of the Village of Bedford Park is to provide efficient, fiscally responsible municipal government to preserve and enhance the residential, commercial and industrial environment provided by our predecessors and promoted to our future.

## **102 About Bedford Park**

The Village of Bedford Park is an Illinois Home Rule community. The Village is part of an Illinois enterprise zone, and is also an integral partner of the Illinois and Michigan Heritage Canal Corridor.

Many industrial organizations settled in this area, including Corn Products Corporation. The industry prospered over the years, and the district currently is home of many well-known international companies. Early in the Village's history, the issue of housing employees close to their work was addressed by a subdivision – which latter became the residential area of Bedford Park.

Corn Products, whose first president was E.T. Bedford, built the first housing units as a project for company employees. As the employees purchased homes and moved into the community, they brought with them a sense of organization, enthusiasm, and energy. This ultimately led to the incorporation of Bedford Park as a village in 1940.

## **103 Village Organizational Structure**

The Village of Bedford Park incorporated as a Home Rule City in 1940 and has a president Board form of government. Home rule designation, as established in the 1970 Illinois State Constitution, allows for the Village to “exercise any power and perform any function pertaining to its government and affairs, including but not limited to, the power to regulate for the protection of the public health, safety, morals and welfare; to license; to tax; and to incur debt.”

### The President Board System

The Village of Bedford Park operates under a Mayor-Council form of government. The citizens elect the Mayor for four-year terms. The Village Trustees are elected on staggered terms. The six Trustees comprise the Board. The Mayor and Trustees comprise the legislative body of the Village and act on all ordinances, determine the general goals and establish policy for operation of the Village.

The Mayor and Council appoint the various department directors to administer the affairs of the Village.

The Mayor is the Village's chief administrative officer. He/she acts as the agent of the Village Board in carrying out their decisions and policies in accordance with the law.

## Village Committees & Departments

In addition to the Board of Trustees, the Mayor has the option to form committees to assist in the operations of the Village. These boards, commissions, or committees are created to research and then make recommendation of a single topic, or they may be standing committees. The Mayor appoints citizens, council members, and/or employees to these committees to provide advice to the Board of Trustees as a whole.

The Village of Bedford Park is organized into six departments each having a department head. Each department is responsible for providing services to the residents of the Village and to municipal employees.

- Administration – Mayor (Part-time)
  - Responsible for the operations of the Village
- Building – Planning & Inspections
  - This department is responsible for the Village’s development in conjunction with the Administrator/Mayor and Board. In addition, the department is responsible for the issuance of building permits and inspection of construction for both new and renovated projects, code enforcement, plan review and zoning issues.
- Village Clerk
  - The Clerk’s office is the repository of all official Village records, issues licenses, issues notices and the keeper of the Corporate Seal.
- Fire Department – Fire Chief
  - The Fire Department is charged with the safety and education of the Village, including fire prevention, inspection, and emergency medical services.
- Police Department – Chief of Police
  - The Police Department is charged with the preservation of public peace, prevention of crime and detection and arrest of all offenders of Penal Codes and City ordinances.
- Public Works – Public Works Director
  - Public Works is responsible for all public right of way maintenance including vegetation management. Public Works operates and maintains all Village facilities, streets, alleys and other areas as designated related to Village property.
- Treasurer
  - The department manages all financial matters, which include collection, accounting, payroll and administration of funds.

- Water – Water Department Director
  - The Water department is responsible for the maintenance of all water towers and lines, as well as the distribution of water to Village residents and other customers. The Village of Bedford Park also sells water to a number of surrounding communities; thus, this department ensures the distribution of water to our customers.

All department heads report directly to the Village administrator, mayor and to the chairperson of his or her assigned committee.

## **200 – Employment**

Adopted: 9/2/09

### **200 You and Your Job**

The public has employed us to serve them in a courteous, impartial, and efficient manner. The demand for our product-essential services-continues to grow along with the growth of the Village. To meet this demand and render maximum service at a minimum cost to the taxpayer, teamwork is required. Each employee is part of a team. As such, every employee's job is important to the success of the Village of Bedford Park.

### **201 Role of a supervisor**

While working for the Village of Bedford Park, each employee will be directly responsible to one person – an immediate supervisor. Employees will be trained in their job and directed by a supervisor, who expects every employee to work at his or her job during the hours assigned for the position. The department supervisor will define the individual that you should report absences to, the individual responsible for evaluating performance, and the primary contact for questions or concerns.

If you have questions, do not hesitate to go to your supervisor for help. Given the opportunity, he or she will be glad to answer your questions, help with your problems, and guide you to a better understanding of your job.

### **202 Employee Definitions**

Each employee will belong to one employment category.

#### **Part-time**

**Employees scheduled to work less than 35 hours per week and are not subject to benefits unless otherwise provided for by statute.**

#### **Seasonal**

Seasonal employees are those who are regularly scheduled to work less than 40 Hours per week and less than one full year

#### **Full-time**

Full-time employees are those who are regularly scheduled to work at least 35 hours per week, or other alternative full-time work schedule.

Each employee is designated as either Exempt or Non-Exempt from federal and state wage and hour laws.

#### **1. Exempt**

Exempt employees are excluded from specific provisions of federal and state wage and hour laws, such as overtime provisions.

#### **2. Non-Exempt**

Non-Exempt employees are entitled to overtime pay under the specific provisions of federal and state laws.

### **203 Seniority**

Seniority is the length of continuous time an employee has been employed by the Village beginning on the date of hire. The employee's date of hire shall be used to determine Village seniority.

Department seniority is deemed as the length of continuous time an employee has been employed in the department.

Some of the Village benefit provisions may be based on an individual's seniority.

Part-time employees do not accrue Village or department seniority.

### **204 Equal Opportunity Policy**

Equal Employment Opportunity Policy. The Village of Bedford Park is an Equal Opportunity Employer. It does not discriminate on the basis of race, religion, sex, sexual orientation, national origin, political affiliation, veteran status, age, marital status or disability. The policy of non-discrimination applies to every aspect of employment including recruitment, selection, training, compensation, benefits, promotion, transfer, termination or any other personnel action.

### **205 Position Vacancies**

- I. Postings. Notification of openings must include, but not be limited to, the minimum requirements and qualifications all prospective employees must possess to be considered for employment in the Village. Employment and/or advancement listings shall be posted simultaneously internally and externally as appropriate. Internal vacancy announcements shall be posted for a minimum of five (5) working days and/or to the close of the position, whichever is longer.
- II. Transfer. To be considered for a departmental transfer, the applicant must have five (5) years seniority in his/her present department.
- III. Hiring Process-testing. Dependent upon the position, testing may be required or there may be certification requirements.

Testing may be required as a pre-requisite for employment in various areas with the Village. Depending upon the type of testing, it will either be handled internally, or by a testing agency approved by the Village Board. Fees, if any, for testing will be the responsibility of the applicant.

All employees are required to take a physical examination as a pre-requisite to employment within the Village, and are subject to extensive background checks including but not limited to reference check, fingerprint and drug testing.

- IV. Selection of best-qualified candidate. The Village of Bedford Park will make every effort to ensure all applicants for a position vacancy are reviewed carefully and a selection and interview process will determine the best-qualified candidate.

## **206 Employment of Minors**

Employees of the Village of Bedford Park must be 18 years of age or older. The Village, under certain circumstances or for a special project, may hire individuals under the age of 18; however, if the individual hired is under the age of 16, a permit is required before he/she can begin work.

## **207 Employment of Relatives**

All entry level positions in the Village shall be filled through an eligibility list established completely by an independent testing agency.

All non administrative promotions in the Village shall be filled through an eligibility list established completely by an independent testing agency.

All eligibility lists for hiring of entry level positions or non administrative promotions shall remain in effect through completion of the list for a four year time period unless the Village Board establishes a different time frame. Supervisors will have direct input into this process.

All administrative positions shall be filled by a process determined by the Village Board and the Village President.

Administrative positions are defined exempt positions that include: Village Administrator, Village Clerk, Deputy Village Clerk, Village Treasurer, Fire Chief, Police Chief, Public Works Superintendent, Water Superintendent, Building Coordinator, Communication Coordinator, Deputy Fire Chief, Deputy Fire Chief, Police Lieutenant and all consulting positions.

Village Board members and the Village President shall recuse themselves from participating and /or voting in the process of hiring or promotion for any position involving a family member. A family member is defined as father, mother, son, daughter, brother, sister, step-son, step-daughter, son in-law, daughter in law, niece or nephew.

Contractual agreements shall take precedent over this policy.

By ordinance and state law the appointment for all positions of employment in the Village are appointed by the Village President with the advice and consent of the Village Board.

## **208 Rehiring Employees**

Formers employees who apply to be rehired may be considered for employment as members of the general public. However, consideration will be given to past job performance, the circumstances surrounding termination and the former employee's knowledge of the Village's procedures and functions.

## **209 Personnel Records**

An employee may access his/her own personnel file during normal business hours. Access to personnel records in the employment related file is limited to designated personnel in the Administration office, your immediate supervisor, the Village Administrator, the Village President and the Village Board. These files cannot be removed from their secure location and can only be reviewed while a Village representative is present. The content of the medical information is restricted to designated administrative personnel qualified through Hipaa laws.

## **300 – Performance**

Adopted: 9/2/09

### **300 Expectations**

To be developed by each department supervisor as directed by the Village President and/or Board of Trustees.

### **301 Performance Evaluations**

To be developed by each department supervisor as directed by the Village President and/or Board of Trustees.

**400 Hours of Work**

Full-time employees are expected to follow regular operating hours unless previously approved by their manager. Employees within the Police and Fire Department will have hours of work representative of twenty-four/365 day operations. Part-time employees will be advised of his/her hours by their immediate supervisor. A workweek, for payroll purposes, is based on department assignments.

**402 Breaks and Lunch Hours**

Depending upon the number of hours a day an employee is scheduled to work employees may be eligible for 2 fifteen (15) minute breaks and a sixty (60) minute lunch period. The supervisor will be responsible for designating the appropriate lunch and break available to each employee. Lunch periods should be scheduled so that the department has adequate coverage. Consult with your immediate supervisor immediately if you are unable to take your lunch period. Overtime, as a result of missed lunches, requires a supervisor approval. Contract provisions will take precedence over this policy.

**403 Recording of Time**

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and State laws require the Village of Bedford Park to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal/break period. If an error has occurred in record keeping, please make the correction immediately. It will save time at the end of each pay period when reviewing and submitting the timesheet.

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

It is the employee's responsibility to sign his/her time record to certify the accuracy of all time recorded. Timesheets are to be turned in to the employee's supervisor at the end of each pay period. The manager then reviews and approves before submitting for payroll processing.

**404 Overtime**

Overtime is defined by state statute as hours actually worked in excess eight (8) hours a day or forty (40) hours in a workweek. Overtime requires supervisor approval.

Overtime will be paid at a rate of one and one-half times the regular rate of pay. Exempt employees are not eligible for overtime compensation. Individual department overtime will be based on department contract.

#### **405 Compensatory Time**

No compensatory item is allowed except in holiday emergency call out as proved for in 502-IV.

#### **406 Placement and Movement on salary schedule/contract**

Non-union employees will be placed on the current salary schedule and move through the schedule on employee's anniversary date of each year or January 1<sup>st</sup> if pre approved by the Board as defined by current practice. To adjust for this policy change no employee will be adversely affected.

#### **407 Longevity Pay**

Longevity Pay is awarded to employees who have completed five (5) years of continuous service with the Village of Bedford Park and will be awarded on an annual basis thereafter.

Longevity Pay will be added to an individual's base pay on the employee's anniversary date. Individuals who leave employment with the Village prior to this date will not receive the current year's longevity increase.

Appendix A contains the current longevity schedule(s)

#### **408 Stipends**

Supervisors will be eligible to collect for any earned stipends that their contractual employees receive.

The following non contractual employees are eligible to receive a \$4,000 stipend for an Associate Degree and an \$8,000 stipend for a B.A. or B.S. degree. The F.A./SB.S. degree stipend is a total amount and would be an addition of \$4,000 for someone who has already earned the A.A./A.S. degree stipend. The degree must be from a certified college or university.

Village Clerk, Village Treasurer, Deputy Clerk, Clerk Typist, Fire Secretary, Police Secretary, Communications Director

#### **409 Travel Time**

The Village of Bedford Park may pay for time spent traveling from work to a special event. The Village will pay for travel time in accordance with applicable rules outlined by the Internal Revenue Service.

In order for travel time to be compensated, the travel must be job related and pre-approved to ensure it meets all local and federal guidelines. Travel time requests must be completed and pre-approved by the supervisor. All employees who leave the village during work hours, other than for emergency calls shall notify their immediate supervisor or the village office, if they will be gone 4 (four) or more hours. Notification can be through Sharepoint.

#### **410 Payroll Deductions**

The Village of Bedford Park is required to deduct federal and state taxes, social security, medical and other required taxes from an employee's paycheck. The specific deductions will be determined from forms completed by each employee at the time of employment. An employee that needs to change his or her deductions should complete the required form and submit to the Treasurer/designee for application at the next available pay period.

#### **411 Garnishments**

Personal debt and financial obligations are the responsibility of the employee and should not interfere with their employment or burden the Village. The Village incurs extra costs and unnecessary work when it is forced to comply with garnishment and/or assignment proceedings.

All employees shall use their best efforts at all times to avoid any potential wage garnishment, assignment or similar proceedings.

Upon receipt of a garnishment and/or wage assignment, the Village Treasurer shall apprise employee.

Multiple wage garnishments and/or assignments at any one time, may result in disciplinary actions that the Board of Trustees deems appropriate including but not limited to written reprimand, suspension or discharge.

This policy does not apply to Orders of Withholding of Income under the Illinois Marriage and Dissolution Act, Revised Uniform Reciprocal Enforcement Act, or Paternity Act.

#### **412 Termination Pay**

Upon termination of employment with the Village of Bedford Park, all regular wages and any other pay – i.e., vacation, will be paid upon completion of the termination process.

To be eligible for all other pay, an employee must give the Village a minimum of two-week written notice.

#### **413 Tardiness**

On time performance is essential to a good working environment. The following steps will be followed in relation to work:

##### EIGHT HOUR SHIFT EMPLOYEES

<u>TARDINESS DURING A CALENDAR YEAR</u>	<u>DAYS SUSPENDED WITHOUT PAY</u>
5	warning
6-7-8	1
9	2
10	5
11	subject to termination From Village Board

24 ON/48 OFF SHIFT EMPLOYEES

3	warning
4	1
6	2
7	5 days
8	subject to termination From Village Board

TARDINESS/DOCKING OF PAY

Tardiness without an acceptable excuse after the following time will lead to a reduction in pay for that day.

<u>MINUTES</u>	<u>REDUCTION IN PAY</u>
15-29	¼ hr.
30-44	½ hr.
45-59	¾ hr.
60 or more	sent home – 1 day off Without pay

All disciplinary action taken according to this policy shall be noted on the personnel file of the employee.

Contractual labor agreements shall take precedent over this policy.

**500 Employee Expectations**

To maintain a safe and productive work environment, the Village of Bedford Park expects employees to be reliable and to be punctual in reporting for scheduled work. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

**501 Vacation**

- I. Eligibility. All full-time employees shall be eligible for vacations of the duration listed below after the length of continuous service listed:

<u>Length of Continuous Employment</u>	<u>Length of Vacation</u>
1 year less than 5 years	2 weeks
5 years less than 10 years	3 weeks
10 years less than 15 years	4 weeks
15 years less than 20 years	5 weeks
20 years less than 25 years	5 weeks + 3 days
25 years less than 30 years	6 weeks
30 years or more	6 weeks + 3 days

- II. Schedule- Non-union employees. All vacations shall start on Monday and extend through Saturday, with the exception of seven days of continuous operation employees.
- III. Scheduling Vacation. Vacation preference forms shall be issued to all employees during the first week of January and must be completed and returned to the Department Head on or before the first day of March. The Department head shall schedule vacation time according to Department seniority in a practical and workable manner based on the vacation preference form.

Employees who are undecided on their vacation schedule and decide after March 15<sup>th</sup>, will have to take a vacation on what time is open and not according to seniority. All vacations must be scheduled by September 1<sup>st</sup> by the department head, who shall be responsible for the final decision on the total vacation schedule.

The Department supervisor shall give written notification to the Village Clerk who will notify the respective committee chairman of their vacation date(s) at least one (1) week prior to the use of the vacation time. Exempt staff can schedule vacations by departments or administrative standards. Vacations should be posted on Sharepoint.

- IV. When vacations must be taken. Vacations shall not begin before January 1st and shall terminate on or before December 31<sup>st</sup> of any calendar year.

- V. Carry over vacation. Employees shall be required to take vacation time earned. No additional payment of salary will be made in lieu of vacation time. Vacation time cannot be accumulated from year to year. There is no accrued vacation time.
- VI. Vacation pay at termination. When an employee leaves the Village either voluntary or involuntarily, the Village may pay the employee the balance of his/her vacation. This payment, if applicable, will be paid upon completion of the termination process.

## 502 Holiday

- I. Schedule. All full time employees, except seven-day continuous operation personnel shall not be required to work on any of the holidays except in case of an emergency. Employees off work collecting Workers' Compensation will not be eligible for holiday pay. There are nine (9) holidays recognized by the Village of Bedford Park.
  - 1. New Year's Day - January 1<sup>st</sup>
  - 2. President's Day – February (Federal Designated Day)
  - 3. Good Friday
  - 4. Memorial Day – May (Federal Designated Day)
  - 5. Independence Day – July 4<sup>th</sup>
  - 6. Labor Day – First Monday in September
  - 7. Thanksgiving Day – Fourth Thursday in November
  - 8. Christmas Day – December 25<sup>th</sup>
  - 9. Employee's Birthday
- II. Holiday on Weekends: If holiday falls on a Saturday or Sunday. When a holiday falls on a Saturday it shall be celebrated on the previous Friday, and when a holiday falls on a Sunday, it shall be celebrated the following Monday.
- III. Work Day Before/After. In order for a Village employee to receive compensation for a holiday, that employee must work the scheduled day prior and scheduled day after the authorized holiday.
- IV. Called into Work. Full time employees who are scheduled to work or are called to work on any of the established legal holidays, shall be paid an additional one and one half (1 ½) times their basic hourly rate.

Supervisors that must work on a holiday because of an emergency shall not receive extra pay, but shall be permitted to take an equal amount of time off at some later date, after approval of Village Administrator and or Village Board but that time cannot be carried over from year to year there is no accumulation of time off as a result of this policy.

- V. Birthday Holiday. The employee's birthday shall be considered a floating holiday to be used at the discretion of the employee so long as such request does not conflict with department minimum staffing requirements..

### 503 Sick Leave/Bonus

- I. Employees shall earn a sick day after two months of continuous employment. The number of sick days will be increased by one day after each month of employment during the first calendar year up to 10 days.
- II. On January 1<sup>st</sup> of the employee's second calendar year of employment, he/she will be eligible for the maximum sick day earning. Employees will earn 12 sick days per year.
- III. Eliminate sick time/bonus pay yearly buy back. Phase out the 30 day village pay for extended sick time.
- Years 1 - and 2 – keep 30 days
  - Year 3 - keep 20 days
  - Year 4 - keep 10 days
  - Year 5 - eliminated
  - New employees would not be eligible for the 30 day plan.
- IV. Any employees who have 18 years or greater of employment with the Village in any capacity could opt to stay in the existing sick time/bonus pay. Employees who designate to stay with the traditional sick time bonus buy back shall receive 6 paid sick days per year. If employees use less than 6 days they will be paid for each day not used. These days are all at 8 hour increments. If 6 days are not used, employee will be paid for 2 additional bonus days at 8 hours each. Bonus checks will be processed between regular pays in December. All paperwork has to be brought to the Treasurer by first week of December by each supervisor.

All sick time starts on December 1<sup>st</sup> and runs through the next year until November 30<sup>th</sup>.

- V. Sick Bank – Employees can give up to 5 days per year to employees who have used up their sick time, vacation time, comp time, unscheduled time, Kelly days and the disability time to cover an extended illness. The village Board approves the transfer of days given to an employee and the days are then forfeited from their sick time.
- VI. When an employee ceases employment, the employee would have 3 options:
- Village buys sick time at 50% on the dollar
  - Employee uses accumulated sick time for retirement credit
  - Employee uses sick time at retirement
- VII. All other parts of the sick time policy will remain in effect.

### 504 Short-Term Leave

- I. Policy. A full-time, non-probationary employee who becomes ill or is injured during hours unrelated to Village employment, and therefore is unable to work may be entitled to limited compensation. This limited compensation is conditioned upon the employee furnishing a written report prepared by a medical

doctor indicating the nature of the illness or injury and that the employee will be unable to work for at least twenty-one (21) days. After receipt of this report and upon the employee using his/her respective sick day allowance, the Village shall then supplement the employee's income to a sum equal to his/her actual pay less any monies that the employee receives from the Village's insurance carrier. These supplemental Village payments shall be in effect for a period not exceeding thirty (30) calendar days or upon the employee returning to work, whichever comes first, at which time all payments to the employee will cease.

- II. This benefit is available to employees on a one-time, 365 day basis only, commencing upon the date of the illness or injury. For example, if an employee is injured on December 17, 1998 his or her time frame shall start on December 17, 1998 and shall end thirty (30) days thereafter or upon returning to work whichever is earlier. Said employee shall not be entitled to any more benefits in accordance with the policy until December 17, 1999. Furthermore, an employee may not bank or accumulate any benefits hereunder. For example, if an employee receives five (5) days of limited compensation for an illness or injury, he is not entitled to any more compensation until the following One (1) year anniversary of his/her illness or injury and if he/she complies with the guidelines as set forth above.

If an employee is absent because of a NON-OCCUPATIONAL sickness or accident, he/she becomes eligible for weekly benefits the first day after accident and the eighth day after sickness.

- III. Doctor's Excuse. All employees who are absent from work for five (5) days or longer because of sickness or accident must present a certificate to his/her supervisor or department head stating that the employee may return to work.

## **505 Long-Term Leave of Absence**

Regular attendance is an essential function of all employment with the Village. Employment will be terminated if an employee is frequently absent or absent for an extended period or periods of time. Absences that total more than 12 months in any 24-month period may result in termination. Frequent absences of shorter duration may also result in discipline up to and including discharge. Limited exceptions to this policy will be made where required to reasonably accommodate a disability.

### **I. IMRF short-term disability.**

A. If an employee is absent due to sickness or accident for more than thirty (30) days regardless of whether the sickness or accident is occupational or non-occupational, and IF THE VILLAGE IS NO LONGER PAYING THE EMPLOYEE A SALARY, this employee becomes eligible for I.M.R.F disability benefits, adjusted by Workmen's Compensation, if occupational.

B. The employee's position can be filled after thirty (30) days of continuous non-occupational sickness or accident leave. The employee will be eligible to return to their position after medical certification of fitness for that job.

C. Employees will be eligible for termination of employment after six (6) months of continuous leave for NON-OCCUPATIONAL sickness or accident leave.

D. If an employee becomes eligible for I.M.R.F. benefits:

1. The employee is to fill out any pertinent form.
2. The doctor is to complete a form called titled “Physicians Statement”.
3. The office is to complete a form called “Municipality’s Certificate of Disability”.

## **506 Family and Medical Leave Act**

### ***FAMILY AND MEDICAL (FMLA) LEAVE***

Employees of the Village of Bedford Park are eligible for family and medical leave if they have at least 12 months of service, have worked at least 1,250 hours within the preceding 12-month period, and work at a worksite where there are at least 50 employees within a 75-mile radius. If eligible, an employee may be able to take up to 12 weeks of unpaid leave during a 12-month period for the following reasons:

- The birth of a child or to care for a child within the first 12 months after birth;
- The placement of a child with the employee for adoption or foster care and to bond with and care for the child (within the first 12 months after placement);
- To care for an immediate family member who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the functions of his/her position; or
- If the employee experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child has been called to or is on active military duty for certain operations as a member of the National Guard or military reserves.

**Military Caregiver Leave.** An employee who is the spouse, parent, child, or next of kin of a current member of the armed forces (including the regular armed forces) who was injured while

on active duty may be eligible for up to a total of 26 weeks of FMLA leave in a 12-month period to provide care for that individual.

**Notice of Leave.** When requesting leave, the employee must:

- Supply sufficient information for the Village to be aware that the FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of leave;
- Provide notice of the need for leave at least 30 days in advance or as soon as practicable;
- Cooperate with all lawful requests for information regarding whether absences are FMLA-qualifying.

Failure to comply may result in leave being delayed or denied.

**Intermittent Leave.** When medically necessary, employees may take FMLA leave intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family member, or for military caregiver leave. Employees are required to cooperate with the Village to arrange reduced work schedules or intermittent leave so as to minimize disruption of college operations.

Qualifying exigency leave may be taken intermittently without regard to medical necessity or disruption of college operations.

Leave because of the birth or adoption of a child may not be taken intermittently and must be completed within the 12-month period beginning on the date of birth or placement of the child.

**Medical and other Certifications.** Employees must provide a medical certification if the leave request is: 1) for the employee's own serious health condition, 2) to care for a family member's serious health condition, or 3) military caregiver leave. Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided.

The Village, at its expense, may require a medical examination by a health care provider of its own choosing if it has a reasonable question regarding the medical certification provided by the employee. In lieu of a second opinion, the Village may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency.

**Fitness for Duty Certifications.** Because the Village wishes to ensure the well-being of all employees, any employee returning from FMLA leave for his/her own serious health condition will need to provide a Fitness for Duty (FFD) certification signed by his/her health care provider. An employee who fails to provide an FFD certification will be prohibited from returning to work until it is provided.

FFD certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to resume his/her duties safely.

**Maintenance of Benefits.** The Village will maintain group health care benefits for the employee while on FMLA leave, but the employee is responsible for paying the normal monthly contribution. If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse the Village for the cost of premiums paid for maintaining coverage during the leave period. All other benefits cease to accrue during the unpaid portion of the leave. Benefits accrued prior to leave will be maintained.

**Concurrent Leave.** Employees may be required to use any accumulated sick leave, vacation time, personal or paid time off (PTO) to the extent available during FMLA leave unless such leave is covered under workers' compensation, in which case the employee may use accumulated leave time only for the purpose of satisfying any waiting period. Absences in excess of these accumulated days will be treated as FMLA leave without pay.

**Married Couples Who Work for the Village.** If an employee and his/her spouse both work for the Village, they are both eligible for leave. The employee and employee spouse may be limited to a combined total of 12 weeks of FMLA leave in a 12-month period if the leave is taken for:

- The birth, adoption, or foster placement of a child;
- To care for and bond with such child who does not suffer from a serious health condition;
- To care for a parent with a serious health condition; or
- A combination of the above.

For military caregiver leave, the employee and employee spouse may be limited to a combined total of 26 weeks of leave in a 12-month period, including the types of leave listed above in this paragraph.

**Return from Leave.** Upon return from leave, the employee will be restored to his/her original or an equivalent position with equivalent pay and benefits. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned his/her position with the Village. Employees who do not return to work at the end of their leave will be terminated unless they are entitled to additional leave as a reasonable accommodation under the Americans with Disabilities Act.

**State and Local Laws.** When state and local laws offer more protection or benefits, the protection or benefits provided by those laws will apply.

## **507 Workers Compensation**

To provide for payment of your medical expenses and for partial salary continuation in the event of a work-related accident or illness, employees are covered by worker's compensation insurance. The amount of benefits payable and the duration of payment will depend upon the nature of the injury or illness. In general, however, all reasonable medical expenses incurred in connection with a work related injury or illness is paid in full.

Once an illness or injury has been determined, employees receive approximately 2/3<sup>rd</sup> of their average weekly wage after the 3<sup>rd</sup> day of absence. Compensation is determined by State and Federal regulations.

In addition to the applicable Worker's Compensation laws, the rules that apply for a Family and Medical Leave also apply to an employee off work due to a work related incident.

- I. Reporting injury. If an employee is injured or becomes ill on the job, it must immediately be reported to the supervisor or the Village President/designee. This ensures that the Department can assist in obtaining appropriate medical treatment. Failure to follow this procedure may result in the failure to file the appropriate worker's compensation report in accordance with the law, which may in turn jeopardize you're an employee's right to benefits in connection with the injury or illness. **IT IS ESSENTIAL THAT YOU REPORT TO YOUR SUPERVISOR PROMPTLY ANY INJURY, NO MATTER HOW MINOR IT MAY APPEAR AT THE TIME.**

An employee who requires immediate medical attention/ will proceed to either the nearest emergency care center or to his or her personal physician. If, after receiving medical attention/treatment, the treating physician prohibits the employee from returning to normal duty, the employee must obtain from the physician such authorization in writing. The physician's statement must contain:

- Nature of the illness/injury,
- Prognosis,
- Type of continuing treatment,
- Anticipated duration and/or expected return to work, and
- Next visit (if any)

Under no circumstances will an employee be released from normal duty without the authorization of a physician.

- II. Investigation. The immediate supervisor/designee will conduct an investigation of the work-related injury or illness. All information regarding the injury/illness, nature of injury/illness, when and where it occurred, conditions at the scene, witness statements, etc., will be gathered. The Department Head may review the report as well as the employee involved in the incident for accuracy and completeness.
- III. Benefits. Worker's Compensation will be paid in accordance with the regulations of the insurance carrier used by the Village.

While you are disabled under Worker's Compensation (for more than one week), you will not accrue any leave – vacation or sick time. Any benefits that accrue due to years of service will stop during that time you are unable to work.

If on a disability leave for more than one week, but less than six months, the Village will continue to pay for your medical insurance, long-term disability and life

insurance premiums. If you have any other Village provided benefits, the status of these will be dependent upon the duration of the leave as determined by the Village President/Administrator.

The making of a false worker's compensation claim is a violation of Illinois' criminal code, which can result in a fine and imprisonment and will result in an employee's termination of employment.

Anyone who engages in any other employment while on leave for a work-related injury will be terminated.

- IV. Communication with supervisor. It is the responsibility of the employee to provide written authorization of time off after each treating physician appointment in order to remain off of work. Further, it is the responsibility of the employee to keep one's supervisor informed of the next physician visit, prognosis of treatment, and anticipated return to duty.
  
- V. Light Duty. This policy provides for temporary assignment of alternate work duties to employees who have sustained an injury or illness (while on or off duty) that prevents them from performing their normal job duties. Light duty maintains a level of activity, which is productive, serves a therapeutic purpose, and quickens an employee's return to full duty. The Department Head and/or Village President/Administrator will be the determinate if the individual's illness/injury allows them to perform light duty, or if there is sufficient light duty work. Assignments will be at the discretion of the Department Head and/or the Village President/Administrator, with consent of the Village Board within the limitations set forth by your physician. Light duty work may be performed in a department that is different from one's regular department.

In the event no assignments are available, the employee will be placed either back on worker's compensation leave, or a leave of absence.

Light duty assignments do not create a regular employment opportunity, and is in-fact, made as a temporary assignment only, which will terminate at the conclusion of a specified time period. Such time period will not exceed six (6) months in duration. The Department Head and the Village President/Administrator will review this assignment every thirty (30) calendar days.

- VI. Return to work. You will not be able to return to normal duty from a work-related injury/illness until authorization is received from the treating physician. Subject to review by village physician.
  
- VII. Forms. Current worker's compensation forms can be found in Appendix C.

## **600 – Other Leaves**

Adopted: 9/2/09

### **600 Jury Duty**

If an employee is called for Jury Duty, a leave of absence for this purpose shall be granted whether the employee has established full time status or not and the Village shall supplement those monies paid to the employee by the court so that the employee shall receive an amount equal to his/her base pay for that period of absence.

### **601 Bereavement**

When death occurs in an employee's immediate family (i.e., father, mother, father-in-law, mother-in-law, brother, sister, grandparents, grandchild, stepfather, stepmother, stepbrother, stepsister, or stepchild) an employee upon request, shall be excused for three (3) working days. (24/48 employees shall be excused for one duty day)

If death of a spouse or of a child occurs, the employee shall be excused for five (5) working days. (24/48 employees shall be excused for 2 duty days)

If an employee is notified of the death of a member of the immediate family (i.e. spouse, child, father, mother, father-in-law, mother-in-law, brother, sister, grandparents, grandchild, stepfather, stepmother, stepbrother, stepsister, or stepchild) while on the job, the employee shall upon request, be excused with pay for that day. This leave shall not count against the leave listed above.

An employee is not entitled to bereavement pay any day(s) he/she receives sick pay, vacation pay, and holiday pay or is otherwise being paid by the Village. The purpose is to avoid duplicate pay for the same day and bereavement time cannot be carried over to be used for other purposes then intended.

### **602 Military Leave**

**Service in the Uniformed Services:** means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time military duty, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty, and a period for which a person is absent from a position of employment for the purpose of performing Military funeral honors duty as authorized by section 12503 of title 10, or section 115 of title 32.

All village employees that are members of the uniformed services must notify their supervisors in writing of their branch of service and contact information for their unit/company commander. Also, a military basic pay schedule must be turned in to the office at least annually or any time there is a change in pay (promotion, anniversary,...). This will assure the employee of prompt and proper military differential pay in the event of deployment. The employee must also turn in a schedule of monthly and annual training dates as soon as possible upon receiving the schedule from the company commander.

#### **Military Leave of Absence**

The Village of Bedford Park shall grant a leave of absence to any employee who requests such leave in order to perform service in the uniformed services. It is the policy of the Village to comply with USERRA and all other state, federal, and local laws. The uniformed services are the Army, Navy, Marine Corps, Air Force, Coast Guard, and the commissioned corps of the Public Health Service. This includes the Reserve components of these services and the Army National Guard, Air National Guard and to persons who serve as Intermittent Disaster Response Appointees (IDRAs).

1. Temporary Military Leave. All benefits will continue during an employee's temporary military leave. Temporary military leave is defined as drill or annual training, or other active duty assignment not exceeding 30 calendar days. During this time, employees will remain on paid status. The employee shall receive regular compensation minus the amount of their base military pay.
2. Extended Military Leave. Employees directed to participate in extended military duties in the Uniformed Services that exceed 30 calendar days will be placed on an unpaid military leave of absence status for a period of as long as five years and will be entitled to the rights and benefits described in this policy, subject to the procedures outlined below. The employee shall receive regular compensation minus the amount of their base military pay.

#### Procedures for Military Leave

Written prior notice to the department supervisor is preferred, although verbal notice is sufficient under the statute. The Village prefers that employees provide as much advance notice as possible, but recognizes that circumstances arise where employees do not receive notice from the service until the last minute. No specific amount of advance notice is required, but *the notice must be given before leaving their employment assignment*. Prior notice is not required in those rare cases where precluded by military necessity or otherwise impossible or unreasonable.

#### **Temporary Military Leave.**

1. The procedure for personnel who are attending drill/annual training or other orders for a period of less than 30 days will be for the employee to contact their department head and make written notification of requested leave in a reasonable time to allow the department to adjust scheduling. Drill orders must be turned in to the supervisor upon returning for work for the leave to be approved as paid. The employee shall have the option of using accrued sick time to cover drills and/or annual training.

#### **Extended Military Leave.**

1. The employee will provide his or her department supervisor with notice that the employee will be engaging in military service including, where feasible, a copy of the orders directing the military duty, unless the employee is prevented from doing so by military necessity. Employees are requested to provide such notice within 30 days of active military service. Failure to provide adequate notice may render the employee ineligible for the rights and benefits described in this policy.
2. To request an extended military leave of absence, the employee should, unless prevented from doing so by military necessity, submit a written request for military leave of absence. The request should state the last day the employee will be available to work and the anticipated date of discharge.
3. The department supervisor shall review the leave of absence request and forward a copy to the Village Clerk's office for insurance and payroll purposes. **The request does not need to be approved and cannot be denied.** As a matter of record the department

supervisor shall forward the request to the village board for approval at the next board meeting.

### Application for Reemployment

1. **Eligibility Criteria.** An employee who leaves employment of the Village of Bedford Park for service in the uniformed services will be entitled to reemployment, provided he or she meets the USERRA eligibility criteria:
  - a) The employee (or an appropriate officer of the uniformed service) must have given their respective department supervisor, or his/her designee, prior verbal or written notice of the impending service.
  - b) The employee's cumulative period or periods of service, relating to of the Village of Bedford Park, shall not have exceeded five years.
  - c) The employee must have completed the period of service without having received a punitive or other than honorable discharge or having been dismissed or dropped from the rolls of the uniformed service.
  - d) The employee must have made a timely application for reemployment or have been timely in reporting back to work.
2. **Release from Service under Honorable Conditions.** An individual does not have reemployment rights with the Village of Bedford Park if he or she has received a punitive (by court martial) or other-than-honorable discharge or if he or she has been "dropped from the rolls" of the uniformed service.
3. **Timely Application for Reemployment.** When the employee intends to return to work, he or she must make application for reemployment to the department supervisor within the application period set forth below. The application is simply a letter stating the intended date of the employees return to work and must include a copy of military discharge papers.
  - a) Period of 1-30 Days of Service: After a period of less than 31 days of service, the employee is required to report for work at the start of the first full regularly scheduled work period on the first day after the completion of the period of service, the time reasonably required for safe transportation from the place of service to the individual's residence, and a period of eight hours (for rest). If reporting that next day is impossible or unreasonable because of factors beyond the individual's control (like an accident on the return trip), the individual is required to report for work as soon as reasonably possible thereafter.
  - b) Period of 31 or More Days of Service: If the period of service is greater than 30 days but less than 181 days, the individual is required to submit an application for reemployment within 14 days. If the period of service is 181 days or more, the individual must submit an application for reemployment within 90 days.
  - c) Service Connected Injuries: an employee either hospitalized or convalescing from a service related injury has up to two years to apply for reemployment following completion of service.
  - d) Tardiness: If the individual misses the relevant deadline by a day or two, he or she is entitled to reemployment, but is subject to the usual policy regarding explanations or sanctions for absence from scheduled work. For example, assume that the employee is returning from a period of 179 days of service and has 14 days to submit the application for reemployment. The employee submits the application on day 15. He/She has the right to reemployment, but will be subject to disciplinary action for one day of unexcused absence.

## Employee Benefits

In addition to the rights granted under USERRA, employees mobilized to active duty by order of the President of the United States are entitled to continuation of benefits under the Local Government Employees Benefits Continuation Act (50 ILCS 140)

1. Salary. The Village shall make up the difference in salary between military compensation and the employee's salary.
  - a) It should be noted that the employee is eligible for any salary adjustments that were granted or would have been earned if the employee remained continually employed by the Village.
  - b) While on active duty, the employee is eligible for Holiday Pay in the form of 8 hours straight time.
  - c) If the employee was receiving a stipend prior to active duty then that compensation must be considered when figuring the differential pay for which the Village is responsible.
2. Pension. No loss of service time if the employee contributes to the fund during their absence or upon their return (retroactively) over some reasonable period of time as appropriate under USERRA. The employee shall elect whether to contribute during military leave or upon their return. If no contribution is made then there is a break in service.
  - a) Contributions shall be made by the Village only if made by the employee.
  - b) If the employee does not notify the Village of the decision to stop contributions, pension contributions shall continue to be deducted from the military differential pay to assure that no creditable pension time is lost.
3. Health and Dental Insurance. Benefits will remain identical if desired by the employee.
  - a) If the employee is fully compensated by the military, the employee must continue to pay their share of the monthly premium on a monthly basis if they wish to remain covered.
  - b) If the employee is earning differential pay, the employee may elect to continue their payroll deduction towards health and dental insurance. The employee cannot, however, suspend health insurance contributions and make "catch up" payments upon their return to employment with the Village.
  - c) If the employee requests health and dental coverage be continued, the Village shall continue to pay its current level of contributions.
4. Life Insurance. Benefits shall remain identical.
5. Vacation Leave. Employee continues to accrue vacation during mobilization at the same rate.
  - a) The Employee is entitled to payout of accrued vacation leave while on active duty for any unused vacation as of Dec. 31<sup>st</sup> of that year.
6. Sick Leave. Employee continues to accrue sick leave at same rate.
7. Union Dues. Village may stop deductions unless directed by employee to continue.
8. Seniority. No loss in service time will occur during mobilization.
9. Promotions. If a test is conducted for the purpose of establishing a promotion eligibility list, the employee shall have every right to challenge the test.
  - a) The Village, when possible, may attempt to allow the employee to challenge the test, while deployed, using a military proctor to administer the test.
  - b) If a promotional list was created while the employee was on military leave, and the employee was eligible to test for the promotion and was unable to due to their active duty status, the Village shall allow the employee to test for the position upon the employees return even though a new promotional list may have been

constituted and subsequent promotions made from that list. The employee is then placed on that list as if there were no interruption of employment.

- c) Any promotions made from a list that was established while an otherwise eligible employee was on military leave will be considered temporary in nature until the employee challenges the exam and a revised list established if necessary.
- d) An employee returning to employment with the Village after military leave will have ten (10) business days from the first day of reemployment to notify his/her supervisor of their intent to challenge a promotional exam that was missed during military leave. The employee must meet the same criteria as all other employees to be eligible to challenge the exam.

#### Entitlements of Returning Disabled Veterans

Some employees who have been called to serve may return with temporary or permanent physical limitations resulting from service connected injuries or illness. In such a situation the Village is required to make *reasonable accommodations* in equipment, scheduling, etc. in order to enable the employee to perform duties of his/her escalated reinstatement position (the position that would have been attained if continuously employed). Of course, some disabilities cannot be accommodated. If the employee cannot be reinstated in the escalated reinstatement position, he/she is entitled to reinstatement in some other position, the duties which he/she can perform despite the limitations. The employee is entitled to the position that comes as close as possible (in terms of seniority, status and pay) to the position to which he/she would be entitled but for the disability.

#### Family Military Leave

Under the Family Military Leave Act (P.A. 94-0589) employees who are a spouse or parent of a member of the military that is on active duty status are eligible for up to 30 calendar days of unpaid leave. Any leave request in excess of 5 business days shall be made 14 days in advance of the first day of requested leave. Leave requests of a duration less than 5 business days shall be made with 24 hours notice. Employees requesting military leave may use accrued vacation and/or sick time.

#### Statement of Non-Discrimination

The Village of Bedford Park and the Fire Department are committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Department's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact his/her department supervisor or the Village Administrator or Village President if the supervisor is unavailable or unable to be of assistance

### **603 Victims' Economic Security and Safety Act**

The Village will comply with VESSA Standards.

### **700 – Benefits**

Adopted: 9/2/09

#### **700 Health Insurance**

Full-time employees of the Village shall be covered by the Village health insurance policy approved and adopted by the President and the Board of Trustees of the Village and subject to specified terms of the health plan as written by the insurance company. The Village will make efforts to include the following: All spouses and dependents of full-time Village employees shall be covered on the Village Health insurance policy. Village board members can purchase village insurance at 100% of the cost.

A dependent of a full-time employee shall be covered until he/she reaches the age of 19, or until he/she reaches the age of 25 if said dependant is a full-time student. All handicapped dependents of full-time employees shall be eligible for health insurance coverage through the employee's policy during the entire period that said dependent remains handicapped.

The term "dependents" as used in this policy is defined in the Group Plan Insurance Policy.

Employees share the cost of insurance with the Village. Each year the employee contribution will be established and deducted from the employee's paycheck.

Any Village employee who is eligible for Total Disability under IMRF, incurred while in the line of duty, shall be eligible for coverage under Group Insurance Plan until regular retirement.

Insurance Continuation (COBRA)- Employees and/or their dependents that are covered by the Village's medical plan are entitled to continue medical coverage for up to 18 months if the employee's medical benefits end because of layoff, resignation, or termination. Coverage longer than 18 months may be available if the need for insurance is due to the death of the employee, or if eligible for Social Security disability benefits.

An employee who elects COBRA benefits, will be responsible for the full cost of the premium.

When an employee leaves employment with the Village of Bedford Park, or otherwise qualifies for COBRA benefits, a representative of the Village will meet with the employee to discuss these benefits in greater detail.

#### **701 Life Insurance**

The Village of Bedford Park provides a term life insurance policy for all full time employees, at a rate equal to the highest rate of contractual employees.

#### **702 Physical Exams**

All Village employees shall be eligible for a physical exam once during a one-year period beginning January 1, 2009.

The Village will pay for the expense of the exam, cost not to exceed \$500.00 in excess of insurance coverage.

The exam shall consist of only the following items; basic physical exam (i.e. height/weight, vital signs, occupational and medical history), audiometry, vision screening, urinalysis, HIV titer, complete blood count, chemistry profile, cardiac risk profile, spirometry (pulmonary function test), urine drug screen (10-panel), blood alcohol level and chest x-ray. Employees over 40 years of age are also eligible for an EKG. Employees over 50 years of age are also eligible for a rectal exam. This listing represents the maximum tests to be conducted, dependent upon the employee, all or parts of this list may be chosen by the employee.

Record(s) of the exam(s) will be part of the employee's permanent medical record.

### **703 Glasses**

Non-union employees are eligible for a \$500.00 safety glass/frame subsidy. Non-union employees are eligible for the subsidy once a year. Employees must submit the glasses receipt to the Village Treasurer for reimbursement.

The safety glasses subsidy can also be used for a physical.

### **704 Employee Assistance Program**

The Village of Bedford Park may consider and offer confidential Employee Assistance Program (EAP) services as a benefit to its employees. Employees or their immediate family members may obtain confidential, professional counseling services to resolve personal and/or family problems through the EAP. The employee or family member may contact the EAP directly. Supervisors may also request employees to seek counseling where job safety or performance is affected. Participation in the Employee Assistance Program will not excuse substandard job performance and discipline will not be used as a retribution for refusal to use the program.

### **705 Tuition Reimbursement**

The Village may consider and agree to pay for any and all job related schooling for an employee of the Village. If any employee of the Village wishes to attend an educational seminar or meeting, relating to his/her job position or skills required in performance of his/her duties as a Village employee, he/she shall submit a written request to his/her supervisor.

Upon receipt of a written request from the employee, the supervisor shall, in writing, notify the Village Board of the request.

Upon approval of the Village Board of Trustees, the employee may enroll in the educational program. The Board of Trustees will approve a maximum amount of tuition reimbursement not to exceed \$2000. per semester as defined by institution up to \$6,000. a year.

Upon completion of the course, the employee will submit the pre-approved authorization, paid tuition receipt and course grade.

The Village shall have no obligation to reimburse employee for any educational expenses should the employee terminate employment with the Village before satisfactory completion of such course work or program.

Should the employee's employment with the company terminate for any reason, with or without cause, less than twenty-four (24) months after the reimbursement by the Village of any expenses under this policy, the employee shall repay such reimbursement to the Village in the amount determined as follows:

<u>From date of payment</u>	<u>Amount Due</u>
0-12 months	100%
13-24 months	50%
35+ months	0%

Tuition reimbursement can be found in Appendix C – Forms.

## **706 Conferences**

Attendance at any convention, meeting or workshop may be considered and granted only by formal Village Board approval.

Each department head will be allowed to attend one (1) convention per year. For those department heads attending a convention, the Village will assume the costs of registration, lodging, transportation to and from the convention site and a per diem (which includes ground transportation and local expenses). Receipts for all expenses will be turned in including the Village Board members.

The per diem allotment shall only be granted for the actual time spent at the convention, meeting or workshop at a rate of \$200.00 per day.

Attendance at other meetings and workshops shall be considered and granted by formal Village Board approval, and the expenses and costs shall be approved and allocated based upon the requirements of the particular meeting or workshop and subject to relevancy of topic and review of fiancés and budget.

Upon return from any event, it is the employee's responsibility to complete the appropriate statement of expenses to be filed with the Village Treasurer. All unused money shall be returned to the Village with a statement of expenses and all receipts attached.

Attendance should be limited to sites located with the continental United States. However, a department head may be allowed to attend an event outside the continental United States if it is determined by the Board of Trustees that such attendance will be beneficial to the daily operations of the Village.

## 707 Retiree Benefits

I. Retirement Eligibility. An early retiree shall have insurance coverage as follows:

A. To qualify for health insurance benefits, an early retiree must be at least 55 years of age when he/she retires.

1. Employees accrue points by adding their age together with the number of years of continuous service with the Village.
2. The Village will pay a percentage of the early retiree's insurance premium until he/she reaches the age of 65, based on the following schedule:

100%	for	80 points
75%	for	75 points
50%	for	70 points

For employees hired after January 1, 2003 the following schedule will apply:

75%	for	80 points
65%	for	75 points
50%	for	70 points

For employees hired after 1-1-2006 50% shall apply to all retirees regardless of points for health insurance including supplemental.

3. For those eligible for Medicare, the Village will pay for the entire Supplemental Insurance for any early retiree who fits into one of the categories in the above schedule.
4. The insurance coverage, which the early retiree has accrued at the time of his/her retirement, using the above point system, shall remain the same whether, the early retiree remarries and/or takes on new dependents. For example, an early retiree who retired with 75% health insurance coverage and was a single male at the time of the early retirement should continue to receive payments of premiums for a single male by the Village, but may, at his own expense, add additional dependents should he marry or remarry after his retirement.
5. If an early retiree dies while covered at the time of his/her retirement, spouses and other dependents who were covered at the time of early retiree's death shall continue to receive medical coverage until one of the following conditions occurs:
  - a) The surviving spouse remarries.
  - b) The end of a 90- day period immediately following the death of the early retiree.

- c) Such other terms as prescribed by the health insurance policy currently in force.
- d) If an early retiree does not qualify under one or more of the foregoing provisions, he/she may elect to have himself/herself and his/her dependent added to the health insurance policy of the Village; however the entire coverage expense of premiums shall be paid by the early retiree. Said individual desiring health insurance coverage shall notify the Village office in writing; the notice shall state the names of the persons, including the dependents, to be covered.
- e) The Village shall have no responsibility to provide dental insurance for an early retiree or his/her dependents, who otherwise qualify for insurance under the foregoing provisions.
- f) Any early retiree who becomes employed outside the Village automatically waives his/her insurance coverage under the foregoing provision, if health insurance of any nature is available from the retirees outside employment, not withstanding any provisions to the contrary herein.
- g) If a Village employee other than department head announces his/her retirement twelve months in advance he/she will receive \$200.00 per month increase in salary not to exceed a twelve month time period. \$400/month for Department heads.

II. Whenever an employee is retired from the Village:

- A. The retiree and those spouses eligible for Medicare shall be covered by a supplemental plan provided they enroll for Medical Insurance under the supplemental insurance which will be paid by the Village per policy.

A retiree's dependents at the time of retirement will continue to be carried under the Village's present coverage per rules set by policy and insurance company policy.

- B. A Medicare ineligible spouse of a Medicare eligible retiree shall be carried under the present insurance coverage until they become eligible for Medicare at which time the employee will switch to Medicare/Medical Insurance and the Village provided supplement.

- C. The Village shall underwrite a life insurance policy under the conversion privilege of the existing Group Life Insurance Age Reduction Rules such that:

- 1. The amount of Life Insurance for any insured employee will be reduced by 10% on the first day of the month in which he/she attains age 65 and further reduced by 10% each year until he/she attains age 70 (if he/she is not then an Eligible Retired Employee).

2. If an employee's Life Insurance is being continued under the Extended Life Insurance Benefit, such insurance will be reduced by 50% on the date he/she attains age 65.
3. The amount of Life Insurance for any employee who becomes insured during or after the month in which he/she attains age 65 will be reduced by 10% at age 65 and further reduced by 10% each year until he/she attains age 70.
4. The amount of Life Insurance for any employee who becomes an Eligible Retired Employee (on or before the first day of the month in which he/she attains age 65) will be reduced according to the Employer's Pension Plan Eligibility by 10% a year for five years commencing on the earlier of retirement date or 65<sup>th</sup> birthday, whichever happens first.

III. When a retiree marries, his/her spouse and/or new dependents, if any, shall not be covered by any hospital, medical or surgical insurance.

IV. When a retiree becomes divorced, his/her spouse and his/her dependents, if any, shall no longer be insured by the Village.

Non Contractual staff will be eligible for the following retirement incentive/service benefit:

Employees who announce their retirement plans one or more but less than two years in advance will receive a 20% increase on their base pay for their final year of employment. Employees who announce their retirement plans two or more years in advance but not more than 30 months in advance will receive a 10% increase in their base pay for each of their last two years of service to the Village.

All sick time, vacation time and/or any owned time must be used during the last year of service before retirement, with the exception that employees who earn less than \$70,000 a year will be eligible for sick time buy back. Employees that choose the sick time accumulation option will also be eligible to receive the benefits of that policy. No additional compensation will be issued for such time.

Employees will also be eligible to receive 3 points for their retirement health insurance status.

Employees who use this retirement incentive/service benefit will not be eligible for the additional \$200./\$400. per month bonus in their last year unless they earn less than \$70,000 a year in their base salary.

The 10/20% increases in final year base pay described above are in lieu of an annual wage or salary increase otherwise traditionally given by the Village.

## **800 - General Policies**

Adopted: 9/2/09

### **800 Maintenance of Job Qualifications**

Individuals who are hired by the Village of Bedford Park, and who are required to maintain specific qualifications and/or certifications, must maintain these requirements during the duration of employment – provided the individual does not change positions within the Village.

All individuals who are hired by the Village of Bedford Park to be employed in the Fire Department shall be required to maintain the minimum qualifications that were imposed at the time he/she became employed with the Village. For example, if an individual was hired as a Firefighter/EMT, he/she must take whatever steps are necessary to maintain such status during their employment with the Bedford Park Fire Department.

Any individual who is found to be in violation of this Policy shall be subject to disciplinary action that shall include but not be limited to suspension without pay and/or termination of employment.

### **801 Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image of the Village that it presents to customers and visitors. During business hours employees are expected to present a clean and neat appearance. At times, employees may dress casually in the office only including wearing denim jeans and tennis shoes. Shoes and denim must be clean and in good condition.

Unacceptable attire and appearance includes shorts, hats, sheer or see-through clothing, clothing that is tight or constricting, loose or baggy, frayed, torn or needs mending, shorts, tank tops, cut-offs, tee-shirts, mini skirts, leggings or spandex pants, thongs, exposed undergarments, fad application make up, fad applied hair color, visible body piercing (except ear) and visible tattoos.

Employees who are deemed to be dressed inappropriate by his or her immediate supervisor will be asked to return home to change. Continued unacceptable appearance may be grounds for discipline up to and including termination.

## **802 Uniforms**

- a. Allotment- Applicable employees in the following departments: Police, Fire, Public Works, Water and Building, shall be granted a clothing allotment to purchase department authorized clothing. Amount shall not exceed that allowed for in each department's labor agreement per person.
- b. Maintenance and Cleanliness. Each employee is responsible for the maintenance and cleanliness of their uniforms. Wearing a clean uniform is important and employees who are required to wear uniforms are expected to present a clean and neat appearance.

Employees who may be in violation of the personal dress policy will be counseled on the proper attire for his/her department and/or may be sent home to change clothes. Disciplinary action may occur if the violations continue.

## **803 Employee Recognition**

The Village of Bedford Park provides recognition to employees for continued service to the Village and their Department. The Village Board will present employees with a commemoration on certain anniversary dates. The Village may also elect to present a longevity benefit and a retirement salary increase to complete the service recognition program.

## **804 Personal Use of Telephones**

The Village telephones are for conducting necessary business. Long distance calls in any department may be made by authorized personnel and only for official Village business. Exceptions to this must have supervisory approval and may be subject to reimbursement to the Village.

Personal telephone calls on Village phones or personal cell phones by an employee are permitted; however, if used to the point of interference with the performance of your job duties, may result in corrective action.

- I. Professional use of telephones. Employees are requested to answer all calls in a prompt courteous manner in the following way:
  - a. Good Morning (Afternoon)
  - b. Identify yourself and that the caller has reached the Village of Bedford Park (department).
  - c. How may I help you or can I direct your call?

Employees shall be courteous and respectful to all co-employees and the general public at all times. Employees should limit conversations to Village business matters.

## **805 Use of Cell Phones**

Village issued cell phones are to be utilized for business reasons only. Personal use may be reason for corrective action.

Village issued cell phones must be on at all times during work hours. Employees are expected to respond to calls immediately or as soon as practical.

When using either a personal or business cell phone, make sure that the conversation is appropriate for either employees or the public who are within hearing. Employees are not allowed to use profanity, or inappropriate language. In some situations, an employee may be asked to move to a private area to continue the conversation. Personal cell phone shall be restricted to lunch or break times unless emergency circumstances exist. Supervisory personnel may use P.D.A. devices.

### **806 Outside employment**

Full-time employees are not permitted to accept a second part-time job in another department in the Village of Bedford Park or engage in outside employment, including self-employment, where the activity would constitute a conflict of interest or would adversely affect performance in performing job responsibilities. An employee, who wishes to engage in other employment, should report such activity to his or her supervisor and village board.

In the event such employment interferes with performance of job responsibilities, the employee would be required to terminate the other employment or resign employment with the Village.

### **807 Political activity**

Village employees are prohibited from engaging in any political activities during work hours. For example, employees may not solicit or collect funds, make phone calls at the work place, or use Village property for political purposes.

Employees are prohibited from using their official capacity to influence, interfere with or affect the results of an election. Nor shall employees engage in any activity which could be construed as giving Departmental sanction to any candidate for public office.

Any employee, who runs for a position in the Village, must notify his/her department supervisor and the Village Administrator. They will review the candidacy to determine if potential conflicts of interest or other reasons exist that could require the employee to resign. If the employee is to resign his/her position and if he/she loses the race, and the position is still vacant, the employee may be reinstated to his/her position.

### **808 Solicitation and distribution of information**

During work time, employees will not solicit or distribute literature to other employees for any purpose unless authorized by the supervisor, department head or other Village official for Village related activities.

Literature will not be distributed to other employees in the working areas of the department.

Employees will not solicit or distribute literature-unless authorized by the Village to any visitor/citizen at any time for any purpose.

### **809 Bulletin Board Policy**

The Village maintains bulletin boards throughout its facilities to furnish employees with up-to-date information on events and matters of interest to employees. It is each employee's responsibility to check the bulletin boards regularly to be well informed on Department/Village matters.

Employees need permission of the Department Director prior to placing any notices or announcements on the bulletin board. Each union will be allowed a designated space on assigned or separate bulletin boards for posting of union business.

Bulletin boards may not be used by employees or outside parties for the posting of commercial notes and advertisements, announcements and witticisms, sales of personal property, or any other matters work related or not.

The supervisor or designee is required to access the "Sharepoint Server System" regularly to review, enter, and maintain their portion of that system.

Information on the Village's electric sign will be conducted through the Village Clerk or his/her designee.

### **810 Meeting Attendance**

In the interest of ensuring communication and cooperation between the Village Board, Village Department's and committees, the practice of monthly meetings should be offered. The purpose will be to discuss issues relative to the particular department, board and/or committee. Robert's Rules of Order shall be followed in conducting the meetings.

**900 Code of Conduct**

The Village's reputation and the trust and confidence of those with whom we deal require us to conduct our affairs openly and honestly. This standard requires the adherence to all laws, regulations, and normal ethical practices that apply to the Village's activities.

**Integrity.** Each employee should always act in the interest of the law and in accordance with the highest ethical standards. In doing so, each employee will be acting in the Village's best interest. No employee should be influenced by outside interests or relationships that jeopardize the Village or the employee's reputation and integrity.

**Respect.** Employees should maintain a constructive, creative, practical attitude toward their responsibilities and maintain respect for every employee's role as a trusted public servant.

**Preferential Treatment.** Employees should avoid improper or questionable credits, rebates, discounts, or allowances on products or services in the community.

Employees shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

Officials or employees shall not solicit nor accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the official or employees vote action or judgment, action or inaction on the part of the employee. Officials or employees shall not grant, in the performance of his/her duties, any improper favor, service or thing of value.

**Conduct Toward the Public.** Employees shall be courteous and orderly in their dealing with the public. They shall perform their duties quietly, avoiding harsh, violent, profane, or insolent language and always remain calm regardless of provocation to do otherwise. Employees should strive to deliver services that are the highest quality possible, as efficiently and effectively as possible.

**Confidentiality.** Employees must not disclose any confidential information concerning property, operations, policies, or affairs of the Village that are gained by reason of their position within the Village.

**Representing Interests of the Village.** Employees shall not appear on behalf of the Village or their Department representing its interests other than those duly authorized.

**Misappropriation of Funds.** Employees must follow all laws, rules and regulations in the handling of Village funds. Misappropriation of Village funds, property or assets, including theft and unauthorized use, must not occur.

**Service.** Employees are encouraged to emphasize friendly and courteous service to the public, as well as fellow employees, and seek to improve the quality of life within the Village of Bedford Park and the image of public service in the Village of Bedford Park.

This is not a complete list of ethical standards. Any conduct of an employee that disrupts the work environment or places the personal interest of the employee above those of the Village or those of the public may be treated as a violation of the public trust and subject to corrective action.

## **901 Rules of Conduct**

It is the duty of each employee to maintain high standards of productivity, cooperation, efficiency, and economy in his/her work for the Village. It is the duty of the supervisors to direct the work in their department to achieve the Village's objectives. It is the duty of the employees to follow directions, policies and procedures, yet find innovative ways in which to achieve departmental goals and objectives.

The Village has established rules of conduct to ensure that is uniformity of behavior and that the Village maintains the public trust. This is not a comprehensive list, but one that should convey the behavior that is unacceptable while employed with the Village of Bedford Park. Violating any of these rules will result in discipline, up to and including termination.

- Giving false information or withholding pertinent information called for in making application for employment.
- Unauthorized altering of employees or other employee's time record.
- Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits, or worker's compensation.
- Falsifying testimony or assisting in falsifying personnel or other records.
- Bookmaking on the job.
- Theft of any property of the Village or other employee.
- The use (except medications prescribed by a physician) or sale on the job of alcoholic beverages, amphetamines, barbiturates, hallucinogens, or any other narcotic or controlled substance.
- Unauthorized carrying, possession, or use of firearms, explosives, or any lethal weapon while on duty or on Village property.
- Intentionally injuring or attempting to injure others while on duty.
- Engaging in unlawful or improper conduct on or off the job, which affects or tends to affect the employee's relationship to his/her job.
- The refusal to comply with specific Village or departmental rules and regulations or verbal instructions, which the employee may be reasonably expected to perform.

- Driving a Village vehicle/equipment while under the influence of intoxicants or other self-administered drugs except for prescribed medications that do not impair vehicle/equipment operation.
- The personal use of Village property, vehicles, equipment, or materials for personal convenience or profit.
- Deliberate and/or malicious destruction in any manner of Village property, equipment, or the property of others.
- Unexcused absences for three consecutive days without contacting the supervisor.

Not only is it each employees responsibility to perform their job within appropriate behavioral guidelines, it is also the employees responsibility to ensure that co-workers act responsibly. If an employee is a witness to behavior that violates these standards, each employee has a duty to report that situation to the supervisor, Department Director, or Village President.

## **902 Sexual Harassment**

The Village of Bedford Park is committed to providing a work environment that is free of (1) verbal or physical harassment concerning an employee's race, color, religious, age, handicap, orientation, marital status, and national origin and (2) unwelcome sexual advances, requests for sexual favors, and any other conduct or communication constitutes sexual harassment as that term is defined by state and federal law.

Verbal or physical conduct will constitute unlawful harassment when:

- It has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
- It has the purpose or effect of unreasonably interfering with an individual's work performance; or
- It otherwise adversely affects an individual's employment opportunities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to sexual conduct is an explicit or implicit term of condition of an individual's employment;

The submission to or rejection of sexual conduct by an individual is the basis for any employment decision affecting that individuals; or

When sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

The Village of Bedford Park strongly disapproves of any form of harassment of its employees by another either internal or external to the department. Further, harassment is strongly disapproved or regardless of whether it occurs within or outside the department. Appropriate disciplinary action will be taken promptly against any employee engaging in unlawful harassment.

In order to administer this policy, all employees have a responsibility to report any incident of harassment to the attention of their immediate supervisor. Employees who feel aggrieved because of harassment are strongly encouraged to bring the matter to the immediate attention of their supervisor.

The policy of the Village of Bedford Park is to investigate thoroughly and remedy and known incidents of harassment. The Village President/designee, or Village attorney, as designated by the Village Council will be responsible for investigating the complaint. Employees who have a complaint of harassment should follow the following steps:

- Employees are encouraged, whenever appropriate; to directly inform the person engaging in harassing conduct that such conduct is offensive and must stop.
- The employee should verbally contact his/her immediate supervisor to register a complaint of harassment.
- In the event the immediate supervisor is the person engaging in the harassing conduct, the employee should contact the Village President/designee.
- As soon as practicable after the completion of the investigation, the designated investigator will report its findings to the Village Council.
- The Village Council shall determine if harassment has occurred, and recommend the appropriate disciplinary action, up to and including termination.

To the extent possible, every reasonable attempt will be made to maintain confidentiality during the course of an investigation into a charge of harassment.

All employees may raise concerns and make reports without fear of reprisal.

Any questions concerning this policy should be directed to an employee's immediate supervisor or the Village Administrator.

### **903 Violence in the Workplace**

The Village of Bedford Park is committed to providing a safe work environment free from workplace violence for its employees and others.

Workplace violence is strictly prohibited. This policy is intended to protect Village employees from such prohibited conduct whether initiated by other employees or by non-employees. It is also intended to prevent employees from engaging in prohibited conduct toward each other or toward non-employees. The policy applies to prohibited conduct that occurs in or related to the workplace.

Employees who experience, observe, or have reason to fear such prohibited conduct are urged to report their concerns to their supervisor, or if they prefer, to the Village President. Supervisors who receive such reports are required to notify the Village office. All such reports will be investigated and appropriate corrective action will be taken. Corrective action may include physical removal from the workplace.

If an employee is engaging in misconduct, corrective action may include discipline up to and including termination. Criminal prosecution may also be sought where appropriate. If there is an apprehension of immediate danger, police assistance should be requested by calling 911. Retaliation against employees or others for reporting their concerns or cooperation with an investigation is strictly prohibited.

Definition of “Violence” includes any intentional conduct, which is sufficiently threatening, offensive or intimidating to cause an individual to reasonably fear for his/her personal safety and/or the safety of his/her family, friends and/or property.

Specific examples of conduct, which may be considered threats or acts of violence under the policy, include, but are not limited to the following:

- Threats of physical or aggressive contact
- The intentional destruction or threat of destruction of Village property
- Harassing or threatening telephone calls
- Surveillance
- Stalking
- Veiled threats of physical harm or like intimidation
- Fighting or use of any object as a weapon

“Workplace” includes all property and facilities belonging to the Village and any location where Village employees are performing work.

#### **904 Drug and Alcohol Usage**

Possession, use or sale of illegal drugs is prohibited. Any employee who violates this rule will be subject to disciplinary action, up to and including termination. An employee is also subject to discipline for using illegal drugs when not on duty and is also subject to discipline for using alcohol while not on duty if such use impairs the person’s ability to perform his/her work property and efficiently.

Possession, use, sale or being under the influence of alcohol or illegal drugs while on duty, or the possession of drug paraphernalia by an employee while on duty or while on Village property, will be subject to disciplinary action, up to and including termination.

Employees will not bring into or keep any intoxicating liquor on Village property.

Any employee who violates these rules will be subject to disciplinary action, including the requirement of an employee to participate in an appropriate treatment program in order to remain employed with the Village of Bedford Park.

Any employee who is charged with a drug or alcohol related crime must notify the Department Director immediately of the nature of the charges. The Village of Bedford Park will take action that it deems appropriate after consideration of the facts and circumstances involved. Time missed as a result of incarceration or conviction of a criminal offense will be regarded as an unexcused absence. A person who is convicted of a drug or alcohol related crime might be subject to termination.

Any employee, who recognizes that he/she may have a drug or alcohol problem, is encouraged to seek assistance in dealing with the problem. The disclosure of the existence of a chemical abuse problem will not constitute the need to take disciplinary action. However, subsequent failure to abide by Village rules or when required to remain in an alcohol or drug treatment program until released by the person in charge of counseling, will not be excused or condoned and may become the subject of disciplinary action.

### **905 Smoke-free Workplace**

Employees are encouraged not to smoke and are expected not to do so in restricted areas. Safe smoking habits must be observed at all times.

All employees will refrain from smoking in the presence of our customers, visitors, and officials of the community.

When smoking in designated areas, please be sure to extinguish your cigarettes in the proper receptacles.

### **906 Electronic Communication**

The Village utilizes electronic mail and the Internet to conduct business in a quick and efficient manner. Also, as a benefit, the Village of Bedford Park allows members to send limited personal e-mail messages to friends and family, and have access to the Internet. Every employee with access to electronic mail and the Internet is responsible for seeing that the system is used properly and in accordance with the following policy. Questions concerning this policy should be directed to the Village President or individual in charge of information services.

The email/internet system is part of the business equipment and technology platform and is to be only be used for Village purposes. Personal business (including games) is to be limited to lunch or other break times and must be in compliance with the remainder of this policy.

Information and messages that are sent or received are to be disclosed only to authorize individuals.

- There is NO personal privacy in any matter created, received, or sent from the e-mail/internet system. The Village of Bedford Park, in its discretion, reserves the right to monitor and to access any matter created, received, or sent from the e-mail/internet system.
- Messages sent during working hours should be sent only with good business reason for doing so. Copies should be forwarded only for good business reasons.
- Employees with e-mail/internet access may have a password to access the account. Each employee is responsible for messages that are sent from his/her account(s). Do not share your e-mail/internet password with anyone. Your account can be accessed by the network administrator at any time for verification that information being created, received, or sent is being created, received, or sent for good business reasons, and to check that personal internet/e-mail is not being sent during working hours and that information contained with personal messages does not compromise, libel, or slander the Village of Bedford Park and/or its employees in any way.

- All email/internet (personal and business) must follow the Village policy banning solicitation and distribution. Chain letters, pyramid schemes, and other solicitations are strictly prohibited. Employees found to be in violation of this policy may be terminated immediately.
- No email/internet (personal or business) that constitutes intimidating, hostile, or offensive material on the basis of sex, race, color, religion, national origin, sexual orientation, or disability should be created, sent, accessed, or received. The Village's policy against harassment applies fully to the email/internet system and any violation of that policy is grounds for discipline up to and including immediate termination.
- The email/internet system is not a secure one-way communication tool, and information sent over it may be intercepted and read by unauthorized individuals. Employees must take every precaution to protect confidential information about the Village and our citizens.
- Employees may not use the email system to send copies of documents that are in violation of copyright laws.
- Email messages are considered "records" as defined by the Illinois Freedom of Information Act. Email records are comparable to other Village records and must be kept according to the minimum retention period identified for each particular record. Generally, if the schedule calls for retention, the email should be printed to hard copy and filed. System backups will include email messages, but those back-ups will not be for the purpose of storing and retaining email records.
- Employees who become aware of misuse of the email/internet system should promptly contact their supervisor, department head, network administrator or Village Administrator.

It is each employee's responsibility to use proper etiquette when using email or the Internet. Keep messages brief, think about what is to be said before starting and keep messages clear and concise.

Each employee also has a responsibility as the receiver of email to read it, reply promptly and keep the email box uncluttered. Further, try not to read misaddressed email and return it to the sender.

## **907 Progressive Discipline**

The Village is constantly seeking to establish and utilize fair standards for evaluating work performance and to reward outstanding members for their achievements. The Village of Bedford Park also accepts the responsibility to help improve employees whose work performance and efficiency have fallen below established standards or if an employee does not comply with all established policies and procedures. When management determines disciplinary action is appropriate, actions will be taken according to the Village's Progressive Discipline Policy.

Normal steps of disciplinary process are outlined here. However, based on the seriousness of the offense, management may enter into any level of disciplinary action or termination.

Verbal Correction-The supervisor will provide a verbal correction to the employee. A written record of this correction will be placed in the employee's personnel file.

Written Correction-If the employee does not correct his/her behavior, the supervisor will consult the higher management and prepare a written correction. The employee will be asked to sign the correction indicating receipt of a copy, and a copy will be placed in the employee's personnel file. This step may include a Performance Improvement Plan, where the specific behavior is documented; action steps to correct the behavior are outlined within a specified time frame.

Suspension without pay-If the written correction does not ameliorate the problem; an employee may be suspended without pay. The Village President/designee must approve the suspension without pay. The suspension without pay will be for a period of not more than five (5) days consecutive calendar days.

Termination-When all means of discipline has been used, or when the offense justifies such action, the employee may be terminated. The Village President/designee must review all recommendations of termination. Management reserves the right to enter into any level of disciplinary action or termination based on the severity of the offense and the member's past work record.

Disciplinary Action Appeals-If an employee is the subject of a progressive disciplinary action, the employee is first encouraged to discuss the action with your immediate supervisor and/or Department Head. If after such discussion, or attempted discussion, the employee does not feel the matter is resolved, the employee may initiate the appeal procedure.

All Village employees have the right to appeal a disciplinary action to the next level supervisor. After the Department Head, the appeal should be directed to the Village President/designee.

An employee has the right to appeal to the Village Council. The Council will conduct a hearing regarding the facts and information leading to the disciplinary action taken. The hearing is fair and impartial and you will be given an opportunity to present your defense. The Village Board is the final decision authority regarding the disciplinary appeal proceeding. See ordinance and employee relations committee information in ordinance.

## **908 Computer/Internet Usage**

All of the Village of Bedford Park's electronic, communication and computer equipment, systems, software and services, including but not limited to the Village's telephones, fax machines, electronic mail (e-mail) and voice mail equipment and systems (collectively, the "Electronic System"), are the property of the Village. All communications, data, records, files and other information (collectively, the "Information") created through the use of, or retained in, the Electronic Systems are also the Village's property. The Village makes the Electronic Systems and the Information available to its employees solely for the purpose of conducting Village business. They are not intended for personal use whether on Village premises or elsewhere.

The Village reserves the right to monitor the operations and use of the Electronic Systems and to access all Information. Employees, consultants, vendors, contractors, citizens, and suppliers using the Village's Electronic Systems for personal or other non-Village purposes do so at their own risk and with the knowledge that the Village may monitor, use and access any and all information resulting from such use.

All passwords and codes used in connection with the Electronic Systems and the Information are the property of the Village. The Village may override individual passwords and codes and require employees to disclose any passwords or codes. Employees must abide by, and not attempt to circumvent all systems' security controls, including but not limited to the passwords of other individuals. The Village prohibits employees from accessing or attempting to access or use the e-mail or voice mail systems of a co-worker unless authorized to do so.

All employees are expected to maintain a secure environment for the Electronic Systems and Information. Accordingly, employees are required to:

- Protect the Electronic Systems, software, and services from all types of abuse including but not limited to, misuse, misappropriation, misapplication, and vandalism.
- Protect the integrity and accuracy of Information from unauthorized access, alteration, or destruction.
- Maintain the privacy of proprietary, privileged, personal, or otherwise sensitive information. (For example, employees must exercise caution when sending confidential information via e-mail, since the degree to which the information remains confidential is largely dependent upon the care and protection exercised by employees and the recipient of the e-mail message. Another example is that privileged or confidential communications should be marked as such.)
- Use computer software and other copyrighted materials in accordance with licensing agreements and applicable copyright laws.
- Protect the Electronic Systems and Information from viruses by not downloading software, games or other entertainment software, including screen savers or visiting public bulletin boards and not installing unauthorized software of any type. Under no circumstances may an employee make any unauthorized connection between the Electronic systems or information and any third party systems, software or data.

In keeping with the Village's policies against unlawful harassment and discrimination, the Village prohibits any use of the Electronic Systems to make offensive, harassing, vulgar, obscene, threatening, discriminatory, or intimidating communications. In addition, employees are prohibited from creating, distributing or soliciting sexually oriented messages or images using the Electronic systems. The Village also prohibits communications that constitute slander, defamation, or unlawful disparagement of employees, clients, vendors, or any other person or entity.

Nothing should be said in an e-mail message that would be inappropriate, improper or unsuitable to state in a written memo. Employees should regard e-mail as another form of written communication.

Information within the Village's Electronic Systems is to be treated as confidential. Employees may disclose Information obtained from the Village's Electronic Systems only to authorized individuals.

Violation of this policy will result in disciplinary action, up to and including termination of employment.

**1000 Safety Policy**

Employees must understand that compliance with safety requirements is a condition of employment. Due to the importance of safety, consideration to the Village of Bedford Park employees who violate safety standards, cause hazardous, or dangerous situations, or allow such conditions to remain when they could be effectively remedied may be subject to disciplinary action, up to and including termination.

It is, therefore, essential that all employees comply fully with the standards and practices of the Village of Bedford Park that are designed to promote a safe and healthful working environment.

Whenever an employee identifies an unsafe condition or an occupational safety and health risk, the employee should report the matter immediately to his/her immediate supervisor if the employee is unable to remedy the situation him/herself.

Every employee should understand the importance of safety in the workplace. By remaining safety conscious, employees can protect their own interests as well as those of their co-workers. Accordingly, the Village of Bedford Park emphasizes “safety first” and expects all employees to take steps to promote safety in the workplace.

All accidents must be reported immediately to the supervisor.

- I. Each department supervisor has the basic responsibility to make sure the safety of human beings is a part of their concern. Supervisors at all levels are responsible for advancing safety and loss prevention programs established by the Village.
- II. Personal Protective Equipment. Check with the department supervisor to determine if there is any required personal protective equipment for your area. Failure to do so may not only result in injury, but disciplinary action for failure to follow proper safety procedures.
- III. Safety Meetings. As a method of prioritizing safety issues and keeping current with Village trends, safety meetings will be conducted.

All departments shall participate in safety training and are expected to initiate safety training and procedures that best suit the department’s needs. Each department shall keep records of training.

**1001 Drug Testing**

All employees may be required to submit to a urinalysis test and/or other appropriate drug testing upon reasonable suspicion that the employee is using a controlled substance or is under the influence of alcohol. The employee may also request that a blood sample be taken at the same time.

Results and any actions will be in accordance with appropriate contractual agreements.

## **1002 Hazard Communication**

The Village of Bedford Park in accordance with the Hazard Communications Act and the Occupational Safety and Health Standard (OSHA), maintains a hazard communication program that will train and educate employees on the use of and handling of hazardous materials. Employees who are in positions that require personal protective equipment or have the need to work with and around chemicals, will receive the proper training for the safe handling of, and personal protection from these substances.

A list of hazardous materials is maintained in each department and/or with the Village President. Each employee, once trained, is responsible to know where the information is kept, read safety instructions and warning labels, know the location of the MSDS and how to read them, and not to begin working with any chemicals until the precautions and required safety equipment is understood.

## **1003 Firearms on Village Property**

Employees of the Village are prohibited from carrying on their person, either concealed or unconcealed, or in their immediate possession, or bring onto Village property any firearm, gun, pistol, or other similar items, regardless if the employee is licensed to carry a weapon. The policy pertains to all Village employees, with the exception of the Village of Bedford Park Police personnel.

## **1004 Use of Cell phone while driving**

When using a Village issued cell phone while driving, it is recommended that employees safely pull off the road while engaged in a conversation. Safe driving techniques must be adhered to ensure safety to our employees and the community.

## **1005 Emergencies Affecting Village Operations**

The Village is open for business during normal working hours; however, due to weather or other emergencies, the Village may be faced with temporary service closure, or have limited operations. The Village President/designee is the only individual authorized to close Village operations.

Some departments during an emergency may have the duty to call in off-duty employees to assist with the situation. Supervisors will notify employees if required to report to duty. In some situations, the Village may use the media to notify employees they are required to report to work. Please check with the department supervisor as to the types of response required of employees in your area during emergency situations.

## **1100-Terminating Employment**

### **1100 Notice of termination**

To be considered a resignation in good standing, the Village expects a two-week notice. This will give the department time to arrange for a replacement. This also allows time for the preparation of paperwork to ensure the timely payment of any benefits owed to the Village or the employee. Notices of less than two (2) weeks will limit or eliminate receipt of benefits.

### **1101 Layoff/Reorganization**

The Village may layoff an employee, transfer an employee to another position, or demote an employee because of changes in duties, reorganization, discipline or lack of funding or work. Whenever possible, an employee will be transferred to a suitable position elsewhere. Further, whenever possible, the Village will give the employee at least two (2) week's notice before the layoff, transfer, or demotion.

The Village will determine individuals for layoff or reorganization based on job performance and efficiency, retaining the most proficient employees the longest. Seniority will only be used to determine a layoff or reorganization among employees with substantially equivalent job performance records, retaining the most senior employee the longest. The Village will lay off temporary employees before regular employees doing similar job duties.

### **1102 Retirement**

Employees with a qualifying age may retire from the Village of Bedford Park. Prior to retiring, employees are advised to check with the Illinois Municipal Retirement System to ensure eligibility to retire and available benefits.

A minimum of two (2) weeks notices is required; however, special considerations may be made available to those employees and supervisors who announce his/her retirement twelve (12) months prior to the retirement date.

### **1103 Death of an Employee**

In the case of a death of a Village employee, salary and vacation monies due this employee shall be paid to his/her beneficiary.

In the case of a death of a full-time salaried Village employee, regular or probationary, his/her beneficiary shall receive his/her salary equal to a full pay period in which the death occurred.

Beneficiary is defined to mean person or persons designated as the beneficiary or beneficiaries in the records of the Illinois Municipal Retirement Fund and otherwise referred to as I.M.R.F.

### **1104 Exit Interviews**

To promote a better understanding of working conditions and employee concerns or opinions, it shall be the policy of the Village to conduct exit interviews whenever possible with employees that leave the employment of the Village. The interviews shall be conducted separately by the

department head and/or the Village President/designee, whenever possible. The purpose is to determine the reasons for leaving; the impression of the person regarding the work experience; and to explain any procedures necessary and paperwork required or benefit options available, if any. The results shall be recorded and submitted to the appropriate persons for review.

**1201 Expenditures**

Expenditures will be processed as follows:

**\$.01-\$1000.00** – Department Supervisor signature before purchasing.

**\$1000.01-\$4,999.99** - Department Supervisor and two (2) members of the department committee signature before purchasing.

**\$5,000.00 to \$19,999.99** – Department Supervisor, two (2) members of the department committee and Village Board approval before purchasing.

All purchases of \$5,000.00 or more will require a Village purchase order.

All purchases of \$20,000 or more are subject to the Village Bid Procedures.

Expenditures that will exceed yearly budgeted line item amounts in a department budget shall be presented to the department committee, for approval before purchase authorization.

Utility purchases and emergency related issues that affect department mission are not included in the above regulations but are subject to review and assessment by Board. Department Committee Chairman is to be notified as soon as possible when these incidents occur.

**Any purchase requiring a monthly fee or service charge will require Village Board approval regardless of the amount of said fee or charge.**

**1202 Mileage Reimbursement**

The Village may reimburse employees for mileage when use of a personal vehicle becomes necessary for Village business and is pre-approved by the Village. The employee shall report mileage to and from the location to their department head will verify correctness, and submit to the appropriate persons for reimbursement. The reimbursement shall be based on the standard mileage rate set by the Internal Revenue Service for the year in which the vehicle is used, based on cents per mile for business miles driven.

**1300 Village Vehicles**

The following Village personnel shall be assigned use of a village vehicle on a 24 hour per day basis: Fire Chief, Police Chief, Public Works Superintendent, Water Superintendent, Building Coordinator and Fire Inspector. A vehicle may be assigned to their assistant on the same basis when the Department Head is on vacation and/or incapacitated. The Village President and the Village Board Department Chairperson shall approve such use. No other vehicles will be assigned to the village personnel of the same basis without the approval of the Village Board.

Village employees assigned a vehicle shall when, on vacation, sick leave, on worker's compensation, or any other reason not connected with their employment to the Village or their regular assigned duties, or otherwise approved events, shall return their vehicles to their assigned department. Village vehicles are not to be used for personal use other than driving to and from work.

Monthly mileage reports shall be completed and given to the department chairman and village administrator. Non police or fire vehicles are subject to IRS regulation regarding use of vehicles compensation and taxations.

All Village vehicles shall be clearly marked as to both Department and Village identification. Markings shall be a minimum of six (6) inches in diameter and shall be in permanent paint or decal marking no removable magnet or other type of sign shall be used and shall remain until the Village no longer owns the vehicle. The Police Department due to its mission shall be allowed a pre determined number of units that can remain unmarked.

**1301 Village Owned Equipment**

Village owned equipment, tools, material or other village property shall be used only for Village related work. No such equipment, tools, material or other Village property shall be used for personal purposes without receiving Village board approval.

Storage of personal vehicles, equipment or tools in Village facilities or properties is hereby prohibited. Said facilities will be solely for Village related work and to store Village vehicles, equipment and tools.

**1302 Repair/Replace Property**

Except as required by contract, the Village is not responsible or liable for the repair or replacement of any personal items belonging to the employees that are lost or damaged during the employee's normal course of employment.

Said personal items referred to above include, but are not limited to, wrist watches, eye glasses, contact lenses, rings, necklaces, or any other type of jewelry.

Any employee wearing or carrying said items on their persons while working, assumes complete and full responsibility for said items.

### **1303 Inventory and Loss Prevention**

In the interest of both keeping with accepted accounting and loss prevention business practices, it shall be required that all departments maintain accurate inventories of real estate, buildings and contents, and any other Village owned property. Each item that has a value that is equal to or exceeds \$500.00 shall be itemized on the inventory. All other items will be listed in sets or in bulk amounts and recorded. The inventory shall be updated regularly as purchases are made and reviewed annually. Copies will be filed in the clerk's office as well as in the department file.

**1400 – DOT Drug Testing Policy**

Adopted: 9/2/09

[insert old policy]

## Appendix A: Longevity Schedule

<u>Years of Service</u>	<u>Amount</u>
6 years	\$600.00
7 years	700.00
8 years	800.00
9 years	900.00
10 years	1000.00
11 years	1100.00
12 years	1200.00
13 years	1300.00
14 years	1400.00
15 years	1500.00
16 years	1600.00
17 years	1700.00
18 years	1800.00
19 years	1900.00
20 years	2000.00
25 years	2500.00

## **Appendix B: FMLA Forms**

[FMLA Policy](#)

[Exigency Military Leave](#)

[Serious Health Condition](#)

[Designation Notice – Leave Approved](#)

[Eligibility Notice – Not Eligible](#)

[Eligibility, Rights & Responsibilities](#)

[Fitness For Duty](#)

[Designation Notice – Leave Not Approved](#)

[Eligibility & Designation Notice – Leave Exhausted](#)

[Incomplete or Insufficient Certification](#)

[Serious Injury or Illness](#)

[Family Member’s Serious Health Condition](#)