



The Village of Schiller Park Employee Handbook

(January 1, 2024)

Departments

Administration Department

Community Development

Fire Department

Police Department

Public Works

Recreation Department

Village Clerk's Office



The Village of Schiller Park

ABOUT THIS HANDBOOK

Effective January 1, 2024, this Employee Handbook revision supersedes all previous employee handbooks or manuals, and all management memos and/or addendums that may have been issued on the subjects covered. It will answer many of your questions and act as a continuing source of reference for you. Please read this Employee Handbook carefully and keep it for future reference. You are responsible for becoming familiar with its contents and talking to your department head, the Village Manager, or Human Resources about any questions you may have.

The information contained in this Employee Handbook is presented only as a matter of employment information. It is not a contract, and its contents should not be interpreted as a contract between the Village and you, or any of the Village's employees. On occasion or based on certain circumstances the Village may not follow the policies and procedures as stated in this Employee Handbook. The Village may change or terminate any policy or procedure at any time, with or without notice, if the situation is deemed necessary. In all cases, the Village seeks to treat all employees fairly and with respect.

The Village of Schiller Park is an at-will employer. Your employment with the Village is entered into voluntarily, and you are an at-will employee. You may resign, or the Village may terminate its employment relationship with you, at any time for any lawful reason, with or without cause. If for some reason you decide to leave the Village, we would appreciate a resignation notice period of at least two weeks. Nothing in this Employee Handbook or in a statement, written or oral, shall limit the right to terminate the employment at-will relationship.

Collective Bargaining Agreements

For employees who are part of a collective bargaining agreement ("CBA") with the Village, the terms of that CBA control where any direct conflict exists, unless otherwise provided by law. Employees covered by CBAs are encouraged to consult their CBAs with respect to provisions that include but are not necessarily limited to vacation and sick leave; workers' compensation coverage; benefit plan costs and coverage; application of the Public Employees Disability Act; probationary periods; and grievance procedures.

If you need assistance in understanding any of the provisions of this Employee Handbook, please contact your department head, the Village Manager, or Human Resources.

To ensure that the intention of this Employee Handbook is understood, all employees are asked to sign an Acknowledgement of Receipt at the time they are given the Employee Handbook, and annually each May 1, even if the content remains unchanged.

Mission Statement

Our mission is first and foremost to serve the municipality of Schiller Park. We work for our community to provide residents, visitors, and businesses with the highest-quality municipal services in an efficient, courteous manner, and to enhance the quality of life through planning and visionary leadership. Providing a safe, livable, and sustainable community for present and future citizens is a key goal.

We value leadership, innovation, creativity, and initiative. We strive to be fair, friendly, and helpful, and stress excellence, integrity, accountability, and honesty. We recognize that our most valuable resources are our people and our businesses.



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WELCOME TO SCHILLER PARK

Congratulations! You have been selected to join our team for service to our community of Schiller Park. The operations of a Village are dynamic, challenging, and rewarding. The results of your work directly impact our residents, community, and visitors and your job satisfaction.

VILLAGE OPERATIONS

While your daily work may not expose you to all areas of the Village, it is still helpful for you to be familiar with the entire Village. You should get to know as many coworkers, supervisors, department heads, and elected officials as possible.

The Village Board also appoints committees that work with and make recommendations to management and the Village Board regarding the operations of the Village.

Some of the greatest ideas and insights can often begin with employees and escalate to management. **Your positive suggestions are always encouraged and welcomed!**

There are strategies you can use that will help you to be successful at the Village. While doing your job well is your first and most important goal, your success at the Village requires more than the duties listed in a job description. Your success will depend on your attitude, work behavior, and your ability to relate to residents and co-workers. Intangible qualities like these will have a tremendous impact on your success in your position, professional growth, and your satisfaction in your overall experience at the Village.

EMPLOYMENT PRACTICES

Equal Employment Opportunity

The Village is strongly committed to creating and preserving equal opportunity for all employees

and applicants. The Village makes all employment decisions without bias or regard to race, color, religion, gender, national origin, disabilities, medical conditions, pregnancy, protected veteran status, age, gender identity or expression, marital status, citizenship status, or any other characteristic protected by federal, State, or local laws.

All employment-related decisions including recruitment, hiring, compensation, training, promotion, transfer, and termination are based on legitimate, non-discriminatory factors such as knowledge, skills, abilities, conduct, qualifications, competence, and/or business needs. The Village's commitment to equal opportunity is also a commitment by every employee.

Employment Applications

The relevant department head will follow the proper request procedure if a position vacancy is to be filled. When a vacancy exists or a new position is created in any department, a request is made by the department head through the Village Manager for permission to fill the vacancy. Upon approval by the Mayor, the department head accepts applications for the position, reviews these applications, and makes recommendations for the appointment. An Employee Selection Approval Form must be completed when requesting a hire. Offers of employment should not be made until this form is completed and the Mayor gives authorization. We will make every effort to fill the position from within and post the opportunity internally for a recommended time.

Depending on the position the Village does recruit externally as well. Our goal in any option is to find the best qualified individual(s).

Once an offer has been extended and accepted, new hires are required to have pre-employment



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drug screenings performed, with negative results for any employment offer to be confirmed.

The filling of full-time positions for classified employees in the police and fire departments is handled by the Board of Fire and Police Commissioners, the administrative board appointed by the Mayor with the consent of the Board of Trustees.

To fill a position, the Police or Fire Chief notifies the Mayor through the Village Manager and the Board of Police and Fire Commissioners requesting administrative action.

After examination procedures are completed, an eligibility list is established by the Commission to select the best candidate(s).

No elected Village official shall, during the term they are elected, be employed by the Village.

Background and Reference Checks

Once an offer is extended and accepted, candidates for employment will be subject to a criminal background check prior to starting work at the Village. This information is collected as a means of promoting a safe work environment for employees and residents. Offers of employment in these positions will be based upon the Village's receipt of satisfactory background check. All background checks will be conducted in compliance with State and federal guidelines.

Background checks include:

- Social Security validation
- Criminal background check
- Department of Motor Vehicle record check if applicable to job

Reference checks could include:

- Employment and/or personal reference checks

- Educational verification
- Prior employment verification

In cases where negative or incomplete information is obtained, the Village Manager will determine whether the individual should be hired. Questions regarding this policy should be directed to the Village Manager.

Motor-Vehicle Record Reference Checks

All drivers must be authorized to drive for work purposes. Village vehicles are not to be used for personal or purposes not related to work, except as may be applicable in a current collective-bargaining agreement.

The Village reserves the right to review both the driver's license and motor-vehicle record ("MVR") of all authorized drivers at any time. MVR review will typically be run for authorized drivers a minimum of every six (6) months. For positions requiring driving as an essential function, applicants will receive a conditional offer of employment, contingent upon the results of the MVR review.

To become an authorized driver for the Village, you must:

- a. Be a current employee or contracted individual.
- b. Complete the Employee Authorization for MVR Review.
- c. Present and maintain a favorable MVR in accordance with the below guidelines.
- d. Provide a current copy of a valid driver's license for the type of vehicle to be driven.



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Driver Responsibilities

It is the driver's responsibility to operate the vehicle in a safe manner to prevent injuries and property damage. Drivers must have, and always keep with them while driving, a valid driver's license for the type of vehicle to be operated. All commercial driver's license ("CDL") drivers must comply with all applicable Illinois Department of Transportation regulations, including successful completion of medical, drug, and alcohol evaluations.

All drivers and passengers must wear seat belts. Employees must report all accidents, regardless of severity, to the police and to the Village. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including termination.

Authorized drivers are prohibited from:

- a. Reading or typing text messages, emails, or posts of any type while driving.
- b. Making telephone calls unless a hands-free device is used. All phone use of any kind is prohibited in school and construction zones, regardless of whether a hands-free device is used.
- c. Surfing the Internet or reviewing websites or posting on social media or other websites while driving.
- d. Taking or posting photos while driving.
- e. Engaging in any kind of distracted driving of any type.

It is the responsibility of all authorized drivers to report the loss, bond issuance, suspension and/or revocation of his/her driver's license immediately to the Village. All traffic violations (including

parking tickets), citations, and fines incurred when driving for work purposes are the sole responsibility of the authorized driver.

Driving for work purposes while under the influence of alcohol, marijuana, intoxicants, or other illicit drugs is forbidden and is sufficient cause for discipline, including termination.

Authorized drivers who perform safety-sensitive functions must inform the Village if they are taking any medications that may affect their ability to safely operate an automobile. Drivers are responsible for the security of vehicles being used by them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.

Traffic Convictions

The following is a non-exhaustive list of conduct resulting in traffic convictions that may result in rescinding an offer of employment, terminating driving privileges, or other disciplinary action, up to and including termination:

- a. Reckless or negligent driving.
- b. Driving while impaired by or under the influence of alcohol, other intoxicants, illegal drugs, or marijuana.
- c. Homicide, negligent homicide, or involuntary manslaughter by vehicle.
- d. Fleeing or attempting to elude police officers.
- e. Driving without a license or while license is suspended or revoked.



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- f. Hit-and-run or failure to stop after an accident.
- g. Using a motor vehicle for the commission of a felony.
- h. Operating a motor vehicle without the owner's authority (theft).
- i. Speeding.
- j. "At fault" accident.
- k. Any moving violation.

Dress Code

This policy applies to all employees and to elected and appointed officials. Some employees have uniforms and work clothes specific to their position that they are required to wear for their workday and should make sure they are current in those requirements with their immediate supervisors.

Any volunteers at Village events should be made aware of this policy, and the Village representative for the event should ensure their compliance.

Employees who are working throughout the Village during their shift should wear and make visible their Village photo identifications.

All clothing should be neat and clean, and free from tatters, tears, and stains. Employees should ensure that they are personally clean. Any facial hair should be neat and clean as well.

Those who work in an office setting should wear business-casual attire to present a professional appearance to residents, businesses, and visitors. This also applies when attending meetings or functions outside of the Village.

Jewelry should be minimal and appropriate for the workplace. Such clothing as mini-skirts, halter tops, sweatpants, leggings, sweatshirts, graphic T-shirts, and the like are unacceptable as well as flip-flops, sneakers, sporting sandals, and boots. Any inappropriate or offensive tattoos should be concealed.

Any questions or concerns about the Village's dress code should be addressed to your immediate supervisor. Employees who blatantly ignore these guidelines may be disciplined up to and including termination. Any exceptions to these guidelines must be granted by the employee's immediate supervisor with the approval of the Village Manager.

Disability Accommodations

In compliance with the Americans with Disabilities Act ("ADA"), 42 U.S.C. § 12101 *et seq.*, the Village does not discriminate against any qualified employee or applicant, in or for, employment because of an individual's disability or perceived disability. If the employee can perform the essential functions of the job, and consistent with this policy of non-discrimination, and if such accommodation does not constitute an undue hardship on the Village, the Village will provide reasonable accommodation to a qualified individual with such a disability. Current employees with a disability who believe they need reasonable accommodation to perform the essential functions of their job should discuss that need with their department head, the Village Manager, and Human Resources.

The Village Manager or his or her designee shall be responsible for implementation and enforcement of the Village's ADA compliance program. It is the responsibility of the Village Manager or his or her designee to periodically review Village policies to ensure compliance with the ADA. An employee or applicant who has



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questions regarding this policy or believes that he or she has been discriminated against due to a disability should contact Human Resources or the Village Manager.

Applicants and employees are assured that all information regarding a disability will be kept confidential except that:

- Appropriate supervisory personnel will be informed of any restrictions on work assignment or reasonable accommodation that must be provided.
- Public-safety personnel will be informed of any emergency treatments or first aid that a person with a disability may require.
- Government officials investigating compliance with federal or State laws may be informed of a person with a disability and any accommodation that is being provided.

All complaints of discrimination due to a disability shall be investigated immediately by the Village Manager or his or her designee, and the findings of the investigation and any remedial action taken shall be reported to the complainant.

To file a claim with the applicable federal agency please contact the U.S. Equal Employment Opportunity Commission (“EEOC”), Washington D.C. 20507 or an EEOC field office by calling toll-free 1-800-669-4000, www.eeoc.gov. For individuals with hearing impairments, the toll-free TTY # is 1-800-669-6820.

Housekeeping

We are all conscious of the high cost and unnecessary waste of electricity and fuel. Treat calculators, computers, office machines, lights, and equipment as if they were your own. If

employees are not using them, or are leaving for the day, conserve energy and turn off the devices.

Village Property

While certain items of Village property, such as offices, desks, file cabinets, lockers, work areas, equipment, phones, pagers, and vehicles owned or leased by the Village, are made available for your use, they are and remain the property of the Village. You are not permitted to misuse Village property or store any wrongfully obtained, illegal, or prohibited items or substances in or on Village property.

We strongly recommend that confidential or personal information, materials, or belongings be kept off Village property.

Personnel Records

The Village maintains important records regarding every employee and depends on their accuracy to carry out a variety of day-to-day functions. The Village Manager holds ultimate responsibility for the maintenance and administration of these files. It is essential that you promptly notify your supervisor or department head and Human Resources of any changes to your personal information, such as your name, address, telephone number, marital status, and emergency contact information. Should you leave the Village’s employment, make sure you provide any forwarding information to Human Resources.

If you have selected benefit options through the Village, you must also promptly notify Human Resources of any changes in dependents, your marital status, or other personal information concerning your benefits.

All employment references and employee information inquiries must be directed to Human Resources. Requests for information about present or former Village employees should be



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sent to Human Resources. Routine employment verification (dates of employment and position), and information for government agencies or otherwise required by law, will be provided without employee approval.

Financial verifications (i.e. mortgage loans and credit checks) will be granted only if the employee has provided written authorization to release the information or if otherwise required by law.

Inquiries from a State unemployment office regarding terminations (voluntary or involuntary) or other governmental inquiries should be made in writing and directed to Human Resources.

Department heads, supervisors, and/or their employees should not provide personal, financial, or legal information about present or former Village employees to outside entities.

As a current or former employee of the Village, you have a right to inspect your personnel file documents pertaining to your qualifications, promotions, transfers, compensation, termination, or other disciplinary action. These rights under the Personnel Record Review Act (820 ILCS 40/1 *et seq.*) allow you to inspect your file up to two times per year within seven days of your approved written request to the Village Manager. Additionally, upon written request to the Village Manager, you may elect to have electronic copies of requested records emailed to you or paper copies snail-mailed to you at an address you specify.

New Employee Orientation

Your supervisor or department head should ensure your introduction process to the Village during your first month of employment. You will become acquainted with staff in various areas, departments you will most often interact with, and policies and procedures that involve your

work. If you have questions about your work, please do not hesitate to talk to your supervisor or department head or the Village Manager.

Inter-Department Transfers/Opening

If you should wish to transfer to another job opportunity within the Village, you need to make application in writing, including the reason for your application, to the department head in charge of the vacancy. Please note the Village also recruits publicly to add to the qualified pool of candidates.

Promotions for full-time, classified employees within the Police and Fire Departments are done in accordance with State law and the rules of the Board of Fire and Police Commissioners.

Length of Service

Your period of continuous employment with the Village may be referred to as your "length of service." Length of service can be used as one of the factors for calculating your eligibility for paid time off, career opportunities, or other benefits. Your length of service will continue to accumulate until your termination from the Village (voluntary or involuntary).

Resignation

If you decide to resign from your employment with the Village, we ask that you please advise your supervisor at least two weeks prior to your date of departure so that an orderly transition can occur. We will conduct an exit interview with you to learn of your reasons for leaving and possible improvements that may be made to your work area and the Village overall. It is the responsibility of your department head to collect any Village-owned uniforms, equipment, and keys.

Prior to your departure, please contact Human Resources to provide a forwarding address, instructions for disbursement of your final



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paycheck, and to discuss any information pertaining to benefits, particularly COBRA continuation coverage, if applicable. You are required to return Village property that is in your possession on or before your last day of work to your department head.



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STANDARDS OF CONDUCT

Village employees are expected to remember that they are the Village's representatives and are expected to always conduct themselves in a manner that is a credit to the Village. As a public institution, the ultimate employers are the citizens of Schiller Park.

Therefore, all employees should keep in mind that they are public relations officers of the Village and have an important part to play in developing and maintaining good public relations. All residents and co-workers shall be treated with fairness, courtesy, and respect. All employees are expected to maintain high standards of conduct, cooperation, efficiency, pride, productivity, and economy of public funds in their work for the Village. Employees are also expected to display proper regard for the welfare and rights of citizens and other employees.

When employees fail to meet the standards of conduct, they may be dismissed, demoted, suspended, reprimanded, or otherwise disciplined as the circumstances warrant. An employee may be subject to disciplinary action for improper or inappropriate conduct, including, but not limited to, violations of work rules and general rules and regulations, unacceptable behavior, misconduct, poor performance, or unacceptable attendance.

Minimum Standards of Conduct

In addition to other guidelines outlined in this Employee Handbook, administrative procedures, relevant rules, regulations, general orders, standard operating procedures, and directives of the various departments, the Village has established certain minimum standards of conduct. Some of the causes for discipline which employees should be familiar with are listed below. Violations of such rules will subject the

employee to disciplinary action, ranging from an oral reprimand to immediate termination of employment, as deemed appropriate by the department head and the Village Manager. The following illustrations of offenses listed are by way of example and are not intended to be all-inclusive; rather, the illustrations provide a general guide for determining unacceptable behavior. These rules do not limit the right of the Village to discipline or terminate an employee for any reason not prohibited by law. The Village may revise or change these rules, as it deems necessary without prior notice.

1. Engaging in fighting, horseplay, or reckless conduct on Village premises or while on Village business.
2. Physically abusing, intimidating, offending, or coercing through verbal threats any resident, citizen, municipal official, fellow employee, or member of the public.
3. Using vile, intemperate, offensive, or abusive language, or acting in a disrespectful manner to any resident, citizen, municipal official, fellow employee, or any member of the public.
4. Falsification or alteration of timesheets, personnel records, employment applications, attendance, or any other municipal records or documents.
5. Providing false information or information the employee should have known to be false, to any Village official or representative during an investigation of a Village or employment-related incident.



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6. Refusing to cooperate with the Village during an investigation of a Village or employment-related incident.
7. Removing from Village premises, being in the unauthorized possession of, or using for personal or any other inappropriate use, any Village vehicle, equipment, supplies, tools, materials, or property, or the vehicle, equipment, supplies, tools, or property of a resident, citizen, municipal official, or fellow employee.
8. Destroying, damaging, defacing, abusing, wasting, or misusing Village property, equipment, supplies, or materials, or the property, equipment, supplies, or materials of a resident, citizen, municipal official, or fellow employee.
9. Creating or contributing to an unsafe condition on Village premises or failing to adhere to safe operating practices including the use of personal protective equipment.
10. Careless or unsafe use of Village vehicles and equipment that results in injury to a person or damage to Village or private property.
11. Failure to report any injury or accident.
12. Insubordination or refusal of a direct work order or assignment (whether written or oral). Insubordination is defined as a failure to obey an order given by a supervisor or department head or a deliberate disregard for an order from a supervisor or department head.
13. Leaving the assigned place of work during work hours when not authorized to do so.
14. Selling, distributing, using, consuming, being in possession of, or being under the influence of alcohol, cannabis, unprescribed drugs, illegally prescribed drugs, or illegal drugs while on Village premises while conducting Village business, while operating Village equipment, or while in the performance of any other assigned duties.
15. Revealing confidential Village information without proper authorization.
16. Being absent for three (3) consecutive days without proper notification to the Village, and/or excessive, unreported, or unexcused absences from work, including abuse of sick-leave privileges.
17. The Village prohibits, forbids, and does not tolerate weapons on Village property, or during any Village-related business or activity. Weapons include visible and concealed weapons; including those for which the owner has necessary permits. Weapons may include, but are not limited to, firearms, knives with blades longer than three inches, explosive materials, or any other objects that could be used to harass, intimidate, or injure another individual, employee, or volunteer. This rule does not apply to sworn police officers carrying weapons pursuant to Police Department policy.
18. Violating the EEOC, sexual harassment, or ADA policies.
19. Sleeping, loitering, or wasting time on duty.



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20. Engaging in outside employment during duty hours or during sick leave.
21. Engaging in outside employment creating or that can be perceived to create a conflict of interest.
22. Suspension or revocation of the employee's vehicle driver's license when the license is a condition of employment.
23. Any conduct that threatens to breach the duty of care of the Village to its residents or to the community.
24. Incompetent, inefficient, negligent, or unsatisfactory performance of assigned work.
25. Disruptive attitude or abusive language that is detrimental to the service, programs, and operations of the Village.
26. Excessive tardiness or early departures from work.
27. Allowing the political affiliation of the employee or of a resident or member of the public to affect or in any other way influence whether a resident or member of the public receives Village services or allowing the political affiliation of the employee or of a resident or member of the public to affect or in any other way influence the type or quality of Village services available or provided to a resident or member of the public.
28. Any act which endangers the safety, health, or well-being of any person, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or discredit the Village.
29. Soliciting, collecting, distributing, or selling materials during work time on Village property. Work time does not include lunch periods or other periods when employees are not expected to be actively working. Limited requests on behalf of other employees (sickness, retirement, resignation, birthday, or other events of personal significance) are permitted.
30. Theft from the Village or fellow workers.
31. Being found guilty of misconduct or impropriety of similar seriousness to those items listed above.

Sexual Harassment and Discrimination

The Village is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, the Village will not tolerate harassment of Village employees by anyone, including any employee, manager, supervisor, elected official, co-worker, intern, apprentice, whether paid or unpaid, or non-employees with whom the Village has a business, service, or professional relationship. Retaliation against an employee who complains about or reports any act of discrimination or harassment in violation of this policy is prohibited. Retaliation against any employee who participates in an investigation pursuant to this policy is likewise prohibited. The Village will take disciplinary action, up to and including termination, against an employee who violates this policy.

Discrimination and harassment consists of unwelcome conduct, whether verbal, physical, or visual, on the basis of race, color, religion, creed, sex, gender-identity, gender-expression, sexual orientation, pregnancy, childbirth, medical or



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common conditions relating to pregnancy and childbirth, genetic information, national origin, age, physical or mental disability, ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status, citizenship status or any other classification prohibited under federal or state law. The Village will not tolerate harassing conduct that affects conditions of employment that interfere unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

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

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

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

1. The employee as well as the harasser may be a woman or a man. The employee does not have to be of the opposite sex.

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

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

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



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

Sexual misconduct is strictly prohibited by the Village and can include any inappropriate and/or illegal conduct of a sexual nature including, but not limited to, sexual abuse, sexual exploitation, sexual intimidation, rape, sexual assault, or ANY sexual contact or sexual communications with a minor (including, but not limited to, conduct or communications which are written, electronic, verbal, visual, virtual, or physical).

Responsibilities of complying with this policy are designated as follows and should be upheld accordingly:

Supervisors and Department Heads

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

- Monitoring the workplace environment for signs of discrimination, harassment or sexual misconduct;
- Immediately notifying law enforcement where there is reasonable belief that the observed or complaint of conduct violates the criminal laws of the State;
- Immediately notifying law enforcement and the Department of Children and Family Services (“DCFS”) Hotline (1-800-

25-ABUSE or 1-800-252-2873) if the observed or complaint of conduct involves the abuse of a minor;

- Immediately stopping any observed acts of discrimination, harassment or sexual misconduct and taking appropriate steps to intervene even if the involved employees are not within his/her line of supervision;
- Immediately reporting any complaint of harassment, discrimination, or sexual misconduct to the Village Manager; and
- Taking immediate action to limit work contact between individuals when there has been a complaint of discrimination, harassment, or sexual misconduct, pending investigation.

Employees

Each employee is responsible for the prevention of discrimination, harassment, and sexual misconduct through the following acts:

- Refraining from participation in, or encouragement of, any actions that could be perceived as discrimination, harassment, or sexual misconduct;
- Immediately reporting any violations of this policy to a supervisor and/or law enforcement (if appropriate under the circumstances) and/or DCFS (if appropriate under the circumstances). Employees are obligated to report violations of this policy as soon as they occur.
- An employee should not wait until the conduct becomes unbearable before reporting the prohibited conduct. All



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employees are obligated to report instances of prohibited conduct even if the conduct is merely observed and directed toward another individual, and even if the other person does not appear to be bothered or offended by the conduct.

- All employees are obligated to report instances of prohibited conduct regardless of the identity of the alleged offender (e.g., man, woman, supervisor, elected official, co-worker, volunteer, vendor, member of public); and
- Encouraging any employee who confides that he or she is the victim of conduct in violation of this policy to report these acts to a supervisor.
- Failure to act to stop known discrimination, harassment, or sexual misconduct may be grounds for discipline.

There is a clear line in most cases between a mutual attraction and a consensual exchange, and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two people who are receptive to one another is not considered unwelcome or harassment. Employees are free to form social relationships of their own choosing.

However, when one employee is pursuing or forcing a relationship upon another who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. An employee confronted with these actions is encouraged to inform the harasser that such behavior is offensive and must stop. You should assume that sexual comments are unwelcome. In other words, another person does not have to tell you to stop for your conduct to be harassment and

unwelcome. Sexual communication and sexual contact with a minor are ALWAYS prohibited.

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

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

Applicable Procedures

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

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

Bringing a Complaint

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

- Advising his or her supervisor, department head, or Human Resources.
- Advising the offending employee's supervisor and/or department head, the Village Manager, or the Village Attorney, in the event the alleged harasser is the Village Manager.



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- If the complaint involves someone in the employee's direct line of command, the employee should go directly to the Village Manager.
- The complaint should be presented as promptly as possible after the alleged violation of this policy occurs.

Resolution of Complaint

Promptly after a complaint is submitted, the Village will undertake such investigation, corrective and preventive actions as are appropriate. In general, the procedure in resolving any complaints can (but will not necessarily) include a meeting between the employee making the complaint and an individual designated by the Village to investigate such complaints. Important data to be provided by the complaining employee may include, but not be limited to, the following:

1. A description of the specific offensive conduct.
2. Identification of the individual(s) who engaged in the conduct.
3. The location where the conduct occurred.
4. The time when the conduct occurred.
5. Whether there were any witnesses to the conduct.
6. Whether conduct of a similar nature has occurred on prior occasions.
7. Whether there are any documents which would support the complaining employee's allegations.

8. What impact the conduct had on the complainant.

While not required, the Village encourages anyone who makes a complaint under this policy to provide a written statement setting the above details and attaching any pertinent records. After a complaint is submitted by the employee, the alleged offending individual should be contacted by a designated representative of the Village. The alleged offending individual should be advised of the charges brought against him or her, and may be provided with a copy of the written statement of complaint made by the complaining employee (if applicable).

The alleged offending individual should have an opportunity to fully explain his or her side of the circumstances, and may also submit a written statement, if desired.

After the alleged offending individual is interviewed, any witnesses identified by either the complaining employee or the alleged offending individual may be interviewed separately. Once this investigation is completed, the Village will take such action as is appropriate based upon the information obtained in the investigation. If the Village finds merit in the charges made by the complaining employee, disciplinary action will be taken against the offending employee. This disciplinary action may, but need not necessarily, include:

1. Verbal or written reprimand.
2. Placing the offending employee on a corrective action plan to be identified.
3. Delay in pay increases or promotions.
4. Suspending the offending employee from work without pay.



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5. Demotion.
6. Immediate termination.
7. Arrest in cases of sexual abuse or rape.

Upon completion of the investigation, the Village will advise the complaining employee of the results of the investigation, including action taken, if any, against the offending individual.

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

The Illinois Human Rights Act (“IHRA”) has enacted an amendment permitting an employee to opt out of an Illinois Department of Human Rights (“IDHR”) administrative investigation process and go directly to State court. With this, the employee must send written notice of intent to opt out of the IDHR investigation process within 10 days of filing the original charge. Once the request is granted, the employee has 90 days to file a suit in State court.

Retaliation Prohibited

Under no circumstances will there be any retaliation against any employee making a complaint of discrimination, harassment, or sexual misconduct. Any act of retaliation by any party directed against a complaining employee, an accused employee, witnesses, or participants in the process will be treated as a separate and distinct complaint and will be similarly investigated. Complaints of retaliation should be addressed to the Village Manager.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of an employee that is taken in retaliation for an employee’s involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. 740 ILCS 174/15(b).

According to the IHRA it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be discrimination, harassment or sexual misconduct in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the IHRA.

Making a False Report

A false report is a report of discrimination, harassment or sexual misconduct made by an accuser, using the discrimination, harassment, or sexual misconduct process to accomplish some



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end other than stopping discrimination, harassment, sexual misconduct or retaliation for reporting discrimination, harassment, or sexual misconduct.

A deliberate false report is a report **not** made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable policies, employment agreements, procedures, employee handbooks, and/or collective bargaining agreements.

If you have any questions concerning the Village’s policies on this matter, please see your supervisor, department head, the Village Manager, or Human Resources. Further information may also be obtained from the IDHR, 312-814-6200, or the Equal Employment Opportunity Commission (EEOC), 800-669-4000, or for matters involving the abuse of minors the Illinois Department of Children and Family Services (DCFS), 800-25-ABUSE.

Alcohol and Drug Policy

The Village has a zero-tolerance policy concerning on-the-job use of drugs and alcohol. For purposes of this policy, the term “drugs” includes, but shall not be limited to: (i) any non-prescribed controlled substance that the employee is not authorized to possess or consume by law; (ii) any substances listed in the Controlled Substances Act (720 ILCS 570/1 *et seq.*); (iii) any substance listed in the Cannabis Control Act (720 ILCS 550/1 *et seq.*); and (iv) drugs or substances which may not be listed in the Controlled Substances Act or the Cannabis Control Act but which have adverse effects on perception, judgment, memory, or coordination.

A non-exhaustive list of applicable drugs includes, but is not limited to, the following:

Opium	Psilocybin-psilocin
Morphine	MDA
Codeine	PCP
Heroin	Chloral Hydrate
Meperidine	Methylphenidate
Cannabis	Hash
Barbiturates	Hash Oil
Glutethimide	Steroids
Methaqualone	Tranquilizers
Cocaine	Amphetamines
Phenmetrazine	LSD
Mescaline	

Prohibited Conduct

The following conduct by Village employees is **prohibited**:

- a. The unauthorized use, possession, manufacture, distribution, or sale of drugs, drug paraphernalia, or alcohol while on or in Village property, while conducting work-related business; or during working hours;
- b. Being under the influence of drugs or alcohol while on or in Village property, while conducting work-related business; or during working hours;
- c. Being under the influence of legal or prescribed drugs or chemicals used in excess of; or in non-conformity with, prescribed limits while on or in Village property, while conducting work-related business, or during working hours;
- d. The illegal use, possession, manufacture, distribution, or sale of drugs or drug paraphernalia (while on or off duty);



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- e. Storing any illegal drug, drug paraphernalia, cannabis, or alcohol in or on Village property;
- f. Failing to notify an employee's supervisor prior to starting work of any known side effects of medications, prescription drugs, or other chemical compounds or supplements of any kind, including cannabis, that the employee is taking (or has taken) which might affect the performance of the employee's duties;
- g. Refusing to immediately submit to an alcohol and/or drug test when requested by a supervisor;
- h. Failing to provide, within one workday following a request, documentation confirming a valid prescription for any drug or medication identified by a positive drug test;
- i. Failing to adhere to the requirements of any drug or alcohol treatment program in which the employee is enrolled as a condition of continued employment;
- j. Failing to notify the employee's supervisor of any arrest, conviction, or relevant plea (including pleas of guilty or nolo contendere) relating to drugs or alcohol no later than the earlier of the next date the employee is scheduled to work or two calendar days following the arrest, conviction, or plea;
- k. Tampering with, adulterating, altering, substituting, or otherwise obstruction any testing process required pursuant to this policy;
- l. Performing any safety-sensitive duties while having a blood-alcohol concentration ("BAC") of 0.02 or greater;
- m. Possessing or using drugs or alcohol while on duty or while operating a commercial vehicle;
- n. Operating a commercial vehicle within four hours after using alcohol (an on-call employee who consumes alcohol within four hours of being called in must acknowledge the use of alcohol and may not report for duty);
- o. Consuming alcohol or cannabis during the eight-hour period following an accident requiring a drug and alcohol test before a post-accident alcohol or drug test is given; and
- p. Reporting for duty or remaining on duty requiring the operation of a commercial vehicle when the employee has used a drug or drugs, except when the use is pursuant to instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a commercial vehicle.

Required Conduct

The following conduct is **required** of all Village employees:

- a. Employees must notify their supervisor prior to starting work of any known side effects of medications, prescription drugs, or other chemical compounds or supplements of any kind, including cannabis, that they are taking (or have taken) which might affect the performance



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of their duties or threaten the safety of the employee or any other person.

- b. Employees must notify their supervisor of any arrest, conviction, or relevant plea (including pleas of guilty and *nolo contendere*) relating to drugs or alcohol no later than the earlier of the next date the employee is scheduled to work or two calendar days following the arrest, conviction, or plea. In accordance with federal law, the Village will notify any applicable federal contracting officer(s) of any relevant conviction(s) or plea(s) within 10 days of receiving notice of the conviction or plea.
- c. Employees must submit to drug testing in accordance with this policy and applicable law.

Voluntary Treatment for Drug Or Alcohol Abuse

Employees who believe or suspect that they may be abusing drugs and/or alcohol are strongly encouraged to seek voluntary treatment before their job performance is affected. Information and communications regarding an employee's voluntary treatment and counseling due to actual or suspected drug and/or alcohol abuse shall remain confidential in accordance with State and federal law.

Employees who voluntarily seek treatment for drug and/or alcohol abuse shall not be subject to discipline, discharge, or discrimination based solely on such voluntary treatment if the treatment is sought prior to:

- a. The employee testing positive for illegal drugs and/or alcohol;

- b. The employee being notified of an upcoming drug and/or alcohol test;
- c. The occurrence of an event that gives rise to reasonable suspicion that the employee is under the influence of drugs and/or alcohol;
- d. Any return to duty or related follow-up testing for drugs and/or alcohol; and/or
- e. The occurrence of an accident which requires the employee to submit to drug and/or alcohol testing.

Employees who seek voluntary treatment for drug and/or alcohol abuse shall continue to be subject to appropriate disciplinary action up to and including termination for substandard job performance, unexcused absences, abuse of drugs and/or alcohol, or any other violations of this policy or other workplace rules, whether such violations are directly or indirectly related to the employee's use of drugs and/or alcohol.

Furthermore, employees who voluntarily seek treatment for drug and/or alcohol abuse shall not be excused from required drug and/or alcohol testing in accordance with this policy even when voluntary treatment was sought prior to the testing in question. No employee shall be permitted to use voluntary treatment for drug and/or alcohol abuse to avoid otherwise legitimate disciplinary action for failure to comply with this policy or other provisions of workplace rules.

Employees may request a medical leave of absence to obtain treatment for drug and/or alcohol abuse in accordance with the Family and Medical Leave Act of 1993 and other applicable law. Such leave requests shall be treated in the same manner as any other request for leave pursuant to this policy.



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Consistent with its equal employment opportunity policy, the Village may also grant reasonable accommodations for employees being treated for drug and/or alcohol abuse if those employees are participating in a treatment program and are not currently abusing drugs or alcohol. The Village will not retaliate or discriminate against any employee for requesting leave or reasonable accommodation(s) to obtain treatment for drug and/or alcohol abuse.

Acknowledgement

In accordance with applicable law, employees are required to acknowledge and agree to this policy as a condition of employment with the Village. Any employee violating this policy is subject to discipline up to and including termination of employment.

Drug and Alcohol Testing of Employees Not in Safety-Sensitive Positions

Employees not in safety-sensitive positions are required to submit to drug and/or alcohol testing if a supervisor determines there is reasonable suspicion to believe that an employee is under the influence of alcohol or cannabis, has been using illegal drugs or abusing prescribed drugs, or is consuming alcohol or cannabis while working.

For purposes of this policy, “reasonable suspicion” means a belief based on objective facts sufficient to lead a reasonable prudent person to find that an employee is using, or has used, drugs or alcohol in violation of this policy. Such a suspicion shall be drawn from specific, objective facts and reasonable inferences drawn from those facts in light of experience.

Some factors that may be considered in determining whether a finding of reasonable suspicion is appropriate may include, but are not limited to, any of the following, alone or in combination:

- a. Observable phenomena, such as direct observation of drug or alcohol use, the presence of the odor of drugs or alcohol on or about the employee and/or the physical symptoms or manifestations of being under the influence of drugs or alcohol;
- b. Abnormal conduct or erratic behavior;
- c. Excessive unexcused absenteeism, tardiness, or deterioration in work performance;
- d. Slurred speech or unsteady walking or movement;
- e. Illegal possession of drugs or controlled substances or an arrest for violation of a drug law;
- f. Information obtained from a reliable and credible source with personal knowledge that has been independently corroborated;
- g. Testing for cannabis based on reasonable suspicion shall be supported by the good-faith belief that there is some impairment of the employee while at the workplace, while engaged in work for the Village, or while on call subject to the definition of those terms in the Cannabis Regulation and Tax Act, 410 ILCS 705/10-50.

Once reasonable suspicion has been determined, the employee shall be required to take the applicable drug and/or alcohol test. An order to submit to testing shall be in writing and signed by a department head. If an employee declines the test, it will be treated as a positive test and the employee will be subject to discipline up to and including termination. When an employee is ordered to submit to a drug and/or alcohol test



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because of a department head's reasonable suspicion, the employee will not be allowed to return to work pending the results of the drug and/or alcohol test.

1. Post-Accident Testing

All accidents, including those involving a vehicle, must immediately be reported to an employee's department head, who shall investigate the circumstances of the accident and determine if there is reasonable suspicion to require a drug and/or alcohol test. If it is determined that the employee caused or contributed to occurrence of the accident or the employee was otherwise at fault, the employee may be required to submit to a drug and alcohol test regardless of the existence of reasonable suspicion.

Post-accident testing for cannabis shall be supported by the good-faith belief that there is some impairment of the employee while at the workplace, while engaged in work for the Village, or while on call subject to the definition of those terms in the Cannabis Regulation and Tax Act, 410 ILCS 705/10-50.

If post-accident drug and/or alcohol testing is ordered, the employee involved must submit to a drug and/or alcohol test within two hours of the accident. An employee who fails to remain readily available for post-accident testing or leaves the scene of an accident without a valid reason or permission by his or her department head will be deemed to have refused to submit to testing. The employee to be tested shall not be permitted to drive himself or herself to the collection site.

2. Types of Testing

Any of the following methods may be utilized to test an employee for the presence of drugs and/or alcohol:

- a. Urine testing;

- b. Evidentiary breath-testing device (Breathalyzer);
- c. Blood testing;
- d. Hair-follicle testing; or
- e. Saliva testing.

3. Licensed Clinical Laboratory Only

The Village shall use only licensed clinical laboratories for drug and/or alcohol testing. Such laboratories shall be responsible for maintaining a proper chain of custody of any samples. If an employee tests positive for drugs and/or alcohol, a confirming test shall be conducted. The laboratory will not submit a positive test result to the Village unless the confirmed test result is also positive for the same sample. The laboratory shall retain a portion of the tested sample so the employee can arrange for another confirming test to be conducted by a licensed clinical laboratory of the employee's choice and at the employee's expense. Once the portion of the tested sample is delivered to the clinical laboratory selected by the employee, the employee shall be responsible for maintaining the proper chain of custody for that portion of the sample.

Employees who test positive for drugs may request a second test of the remaining portion of the split sample within 72 hours of notification of a positive test result by a medical review officer. A medical review officer is a licensed physician responsible for receiving and interpreting laboratory results from applicable tests.

4. Records Relating to Testing

Records reflecting positive drug and/or alcohol tests will be kept in the employee's file and will be kept confidential in accordance with applicable law. Information regarding drug and/or alcohol



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tests and an employee's participation in a substance abuse rehabilitation program may be disclosed to department heads only if such information relates to the employee's ability to perform his or her work duties or the employee's need for a reasonable accommodation under the ADA or other applicable law.

5. Compensation

If an employee is ordered to submit to an involuntary post-employment drug and/or alcohol test, the time spent by the employee traveling to and from the test and waiting for and undergoing the test will be considered compensable working time unless otherwise provided by law or contract. Pre-employment drug and/or alcohol tests will not be compensated.

6. Cutoff Levels

Cutoff levels for all drug and drug metabolite testing shall be consistent with the guidelines established by the U.S. Department of Health and Human Services (HHS). An employee shall be deemed to be under the influence of alcohol if the applicable blood-alcohol concentration ("BAC") test demonstrates a level of 0.02 or greater.

7. Policy Violations

Any employee testing positive for drug usage, BAC levels greater than 0.02, or engaging in any other prohibited conduct concerning drugs or alcohol shall be subject to disciplinary action up to and including discharge. Regardless of disciplinary action taken, all such employees will be advised of resources available to evaluate and treat problems associated with drug and/or alcohol abuse.

Drug and Alcohol Testing of Employees in Safety-Sensitive Positions

In accordance with the Omnibus Transportation Employee Testing Act of 1994 and other applicable law, the Village requires employees in safety-

sensitive positions and applicants for safety-sensitive positions to submit to mandatory drug and alcohol testing pursuant to this policy. All such employees are subject to random drug and alcohol testing.

Safety-sensitive positions are those positions where there exists a high risk of injury to others with disastrous consequences if the employee has even a momentary lapse of attention. Some examples of safety-sensitive positions include law enforcement personnel, firefighters, paramedics, employees who transport passengers, and employees who operate large or heavy equipment.

Under this policy, employees in safety-sensitive positions specifically include all employees whose positions may involve driving a commercial vehicle and that require the possession of a commercial driver's license ("CDL"). For purposes of this policy, a commercial vehicle means a vehicle that either: (i) has a gross weight of over 26,000 pounds (including combined weight if towed unit weighs over 10,000 pounds); (ii) is designed to transport 16 or more persons, including the driver; or, (iii) is used to transport hazardous materials.

An employee is "driving a commercial vehicle" under this policy if he or she is performing any safety-sensitive function defined in 49 CFR 382.107, which includes all time working in a position requiring a CDL.

With respect to employees who work in a position requiring a CDL, alcohol testing for reasonable suspicion may be conducted just before, during, or after an employee operates a commercial vehicle.

1. Testing for Safety-Sensitive Positions

Employees in safety-sensitive positions are subject to drug and alcohol testing under different and



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additional circumstances than employees who are not in safety-sensitive positions.

- a. Reasonable suspicion: Any employee in a safety-sensitive position shall submit to a drug and/or alcohol test when any supervisor has reasonable suspicion to believe that an employee has been using illegal drugs, abusing prescribed drugs, is under the influence of alcohol or cannabis, or is consuming alcohol or cannabis while working or while on call.
- b. Testing for cannabis based on reasonable suspicion shall be supported by the good-faith belief that there is some impairment of the employee while at the workplace, while engaged in work for the employer or while on call subject to the definition of those terms in the Cannabis Regulation and Tax Act, 410 ILCS 705/10-50.
- c. If an employee is removed from duty based on reasonable suspicion of alcohol use and an alcohol test is not administered within eight (8) hours, the employee will not be allowed to perform or continue to perform safety-sensitive functions until: (i) an alcohol test determines that the employee's BAC measures less than 0.02; and (ii) 24 hours have elapsed following the determination that there is reasonable suspicion to believe that the employee has been using alcohol.

2. Post-Accident Testing

An employee is required by law and this policy to submit to an alcohol test whenever he or she is involved in an accident while driving a commercial vehicle on a public road which results in: (i) a fatality; (ii) bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the

accident; and/or (iii) one or more motor vehicles incurring disabling damage requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

Post-accident testing for cannabis shall be supported by the good-faith belief that there is some impairment of the employee while at the workplace, while engaged in work for the Village, or while on call subject to the definition of those terms in the Cannabis Regulation and Tax Act, 410 ILCS 705/10-50.

3. Return to Duty Testing

Any employee who has violated this policy and/or has tested positive on a drug or alcohol test and is subsequently permitted to return to work, must pass a drug and/or alcohol test in accordance with this policy prior to returning to duty.

4. Follow-Up Testing

An employee in a safety-sensitive position who is referred for assistance related to alcohol and/or drug abuse is subject to unannounced follow-up testing for a period not to exceed 60 months as directed by a substance abuse professional and the Village. The number and frequency of follow-up tests will be determined by the substance abuse professional and the Village but will not be less than six tests in the first 12 months following the employee's return to duty.

For purposes of this policy, a substance abuse professional is a licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders.



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5. Pre-Employment Drug Testing

Employees in safety-sensitive positions must pass a drug test as a post-offer condition of employment. Failure to successfully pass a post-offer pre-employment drug test may result in the offer of employment being revoked. An applicant who is denied employment because of a positive drug test may not reapply for employment with the Village for a period of six (6) months.

6. Records Related to Testing

For employees in safety-sensitive positions, the following records shall be maintained for a minimum of five years: (i) records of annual management information system reports; (ii) records regarding employee evaluations and referrals to substance abuse professionals; (iii) records relating to follow-up tests and follow-up schedules; (iv) records relating to refusals to submit to drug and/or alcohol tests; (v) records of alcohol test results indicating an alcohol concentration of .02 or greater; (vi) verified positive drug test results; and (vii) breath-testing device calibration (Breathalyzer) documentation.

7. Prior Employment Records

In accordance with applicable law, any individual who is given an offer of employment for a safety-sensitive position requiring a CDL and who has worked as a driver of a commercial vehicle during the two-year period immediately preceding the offer of employment, must authorize his or her prior employer(s) during the two-year period immediately preceding the offer of employment to release information to the Village regarding any positive alcohol or drug tests and/or any refusal to submit to an alcohol or drug test.

This information must be obtained before the individual can be hired by the Village. However, if the information has not arrived by the individual's anticipated start date and the individual has passed a pre-employment drug

test, the individual may be hired, and the requested information can be obtained from the individual's prior employer(s) within 14 calendar days of the individual's date of hire. If the information has not been received within 14 calendar days of the individual's date of hire, the individual will not be permitted to drive a commercial vehicle until the information has arrived. If the information obtained from any prior employer indicates that the individual tested positive for drugs or alcohol or refused to be tested during the past two (2) years, that individual will not be permitted to drive a commercial vehicle unless subsequent information indicates that the individual was evaluated by a substance abuse professional and successfully completed return to duty testing.

8. Random Drug and/or Alcohol Testing

Employees may be randomly selected to submit to drug and/or alcohol testing. The process will be unannounced, and employees shall be selected in a non-discriminatory manner. After an employee is notified that he or she has been selected for random testing, the employee shall be required to report immediately to the testing location no later than one hour after notification. Upon arrival at the testing location, the employee must identify him or herself with a photo identification card and present any applicable documentation. Upon completion of the drug and/or alcohol testing, the employee will, if his or her shift is not completed, immediately return to duty status.

9. Prohibition for Public-Safety Employees

The Village expressly prohibits its public-safety employees, which include but are not limited to law enforcement officers, firefighters, and paramedics, from the use, possession, manufacture, distribution, or sale of cannabis while on or off duty. Any drug and alcohol testing procedures in any existing CBA shall remain in full force and effect.



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10. Policy Violations

Any employee testing positive for drug usage, BAC levels greater than 0.02, or engaging in any other prohibited conduct concerning drug or alcohol shall be subject to disciplinary action up to and including immediate termination. Regardless of disciplinary action taken, all such employees will be advised of resources available to evaluate and treat problems associated with drug and/or alcohol abuse.

Employees in safety-sensitive positions, including those that require a CDL, who are not terminated for violation of this policy shall be subject to the following conditions of continued employment:

- a. If an employee has a breath alcohol concentration of at least 0.02 but less than 0.04, he or she shall not drive a commercial vehicle or engage in any other safety sensitive activities for at least 24 hours.
- b. If an employee tests positive for drugs, tests positive for a blood-alcohol level of 0.04 or greater, and/or engages in any other conduct prohibited by this policy relating to drugs and/or alcohol, the employee will be immediately removed from duties requiring the driving of a commercial vehicle and will not be permitted to return to work unless the employee: (i) has been evaluated by a substance abuse professional; (ii) has complied with any rehabilitation prescribed by a substance abuse professional; and (iii) has successfully completed a return to duty test for drugs and/or alcohol.
- c. Upon completion of a recommended rehabilitation program and successful return to work, the employee will be subject to follow-up random testing for up

to 60 months as recommended by the substance-abuse professional and the Village with a minimum of six (6) such unscheduled tests within the first 12 months of returning to duty.

Employee Political Activities

Village employees are strictly prohibited from using their official authority or influence to coerce any political action of any person or body or engage in political activities while at work on duty. Employees are not required or expected to contribute money to any candidate or political party, or referendum supporters or opponents, except on a purely voluntary basis.

Nothing in this policy should be construed to:

1. Prohibit or prevent any person from engaging in political activities or interests during non-working hours.
2. Prohibit or prevent any person from attending political meetings during non-working hours.
3. Interfere with an employee's right to vote or from private expression of political opinions.

Gift Ban

Pursuant to Section 30.024 of the New Millennium Code of the Village of Schiller Park ("New Millennium Code"), which adopts the relevant provisions of the State Officials and Employees Ethics Act, 5 ILCS 430/1 *et seq.*, officers and employees of the Village are prohibited from soliciting or accepting gifts or offering or making gifts prohibited to be offered or made to an officer or employee. Please consult the New Millennium Code or the Village Manager for more information about this policy.



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Use of Electronic Communication

The Village telephones, e-mail, computers, voicemail, internet, and other communication systems are not for your personal use. The Village may monitor, access, and disclose the contents on any of these systems for a variety of reasons, including to prevent abuse, investigate crimes, and/or to ensure that Village communications with vendors, residents, the public, and employees are of the highest quality and for business purposes. By using the telephone, e-mail, voicemail, internet, or other means of communication, you waive your right to privacy at work. The Village may use information regarding the amount, sender, recipient, and addresses of communications for any reason.

For more complete information on this policy, please refer to *Village Electronic Systems and Communications* at the end of this Employee Handbook.

Violence in the Workplace

The Village will not tolerate workplace violence or threats of violence by or against its employees. As used in this policy, “workplace violence” includes conduct occurring on Village premises or any off-site location where Village business is conducted, that is directed toward or against any Village employee, resident, visitor, vendor, or supplier, whether committed by an employee or outsider, and involves physical acts of violence, oral or written threats of violence, or gestures or acts that are threatening or intended to convey actual or potential injury. It also includes acts and threats that are later claimed to have been made in jest.

Every employee must take seriously any act or threat of workplace violence. Employees who are subject to, witness, learn about, or fear or suspect the occurrence of any acts or threats of workplace violence must immediately report the act, threat,

fear, or suspicion to their department heads so that the Village can swiftly respond.

Failure to immediately report an act or threat of workplace violence may result in disciplinary action, up to and including termination of employment. Department heads are required to immediately report such information to the Village Manager and/or Police Department.

Weapons Policy

The Village prohibits, forbids, and does not tolerate weapons on or in Village property, including in Village vehicles; in employee-owned vehicles on Village property; during any Village-related business or activity; or in any prohibited areas enumerated in Section 65(a) of the Firearm Concealed Carry Act (430 ILCS 66/65(a)). Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons also include, but are not limited to, firearms, knives with blades longer than three (3) inches, explosive materials, or any other objects that could be used to harass, intimidate, or injure another individual, employee, or volunteer. This provision does not apply to sworn police officers carrying weapons pursuant to Police Department policy.

Attendance and Tardiness

In fairness to all employees, you are expected to report for work when scheduled. Punctuality and regular attendance are essential to the proper operation of the Village. Because of your importance to the Village, any absence may present a delay in service. Repeated absenteeism or tardiness is unacceptable.

If you are unable to report to work or expect to be late, you are required to contact your supervisor or department head as soon as possible before the start of your shift. If you are unable to do so yourself, it is your responsibility to have someone



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else notify your supervisor or department head for you. If you must leave work for any reason before the end of your shift, you must inform your supervisor or department head.

Absence with no notice to the Village may be subject to discipline or even considered a voluntary resignation from employment.

Off-Duty Conduct and Conflicts of Interest

The Village recognizes and respects each employee's right to engage in activities outside of his or her employment which are private in nature and do not in any way conflict with, or reflect poorly on, the Village. Management reserves the right, however, to determine when an employee's off-duty activities represent a conflict with the Village's interests and to take appropriate action to resolve the situation. Any activity that would reflect in a negative way on the employee or the Village, or that would limit his or her ability to fulfill job duties and responsibilities in an appropriate manner, is strictly prohibited.

Also, employees must refrain from taking part in, or exerting influence on, any transaction in which their own interests may conflict with the interests of the Village, or using one's position with the Village, or knowledge of its affairs, for personal gain. Violation of this policy will be dealt with disciplinary action up to and including termination.

Smoking/Tobacco Policy

Pursuant to the Smoke Free Illinois Act, smoking is strictly prohibited inside the Village's buildings and within 15 feet of any entrance/exit, windows that open, ventilation intake of the Village's buildings, or while performing work duties whether coworkers or residents are also present. Employee smoking is permitted outdoors in designated areas and only during designated

break times. All cigarette and tobacco byproducts must be disposed of properly.

In addition, there will be no smoking in Village owned and operated vehicles, including, but not limited to all/any trucks, police and staff cars, fire department vehicles and apparatus.

All facilities and areas at the Anna Montana Water Park and Memorial Pool, as well as the Recreation and Community Centers, are non-smoking areas.

Discipline

Supervisors and/or department heads and the Village Manager are responsible for administering discipline when, based on the facts and circumstances of the situation, discipline is warranted. Prior to the administration of any disciplinary action, the applicable supervisor or department head may give the employee the opportunity to respond to the allegations made against the employee. Employees subject to discipline for being under the influence of, in possession of or consuming cannabis shall be provided a reasonable opportunity to contest the basis for the imposition of discipline. These policies and procedures should not be construed as preventing, limiting, or delaying the Village from taking appropriate disciplinary action, including immediate dismissal without warning or notice, as the facts and circumstances warrant.

All discipline issued will be based on the applicable facts and circumstances, and at the level applicable in the sole and exclusive judgment of the applicable department head.

The disciplinary procedures set forth in this section apply to all employees not otherwise subject to a CBA.



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Whistleblowing

The Village is committed to lawful and ethical behavior in all its activities and requires employees, elected officials, appointees, contractors, and volunteers in Village service to act and behave lawfully, to observe high standards of conduct and ethics in their duties and responsibilities. This policy is designated to provide guidelines for a comfort level in reporting any misconduct and suspected violations of those individuals representing the Village.

A whistleblower is defined as someone who reports an activity that he or she considers illegal or dishonest by another employee or Village official. Examples of illegal or dishonest activities are violations of federal, State, or local laws and/or violations of Village policies or procedures.

If you have knowledge or concern of illegal or dishonest fraudulent activity, you should feel confident to report that activity promptly to the Village Manager. It will be thoroughly and immediately investigated by the Village Manager and Human Resources, and appropriate corrective action will be taken if necessary.

Exercise good faith and sound judgment to avoid false allegations. Whistleblowers are protected in the two key areas of confidentiality and retaliation. A whistleblower's identity is kept as confidential as possible; however, it may have to be disclosed to conduct a thorough investigation and comply with law when necessary. The Village and its employees will not retaliate against a whistleblower due to the employee's disclosure or threatened disclosure of any violation of this policy, the provision of information related to or testimony before any public body investigating, hearing, or inquiring into any violation of this policy; or assistance or participation in a proceeding to enforce the provisions of this policy. Any whistleblower who believes he or she is being

retaliated against must immediately contact Human Resources or the Village Manager. The right of protection against retaliation does not include immunity for personal involvement in wrongdoing.

For purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any employee, that is taken in retaliation for an employee's involvement in protected activity established pursuant to this policy. No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

If a whistleblower is not comfortable or does not feel it is appropriate to discuss it with someone internally, he or she should contact the appropriate State of Illinois department.

Pursuant to the Whistleblower Act, 740 ILCS 174/15(a), an employer may not retaliate against an employee who discloses information where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. 740 ILCS 174/15(b).

According to the IHRA, 775 ILCS 5/6-101, it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he or she has opposed that which he or she reasonably and in good faith believes to be sexual harassment in employment, because he or she has made a charge, filed a complaint, testified, assisted, or participated in an



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investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower-paying job or passed over for a promotion after filing a complaint with the IDHR or the EEOC may file a retaliation charge, each due within 300 days of the alleged retaliation.

An employee who intentionally and maliciously files a false report of wrongdoing will be subject to discipline up to and including termination.

Solicitation and Distribution

To prevent undue disruptions in the workplace and protect individuals from harassment and interference with their work, the following rules regarding solicitations and distribution of literature must be observed. The Village Manager must approve any variance from this policy:

1. No employee at work may solicit or distribute literature to another employee for any purpose anywhere on Village property during working time.
2. No employee may distribute or post literature in working areas or for resident access areas of the Village.
3. No employees may solicit or distribute personal literature to Village residents or guests at any time on Village property.
4. Authorized or unauthorized visitors to Village facilities are not permitted to distribute literature or solicit employees anywhere on Village property.

Village Telephone Use

Village telephones are a vital tool for conducting Village business and are reserved for that purpose. Please answer all calls promptly and courteously.

Employees who should need to use a Village phone for personal reasons should limit calls to lunch and break periods, and for a minimum time as to not distract from Village business.

Cell Phones and Texting

Some employees may use a cell phone for work purposes or for personal purposes while traveling on Village business. In these circumstances, the Village strictly prohibits the use of cell phones while driving unless a hands-free device is used. However, even a hands-free device should not be used unless it is safe to do so. If you do not have a hands-free device and need to make a cellular call, you must pull over to a safe spot to complete the call. You should not operate the vehicle until the call is complete and the phone secured in a safe place.

Texting is prohibited while driving a Village vehicle or driving on Village property. Any fines or penalties you incur texting or using your cell phone while driving on Village business are at your own expense; it is your responsibility to learn specific laws regarding cell phone usage in any jurisdiction in which you may be driving.

The use of cell phones for personal reasons, whether for phone calls, internet access, texts, postings on social media, or any other type of communication should be limited during work hours. As with other forms of communication such as e-mail or telephone use, employees should limit personal communications in duration and frequency during work hours, to not interfere with Village business or operations.

Grievance Procedure

The grievance procedure is open to any full-time or part-time employee who believes the treatment received on the job is inequitable or unfair; disagrees with the interpretation of, application of, or requirement to comply with the provisions of



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this Employee Handbook; or believes that issues pertaining to pay, promotion, demotion, discipline, job operations, performance review, conduct of fellow workers, or supervision need to be corrected.

All grievances are to be settled only in accordance with the grievance procedures in this Employee Handbook. No employee shall be disciplined or discriminated against in any manner because of the proper use of the grievance procedure.

A grievance may be filed by following the steps outlined below:

- **Step 1:** All grievances in the first instance must be submitted within seven (7) working days of the incident in writing to the employee's immediate supervisor, who shall discuss the matter with the employee to arrive at a satisfactory settlement. The supervisor shall decide the grievance and shall respond thereto in writing within seven (7) working days after the written grievance was submitted, exclusive of Saturdays, Sundays, and holidays. No grievance will be honored if it is not filed within seven (7) working days of the alleged occurrence. If the supervisor does not reply within seven (7) working days, or if the employee is dissatisfied with the response of the supervisor, the next step may be initiated. If the employee's immediate supervisor is a department head, the grievance must be initiated at Step 2.
- **Step 2:** Within seven (7) working days of the incident, or from the date of the supervisor's decision, the employee shall submit a written grievance to the department head. The department head shall discuss the grievance with the

employee and respond in writing within seven (7) working days after the written grievance was submitted, exclusive of Saturdays, Sundays, and holidays after receipt of the grievance. If the department head does not respond within seven (7) working days, the grievance will be considered denied. If the department head does not respond to the written grievance or the employee is dissatisfied with the department head's decision, the employee may initiate Step 3.

- **Step 3:** The employee shall submit a written grievance to the Village Manager within seven (7) working days following the department head's response in Step 2. The Village Manager shall attempt to adjust the grievance as soon as possible but must give a response in writing to the employee within seven (7) working days after receipt of the written grievance. The decision of the Village Manager is final. If a written grievance is appealed to the Village Manager, the Village Manager, regardless of the final decision, shall inform the Mayor and the Village Board regarding the circumstances of the matter at the earliest opportunity.



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EMPLOYEE STATUS, COMPENSATION, AND WORK HOURS

The Village is very proud of the wage and benefit package, or “total compensation,” that it offers to employees. To understand the value of this package, you should understand all the pieces of that package, not just your salary. To remain a competitive employer and to attract talented workers, the Village regularly reviews its wage and benefit programs. Salary increases, unless otherwise provided, will be effective beginning with the first full pay period immediately following May 1, the beginning of the Village’s fiscal year, as determined by the Mayor and Board of Trustees.

Employee Status

Classifications for positions under the Fair Labor Standards Act (“FLSA”) include the following:

- Exempt: An employee who is exempt from the provisions of the FLSA and is not entitled to overtime payments. Exempt employees typically are paid on a salary basis and include those in supervisory and administrative positions. Although not actually classified as a Village employee, an elected official is paid by the Village on an exempt basis.
- Non-Exempt: An employee who is generally subject to the minimum wage and overtime provisions of the FLSA. Most non-exempt employees are paid on an hourly basis.

Employment classifications for positions within the Village include:

- Regular Full-time: An employee who works on a year-round basis and is

scheduled to work at least 40 hours per week annually, unless otherwise agreed upon at hire.

- Part-Time: An employee who is regularly scheduled or anticipated to work less than 40 hours per week. Part-time employees accrue seniority on a pro-rated basis of hours worked. Village benefits are not paid to part-time employees unless specifically designated by the Village; in accordance with the Village’s policy pursuant to the Paid Leave for All Workers Act (“PLAWA”), 820 ILCS 192/1 *et seq.*, effective January 1, 2024; or in accordance with the Affordable Care Act. 42 U.S.C. 300gg, *et seq.*, as amended from time to time.
- Seasonal: An employee who works for a seasonal period during designated months. These positions may be full-time or part-time.

Probationary Period

Any new employee, or someone rehired after a loss of seniority, is on probationary status for one year. Seniority is not accrued during this period, but after successful completion of the probationary period, an employee will be credited with length of service in accordance with his/her start date.

Work Times

Your immediate supervisor will inform you of your required work schedule. Work schedules are subject to change at the Village’s discretion. You should be ready to work at the beginning of your scheduled work time and are expected to work until the end of your scheduled shift, except during break periods.



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Non-union employees generally work 9 a.m. to 5 p.m. with an hour for lunch. You are expected to be ready to work at 9 a.m. Lunch breaks must be taken between 12 p.m. and 2 p.m. so all staff are back by 2 p.m.

Offices and departments that maintain services during meal periods shall allow regular full-time employees an unpaid meal period of at least 30 minutes. Employees may be required to stay on premises during the meal period as determined by their immediate supervisor.

Recording Your Time

All non-exempt Village employees must record their time in and out when reporting for work, leaving work, or taking meal breaks.

Outside Employment

Outside or additional employment for full-time Village employees should be kept to a minimum to ensure you are at your best performance level during your Village work hours. Any other employment will preferably be no more than 20 hours per week.

You should discuss the outside work with your immediate supervisor before assuming additional employment. Outside work must in no way discredit the Village, must be compatible with scheduling for your Village position, and must not take precedence over any extra required duty by the Village.

Specific conflicts that must be avoided when considering outside employment include work that:

- a. May appear to represent the Village as an official act.
- b. Involves the use of Village facilities, equipment, or supplies.

- c. Involves using protected, non-public information.
- d. Appears publicly as though a conflict of interest may exist.
- e. Is conducted on your Village time.

Payday

You will be paid on a biweekly basis, every other Friday, for hours worked during the two-week period that ended the previous Friday. For payroll purposes, the workweek begins on Saturday and ends on your time out on Friday. Your immediate supervisor or department head will approve all timesheets for payroll.

Errors or questions concerning your pay should be directed to your immediate supervisor or department head as soon as possible after the pay date. If your hours are incorrect on your applicable timesheet, your immediate supervisor or department head will need to correct these for payroll.

If a payday falls on a holiday observed by the Village, paychecks are distributed on the preceding day.

Direct Deposit

For your convenience, the Village offers direct deposit of your paycheck to your financial institution. Employees may choose to have paychecks deposited directly to saving(s) and/or checking(s) accounts. You are encouraged to take advantage of this convenience. If you select direct deposit, you will receive a direct deposit pay statement on payday.



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Social Security and Medicare

The Village complies with required employer contributions toward your Social Security and Medicare. These important benefits can include retirement income, hospital and medical insurance for retirement, and disability and survivor’s benefits for eligible employees, retirees, and/or legal dependents.

Wage Garnishment / Child Support

If a creditor or a government entity serves the Village with appropriate legal documentation to attach to your wages under a wage garnishment order, child support order, notice of levy by a tax authority, or similar legal mandate, the Village will make the deductions from the employee’s wages in accordance with the legal requirements of the order. You will also receive a copy of such an order stating the amount being deducted until the garnishment is satisfied, or you leave Village employment.

Vacation Leave

Beginning May 1, 2024, eligible full-time, non-union Village employees shall accrue vacation leave every fiscal year based on the length of their employment with the Village, as follows:

Years of Continuous Service (Based on Hire Date)	Vacation Accrual per Fiscal Year (May 1), Earned Based on Continuous Years of Service
Hire Date to 1 year	40 hours/1 week
1 – 4 years	80 hours/2 weeks
5 – 11 years	120 hours/3 weeks
12 – 19 years	160 hours/4 weeks
20 + years	200 hours/5 weeks

Village employees are prohibited from banking vacation leave. However, the Village Manager may approve carry-over of vacation leave of up to five (5) days to the new fiscal year if work

circumstances have made it difficult for an employee to use all his or her vacation time. Any such vacation leave carried over into the new fiscal year must be used in the first three months of that fiscal year or be forfeited.

The Village permits pay in lieu of use of vacation leave only at separation from or termination of employment with the Village, and only for days accrued and unused in the current fiscal year.

Vacation leave should be taken in no less than four-hour (4-hour) increments and must be approved by your department head.

Employees should consult the Employee Handbook issued just prior to this revision for vacation policies in place prior to May 1, 2024.

Sick Leave

Sick leave is provided to eligible full-time, non-union Village employees for unexpected illness or injuries, medical/dental appointments, and family illness care. Eligible employees may also use up to two (2) accrued days of sick leave for personal days. Sick leave – including accrued, unused sick leave – may not be used for any other type of leave.

Beginning May 1, 2024, eligible full-time, non-union Village employees shall accrue sick leave at one (1) eight-hour (8-hour) day per month, giving such employees up to twelve (12) sick days per year. Such eligible employees shall accrue sick time from the first day of the month following their date of employment. The Village does not pay sick leave in advance of it being earned.

Employees who accrue more than seven (7) unused days of sick leave in the same fiscal year may either:

- a. Bank the unused days of sick leave for future sick leave. Accrued sick leave shall not exceed a maximum of seventy-five (75)



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days at any point for an eligible employee. Once the maximum number of days is reached, no additional sick leave will accrue until time is used.

- b. Receive payment for all or part of the unused sick leave. Sick leave taken as “pay in lieu” will be paid out in May of each applicable fiscal year. Payment will be based on a twelve-month (12-month) fiscal-year period (running from the prior May 1 to April 30 of the present calendar year). subject to a maximum of five (5) days at 75 percent of the employee's hourly rate of pay for the completed fiscal year.

Employees are not eligible for compensation for any unused, accumulated sick leave upon separation or termination of employment with the Village.

Employees should consult the Employee Handbook issued just prior to this revision for sick-leave policies in place prior to May 1, 2024.

Reporting Absences

Employees should report absences to their immediate supervisor to be excused and paid with accrued sick leave. Employees shall state the reasons for not being able to report to work and the expected duration of the absence. Failure to report an absence because of illness will result in an absence without pay.

Illnesses consisting of three (3) or more days will require a doctor's note as supporting evidence. The Village reserves the right to ask for a doctor's note at other times if there is reason to suspect abuse of this policy. Certification of wellness by your attending physician to return to work may be required to ensure your health and safety, as well as that of others working in or visiting the Village.

Holiday Pay

The Village designates ten (10) paid holidays per calendar year:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Day

Regular, full-time employees are paid eight (8) hours straight-time pay for these holidays. If the holiday falls on a Saturday, it is generally observed on the preceding Friday. If it falls on a Sunday, it is generally observed on the following Monday.

Any Village holiday that falls during a vacation leave is paid as holiday pay and does not count as vacation pay. If the Village Manager requires an employee to work on a holiday, the employee will receive double pay for the day.

If you are absent the day before or the day after a holiday, you must provide proof of an excusable absence as deemed acceptable by the Village Manager.

Business Travel Expenses

You may be required to attend work-related training sessions, conferences, or seminars outside of the Village. You may be reimbursed for travel-related expenses according to the following guidelines:

- a. You must submit a travel request to your immediate supervisor or department head



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- at least two (2) weeks prior to your planned trip. All travel requests must include relevant program materials that outline costs. Travel requests must be approved by the Village Manager.
- b. Within one week of returning from your trip, you must submit a travel-expense report with receipts and any unused advanced funds to the Village Manager. If expenses exceeded any advanced funds, you will be reimbursed after your expense report is audited.
 - c. Air travel is reimbursable only for “coach” fares and with receipts. Air travel may also be arranged by a local agency and billed to the Village. Travel to and from a hotel should be by bus, hotel shuttle, or economical Uber Share rides.
 - d. Village-owned vehicles may be used for travel of 100 miles or less. A lengthier trip may be granted with justification and approval by the Village Manager. Parking is reimbursable, but parking selection should be made with economy in mind and receipts obtained. You may use your personal vehicle for this travel, in which case reimbursement is made for mileage at the current IRS rate. If you choose to drive your personal vehicle on an extended trip, you will be reimbursed only for the equivalent of coach airfare, lodging, and parking at the destination.
 - e. Employees must make any lodging reservations as far in advance as possible to secure the best rates possible, and only for the minimum nights necessary to complete Village business. Retain all receipts or room billings.
- f. Any meals not included in the event fees are reimbursed at \$65 per day. Alcoholic beverages are not reimbursable.
 - g. Not covered under this policy or reimbursable by the Village are any expenses for family or friends traveling with you, and incidentals like dry cleaning, newspapers, wireless Internet access, or toiletries.

Reimbursements under this policy do not apply to local travel to events in the Chicago metropolitan area but may be authorized by the Village Manager if deemed appropriate.



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LEAVES OF ABSENCE

Family and Medical Leave Act

Under the Family and Medical Leave Act ("FMLA"), eligible employees may receive up to 12 weeks of unpaid leave during a 12-month period for the following circumstances:

- a. For the birth, adoption, or foster placement of an employee's child;
- b. to care for a spouse, parent, son, or daughter with a serious health condition; or
- c. when, because of a personal, serious health condition, the employee is unable to perform the functions of his or her position.

The 12 weeks of leave is also available for eligible employees who have a spouse, child, or parent:

- a. On active duty or called to active-duty status in the National Guard or Reserves;
- b. Who is a service member in the Regular Armed Forces and is deployed to a foreign country;
- c. For whom the employees need to address certain qualifying exigencies; or
- d. Receiving a Military Honor to address those qualifying exigencies.

For purposes of this policy, "parent" and "child" are intended to include *in loco parentis* relationships, as defined by applicable State and federal law.

Additionally, a maximum of 26 weeks of unpaid leave during a 12-month period is available to

eligible employees to care for a covered military service member who has a serious injury or illness incurred in the line of duty.

Eligibility

To be eligible for FMLA you must have been employed with the Village for at least twelve (12) months and worked for at least 1,250 hours during the twelve (12) months immediately preceding the beginning of FMLA leave.

Procedure

Whenever FMLA leave is foreseeable, you should notify Human Resources at least 30 days before the leave is anticipated to begin to have proper documents completed. If, however, the nature of the leave requires that it begin in less than 30 days, you must notify your supervisor and Human Resources as soon as possible. When leave is taken for an unforeseeable serious medical condition, you must provide medical certification from the attending health care provider within 15 days after leave begins.

Absences from work will count as FMLA leave, even if FMLA leave is not yet formally requested and approved at the start of leave if the absences result from any of the medical conditions and/or circumstances specified for the leave.

All medical certifications must be completed and provide all the requested information. Failure to provide timely completed medical certifications may result in a delay in approved leave until the certification is provided. If the required certification is never provided, the employee will not be considered on FMLA leave. Subsequent recertification and second opinions also may be required. Medical certification forms are available from Human Resources.

You must first exhaust all accrued paid leave time, **which will run concurrently with the FMLA**



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leave. The Village calculates FMLA leave by using a “rolling” 12-month period, measured backward from the date on which an employee uses his or her first day of FMLA leave.

Employees who qualify for FMLA leave may exercise their rights to use intermittent leave. Intermittent or reduced scheduled leave may be taken if medically necessary for you or the care of a family member, and if such leave can be arranged without undue disruption of regular business operations. When intermittent leave is taken, you may, depending on the Village’s needs, be transferred to a position which is better suited to intermittent absences. You and your department head will need to track and report your intermittent usage each pay period.

An employee who was receiving the Village’s group health-plan benefits just prior to taking FMLA leave must continue to pay his or her portion of monthly medical insurance premiums during the leave. If leave time is paid, you may have those premium portions taken when you return from your future pay. Failure to make timely premium contributions when required may result in the loss of coverage during your leave.

An employee who takes FMLA leave under these guidelines shall be restored by the Village to the position previously held by the employee when the leave commenced, or will be restored to a position, with equivalent responsibilities, benefits, pay, and other terms and conditions of employment, unless that employee has been designated a “key employee” at the start of the leave. Any employee who exceeds the leave available under FMLA cannot be guaranteed reinstatement to the same or an equivalent position if one is available upon return to work.

When you are returning to work from a leave for your own serious health condition, you must

provide a certification signed by your health care provider which clearly indicates that you are fit to return to work, even in the case of intermittent leaves when you may be receiving treatments or therapy or other medical care.

You will not accrue paid time off for the period you are absent from work on FMLA leave, unless otherwise approved by the Village Manager.

Any questions about this policy should be directed to Human Resources. Additional information is also available from the U.S. Department of Labor by calling 1-866-4US-WAGE or visiting www.wagehour.dol.gov.

Paid Bereavement Leave

To assist employees when there is a death in their immediate family, the Village has established a paid bereavement-leave benefit. A full-time employee is entitled to paid time off up to three (3) working days to handle family affairs and attend the funeral. For purposes of this policy, family includes parents, spouse, domestic partner, grandparents, siblings, children, grandchildren, spouse’s or domestic partner’s parents, stepchildren or domestic partner’s children, or spouse’s or domestic partner’s siblings. Vacation leave may be used if additional leave time is necessary.

Family Bereavement Leave

Under the Family Bereavement Leave Act (“FBLA”), eligible Village employees are entitled to a maximum of two weeks (ten [10] workdays) to attend the funeral or alternative to a funeral of a covered family member, make arrangements necessitated by the death of the covered family member, grieve the death of the covered family member, or be absent from work due to: (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed



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adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or, (vi) a stillbirth. To be eligible for this leave, employees must have worked 1,250 hours for the Village during the preceding 12-month period of a request for leave.

“Covered family member” means an employee’s child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. “Child” means an employee’s son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*. Used with respect to an unmarried employee, “domestic partner” means (1) the person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state; or (2) an unmarried adult person who is in a committed, personal relationship with the employee, who is not a domestic partner as previously described to or in such a relationship with any other person, and who is designated to the employee's Village by such employee as that employee’s domestic partner.

FBLA leave time must be completed within 60 days after the date the employee receives notice of the event. Employees must give the Village at least 48 hours’ notice before taking FBLA leave, unless not reasonable or practical. The Village may require an employee to provide reasonable documentation for FBLA leave. Documentation may include a death certificate, published obituary, healthcare practitioner documentation, or documentation from an adoption or surrogacy organization. Employees are not required to identify which category of event the leave pertains to.

In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of 6 weeks of bereavement leave during the 12-month period. FBLA leave may not be taken in addition to unpaid leave permitted under FMLA and may not exceed unpaid leave time allowed under the FMLA. Employees who use leave time under the Child Extended Bereavement Leave Act (“CEBLA”) may not take leave under FBLA because of the death of the same child.

Child Extended Bereavement Leave

Under the Child Extended Bereavement Leave Act (“CEBLA”), eligible Village employees are entitled to use a maximum of six (6) weeks of unpaid leave if the employee experiences the loss of a child by suicide or homicide. Such leave may be taken in a single continuous period or intermittently in increments of no less than 4 hours. An employee must complete the leave within one year after the employee notifies the Village of the loss.

The Village may require reasonable advance notice of the employee’s intention to leave and reasonable documentation. Employees who take leave under CEBLA are entitled to be restored to their held position of employment when the leave began or to be restored to an equivalent position.

Blood and Organ Donation

Under the Employee Blood Donation Leave Act (820 ILCS 149/1 *et seq.*), eligible Village employees may use paid leave to donate blood or an organ. Employees may use one (1) hour of paid leave every 56 days to donate blood. An employee may use up to 10 days of paid leave every 12-month period to donate an organ.

Jury Duty

The Village encourages its employees to fulfill their civic obligation to serve on a jury. Regular full-time employees will be paid their regular base



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pay for days spent on jury duty. Jury duty time for seasonal and part-time employees is accorded on an unpaid basis.

Please contact your immediate supervisor immediately when you receive your summons to appear for jury duty. You are required to give the Village reasonable notice of your required jury service. Under State law, a Village employee must deliver to the Village a copy of his or her summons within 10 days of the date of issuance of the summons to the employee. In addition, when you return to work, you must provide your immediate supervisor with a copy of the official confirmation of jury service. Any jury duty payments received from the courts should be reimbursed to the Village.

Voting Time

The Village encourages employees to exercise their inalienable right to vote in elections at all levels of government. Due to polling hours, we request that you take this time before or after working hours.

If for some extenuating circumstance you cannot possibly do so successfully, please schedule time off with your immediate supervisor two (2) weeks in advance to confirm a maximum of two (2) hours away from work to vote. You will also be required to show your voting registration to your immediate supervisor for this approval.

Military Leave

As part of its civic commitment, the Village will provide paid military leave for employees who require time off to satisfy military commitments. You will be paid at your regular rate of pay at the time the leave begins less any military pay received. You must provide evidence of military orders and pay received.

Reinstatement following military leave is compliant with USERRA and ISERRA. Prior to returning from military leave, you will be required to meet with your immediate supervisor or department head and the Village Manager for a reintegration interview. You will also then be fully reoriented into your former position.

Please know that failure to return to work in a timely manner after completing military leave, falsification of leave necessity, or working elsewhere while on military leave can result in termination of your leave and your employment with the Village.

Domestic Abuse Leave

The Village complies with the Victims' Economic Safety and Security Act ("VESSA"). VESSA provides up to twelve (12) weeks of unpaid leave in any twelve-month (12-month) period to a qualified employee who is a victim of domestic or sexual violence or who has a family or household member who is a victim of such violence, to address issues arising from such violence.

Employees also may take leave: (1) to attend the funeral or alternative to funeral or wake of a family or household member who is killed in a crime of violence; (2) to make arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or (3) to grieve the death of a family or household member who is killed in a crime of violence.

The Village will not discharge, harass, or otherwise discriminate against any qualified employee who takes leave under VESSA. The Village will provide reasonable accommodations to affected employees as required by VESSA. If you need to use VESSA leave or want more information on notice, leave, and documentation requirements under VESSA, please contact Human Resources.



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Religious Accommodations

The Village will approve requests for paid vacation or personal leave to accommodate the seriously held religious beliefs, observances, or practices of its employees. The Village does ask that employees give the Village Manager at least five (5) days' notice prior to the requested leave time. Religious accommodations may also include certain foods, attire, clothing, or facial hair for religious requirements.

Special Leave Circumstances

The Village Manager may approve up to three (3) consecutive days off, and up to ten (10) days per fiscal year, with or without pay, for eligible Village employees to attend to any urgent personal business or participate in business or educational training that enhances or develops employees' job or work skills for service to the Village.

School Visitation Rights

Eligible Village employees who need to attend their children's school conferences or classroom activities may do so during working hours if those events cannot be re-scheduled for during non-working hours.

Employees must use paid leave for this purpose and are permitted eight (8) hours per school year of school visitation under this section. Employees may not use sick leave for this purpose. You must submit a written request to your immediate supervisor at least seven (7) days prior to the needed visitation days.

Paid Breaks for Nursing Mothers

In conjunction with the Illinois Nursing Mothers in the Workplace Act, the Village provides a private, non-bathroom site for nursing mothers to express milk on their private break times. These breaks will preferably run in conjunction with regular break times and are provided up to one year after the child's birth.

Pregnant Employees / Applicants

Pursuant to the Illinois Human Rights Act, the Village will provide reasonable accommodation(s) to pregnant applicants and employees. These reasonable accommodations may include but not be limited to longer or more frequent bathroom breaks; breaks for increased water intake and periodic rest; a private, non-bathroom space for breastfeeding and expressing breast milk; seating options; assistance with manual labor; temporary light duty; modified work schedules; and other work-related modifications.

Employees will require a medical certification from their attending physicians for the requested reasonable accommodation(s). This certification should describe the accommodation(s) to be provided, when they should begin, and how long they should last.



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ADDITIONAL EMPLOYEE BENEFITS

Overview of Benefits Package

In addition to the many types of compensation and benefits described elsewhere in this Employee Handbook, the Village provides a variety of group benefits designed to maintain your health and enhance your well-being.

The benefits described in this Employee Handbook are offered to eligible full-time, non-union Village employees, and in some cases part-time employees under federal law, subject to the conditions of eligibility and other terms established by the benefit plan. Eligibility for health and life insurance benefits is the first of the month after 30 days of employment with the Village. The following pages briefly describe the current eligibility requirements and current benefits provided by the Village under each benefit option. The precise terms and conditions of these benefits are governed by the plan documents, as the plan documents control any disposition of benefits.

The Village may alter, amend, modify, or terminate the benefits described in this Employee Handbook, the cost charged to you for the benefit, and/or the underlying plan documents at any time at its sole discretion, with or without notice. See Human Resources with questions about plans offered or to review plan documents.

Falsifying information to obtain or establish eligibility for any benefit may result in denial of the benefit and may result in discipline up to and including termination.

Medical Insurance

The Village's comprehensive medical plan(s) helps pay for hospital services and supplies, physician's services, and related costs of care and treatment for you and your eligible dependents.

The Village pays most of the cost of this important benefit for eligible employees and dependents, while the employee contributes a lesser amount according to the coverage selected.

Eligible employees may choose coverage that best suits their health insurance needs. Details of the current plan coverage, eligibility, and applicable employee contributions will be provided to you with your start date.

Part-time employees may be offered coverage in accordance with the Affordable Care Act, 42 U.S.C. 300gg, *et seq.*, as amended from time to time.

Dental Benefits

The Village provides voluntary coverage for certain dental costs and procedures to eligible employees. Details of plan coverage, eligibility, and applicable employee costs will be provided to you as a full-time employee.

Life Insurance

The Village also provides group term life insurance in a fixed benefit amount to eligible employees. Details of plan coverage and eligibility will be provided to you with your start date as a full-time status employee.

You may also have an option for voluntary supplemental life insurance in addition to what the Village provides for you. This is strictly a voluntary plan, and you would pay the full premium through a payroll deduction.

Flexible Spending Account

The Village also sponsors a voluntary, pre-tax Flexible Spending Account ("FSA") for costs associated with medical, dental, and dependent care not covered by insurance. You can save for these additional costs with each pre-tax pay deduction and receive reimbursement for those designated expenses from your FSA account.



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COBRA

Upon the termination of your employment, you, and/or covered dependents may be eligible for continuing current health insurance benefits under the Consolidated Omnibus Budget Reconciliation Act ("COBRA").

Human Resources will notify eligible employees in writing of their right to COBRA continuation coverage upon termination of employment. Continuation of health insurance coverage under COBRA requires payment of the entire premium, which includes the portion originally paid by the Village.

Employee Assistance Program

The Village provides access to an Employee Assistance Program ("EAP") for your personal well-being. It is the objective of the program to assist you in finding the help you may need with personal and family issues dealing with chemical and alcohol dependencies, family counseling, mental health, or financial or legal questions. These services are all offered in a confidential and non-intrusive way.

There is no cost for you to contact EAP, and most of the program's services are free. Contact you make and services you receive from EAP are strictly confidential, and you must request a written release for any information to be shared with anyone. If you are referred for an employment issue by your department head, the Village will receive only notice of your participation in EAP. Department heads may also contact EAP for advice and to refer employees to for correction of any behavioral issues on the job.

In cases of employees who have violated the Village's policies on drug and alcohol abuse, and their jobs are in jeopardy, the Village may make EAP a mandatory requirement for continued employment. If so, you should consider

requesting that EAP provide written reports to your department head as to your progress.

If the situation requires a medical diagnosis and long-term treatment, the employee's health insurance plan may cover those costs.

If you are recommended to seek assistance and refuse to do so, you may be held to the same disciplinary and corrective actions as any other employee with behavioral or performance issues.

Please contact Human Resources if you need more information about EAP.

Retirement Savings Plans

As an important piece of your benefits package, the Village does contribute to the Illinois Municipal Retirement Fund ("IMRF") pension plan. Please complete your enrollment form included with your new-hire information and return it with your other required documents to Human Resources. Employees working 1,000 hours or more per year are eligible for IMRF benefits.

Voluntary Retirement Plans

The Village may also coordinate several defined contribution plans for your voluntary participation as additional retirement savings options.

Recreation Center Discount

The Village's Recreation Center features state of the art fitness facilities that are at a very modest monthly cost to employees and a valuable enhancement to your overall health. It may be beneficial for you to take advantage of this benefit.

Workers' Compensation Insurance

The Village complies with the State of Illinois requirements for workers' compensation insurance for all employees in the event of a work-



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related injury or illness. It is your responsibility to immediately notify your department head of any work-related injuries you sustain.

If a leave of absence due to a work-related injury is medically warranted, you must keep your department head aware of your status on a regular basis. You must return to work when your attending physician determines you are able to do so. If the Village has alternative or light-duty work that you can perform with medical approval, you are expected to return to perform that work. The Village requires a written release from your attending physician for you to return to work at full capacity.

Employees who are not capable of light or restricted duty for the Village are prohibited from holding any outside employment while on leave related to worker's compensation. The Village also reserves the right to request an independent medical evaluation of your status or condition.

Under applicable law workers' compensation pays for medical care for reasonable and necessary treatment and care of your work injury, a portion of your lost income; permanent damage to, or loss of function of, a body part; benefits to your spouse and/or dependents if you die because of a work injury; and vocational rehabilitation services if you cannot return to your pre-injury job or pre-injury employer due to the work injury.

There is a three (3) calendar-day waiting period before benefits start, during which the Village pays your regular salary. Information on the insurer administering this plan is posted on the bulletin board for employee information in your department and can also be obtained in Human Resources.

Educational Assistance

The Village will reimburse eligible employees who pursue job-related training and educational courses. The Village will cover a designated amount per year for tuition and fees for approved coursework not covered under any other financial source you may have. To be eligible, employees must be regular full-time employees who have completed one year of service. Such employees must also:

- a. Submit written requests for tuition reimbursement to their department heads for approval by the Village Manager. All written requests must be submitted prior to the beginning of the training or course and include course descriptions and applicable fees.
- b. Submit proof of tuition payment and completion.
- c. Earn a grade of C or better or a certificate of satisfactory completion.

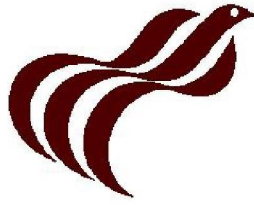
Tuition-reimbursement requests shall not exceed \$3,000 total per eligible employee. Multiple requests in a fiscal year may be submitted subject to approval by the Village Manager as budgeted funds are available. If tuition is paid in part or fully by any other agency or organization, the percentage of Village reimbursement will be reduced in direct proportion to such payment.

Courses of indirect work benefit will be reimbursed at 50 percent of cost, and those of direct benefit to the Village at 100 percent of cost. If an employee voluntarily leaves the employment of the Village within three (3) years of receiving tuition assistance, the employee is obligated to repay tuition reimbursements to the Village in accordance with the following schedule:



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From Payment Date, If You Leave Within	You Must Repay the Village
Less than 1 year	100%
From 1 year to 2 years	50%
From 2 years to 3 years	25%
3 years or more	No repayment



ADDENDA TO EMPLOYEE HANDBOOK

I. a. Village Electronic Systems & Communication

Use of Village electronic systems to copy, modify or transmit documents, software, information, or other protected materials without authorization is prohibited. Incorporating materials downloaded from the Internet into Village or personal databases, compilations, or other works is likely to violate copyright laws.

Additional prohibited activities include, but are not limited to:

1. Using others' passwords to gain access to another user's information or communications without authorization.
2. Using Village software, hardware, or equipment of any kind for the benefit of other organizations or businesses with which you may be affiliated.
3. Using Village systems for "electronic snooping," including to satisfy your personal curiosity of the personal or business affairs of others. This applies to all users, including Village system administrators and supervisors.
4. Deliberately introducing a computer virus into Village systems.
5. Soliciting or advocating for issues, causes, or organizations of any kind when it is personal or not recognized as furthering the Village's reputation or interests.
6. Unauthorized fundraising of any kind.
7. **Excessive personal use** of Village systems that preempts or any business activity or interferes with productivity.
8. Posting information or publicly discussing residents, products, or any confidential work-related matters.
9. Disclosing proprietary or non-public information to which employees have access, including but not limited to resident information or confidential employee information.
10. Posting, without authorization, anything under the Village name or logo in a manner that purports to represent or be posted on behalf of the Village.



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11. Posting photographs of persons engaged in Village business, at Village events, or of Village services, including employees, residents, family or friends of residents, guests, vendors, or suppliers, without proper approval.
12. Use of Village systems and/or devices in **any** manner that does not comply with the Village's Equal Opportunity Employment policy, Sexual Harassment and Discrimination policy, or other policies and standards.

It is your responsibility to report to the Village Manager any abuse or misuse of Village systems or communications equipment. Any Village employee blogging and/or engaging in any other social-media activity will be held personally responsible, and can be held personally liable, for commentary that is considered defamatory, obscene, proprietary, slanderous, or libelous by any offended party (not just the Village).

The Village will comply with the Illinois Privacy in the Workplace Act, but you are at work to work and should minimize personal use of systems and devices. Questions regarding this policy should be directed to your immediate supervisor, department, the Village Manager, or Human Resources. Abuse or misuse of this policy by any employee is subject to disciplinary action up to and including termination.



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I. b. E-mail Responsibilities

Any e-mail you send reflects your representation of the Village and the Village as leadership to the community and any other recipients. It is imperative that your electronic communications are truthful, accurate, and made with care to clearly convey the message. Ensure that the basics of correct spelling, grammar, and punctuation are present in your written communications. Take time to compose your message, knowing that it is a public record of the Village and may be subject to discovery in litigation or disclosure pursuant to the Freedom of Information Act ("FOIA"), 5 ILCS 140/1 *et seq.* Your e-mails should reflect you and the Village positively in whatever message is being conveyed.

Never transmit confidential or sensitive information via e-mail or the Internet unless authorized to do so. If you are unsure about any such information, please discuss it with the Village Manager.



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I. c. Voicemail Policy

As a service organization, the Village must be responsive to the needs and requests of its residents and customers. The telephone is often the first, and sometimes the only, contact members of the public have with the Village. It is important that Village staff handle telephone inquiries promptly and courteously. However, the Village is striving to increase its effectiveness to accommodate ever-increasing service demands with fewer Village employees. Voicemail can increase efficiency and effectiveness by eliminating "telephone tag," busy signals, and unanswered lines, and can provide speedier delivery of routine information.

Unfortunately, voicemail can sometimes be impersonal and at times frustrating for the caller, especially if the system has long, complicated messages and never-ending loops. This policy sets forth the procedures and guidelines to avoid these common voice-mail problems.

Voicemail is defined as an electronic system to receive, send, transfer or store telephone calls using individual "mailboxes" for each employee or department. Enhanced call processing allows employees to route calls to an individual mailbox for special purposes, such as providing pre-recorded information or collecting specified information. Automated attendants answer calls with greetings and menus of choices.

Each Village department or division with the Village has a main, general information telephone line. All such lines shall always be answered by a receptionist or on-duty assistant during Village business hours. Under no circumstances should calls to the Village's general-information telephone lines be routed to voicemail. If an assigned receptionist or assistant is unavailable at any time during Village operating hours, a back-up receptionist or assistant shall be assigned to answer incoming calls. The Village Manager shall approve all exceptions to this policy prior to implementation. Current exceptions to this policy are listed below:

1. **Public Works calls for service:** All Public Works calls for service should go to the front office information request system. Do not send these calls directly to a Public Works in-field employee.
2. **Village Information Line:** The Village Information Line uses an enhanced processing device, which provides pre-recorded information on Village events and services. The caller also has the option to speak with a Village employee, if desired.
3. **Calls transferred to or made directly to an employee's direct phone line should be answered promptly.** Employees engaged in meetings or priority work may use voicemail to answer calls, with the intent to return the calls as soon as possible.



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4. **Village employees shall retrieve voice-mail messages frequently and promptly.** Employees shall listen to their voicemail messages at regular intervals throughout the workday. Remote retrieval when an employee is outside Village Hall is also possible and shall be used when out of the office for extended time periods. If an employee is traveling or on leave, he or she shall record a voicemail message informing the caller when the employee will return to work.

5. **A caller shall not be transferred to a voicemail box without his or her specific consent.** Receptionists answering general Village phone lines shall not automatically transfer callers to an individual's voice-mail box without the caller's consent. No individual employee telephone extensions shall automatically be forward to an individual's mailbox, except as provided for under Guideline B above. Callers for an unavailable employee shall be asked if they want to leave a message with the person answering the call or if they want to be connected to that employee's voice-mail message box. Callers asking for specific information available on enhanced call processing shall be asked if they want to be transferred.

Implementation and Operation

Overall control and administration of the system is the responsibility of the Administrative Department. The Village Manager shall assist each department with the design and installation of their individual programs, consistent with the following:

1. Each department shall develop an implementation plan, including assignment of mailboxes, call routing and sequencing, message scripting, and employee training for review and approval by the Village Manager. Plans shall be phased in during a test period of at least one month.
2. All messages on any voicemail device shall be scripted consistent with the below examples.
3. Notice shall be given to the public and to specific user groups regarding the advent of voicemail.
4. All employees shall receive both initial and on-going training in the use of voicemail.
5. The Village Manager shall produce periodic management and usage reports on the use of the system, including a summary of any complaints or problems.
6. Additions, deletions, and changes to the system must be requested by department directors or their designee and approved by the Village Manager. However, individual mailbox messages may be altered in accord with the attached examples.
7. The voicemail system is the property of the Village and is to be used only for Village business. As such, all voicemail is subject to monitoring, discovery, and disclosure under the Freedom of Information Act ("FOIA").



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The following are acceptable examples of voicemail greetings:

- For in-house office personnel to be used as a standard greeting: “Hello, this is John Doe. I’m away from my desk right now so please leave a detailed message and your phone number, and I’ll return your call as soon as possible. If you need to speak to someone immediately, please contact the operator. Thank you.”
- For personnel on vacation: “Hello, this is Jane Doe, and I will be on vacation from August 1st through August 15th. I will not be checking my messages until I return. For immediate assistance, please contact the operator. Thank you.”
- For field personnel or those frequently out of their office: “Hello, this is John Doe. I am currently out of my office right now but will be checking for messages regularly. Please leave your name, number, and a detailed message so I can get back to you as quickly as possible. If you need to speak to someone immediately, please contact the operator. Thank you.”



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II. Identity Protection Policy

All Village officers, employees, and agents shall comply with the provisions of the Identity Protection Act, 5 ILCS 179/1 *et seq.* The Village shall provide an individual with a Statement of Purpose anytime an individual is asked to provide the Village with his or her Social Security Number (“SSN”) or if an individual requests it.

The Village requires all employees identified as having access to SSNs while performing their duties to be trained to protect the confidentiality of SSNs. Training includes instructions on the proper handling of information that contains SSNs from the time of collection through the destruction of the information. Only employees who are required to use or handle information or documents that contain SSNs have access to such information or documents.

SSNs requested from an employee/individual should be provided in a manner that makes the SSN easy to redact if information is required to be released about that employee or individual as part of a request for information pursuant to the Freedom of Information Act (“FOIA”), 5 ILCS 140/1 *et seq.*

In accordance with this policy, the Village prohibits the following:

- a. Publicly posting or publicly displaying in any manner an individual’s SSN.
- b. Printing an individual’s SSN on any card required for the individual to access products or services provided by the Village.
- c. Requiring an individual to transmit his or her SSN over the Internet, unless the connection is secure or the SSN is encrypted.
- d. Printing an individual’s SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the SSN to be on the document to be mailed.

Notwithstanding any provision in this policy to the contrary, SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. An SSN that may be permissibly mailed under this policy may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.



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In accordance with this policy, the Village further prohibits the following:

- a. The collection, use or disclosure of an SSN from an individual, unless (i) required under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of that agency's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
- b. Requiring an individual to use his or her SSN to access an Internet website.
- c. Using the SSN for any purpose other than the purpose for which it was collected.

Notwithstanding any provision in this policy to the contrary, SSNs may be collected, disclosed, or used in the following circumstances:

- a. The disclosure of SSNs to Village agents, employees, contractors, or subcontractors or disclosure by the Village to another municipality or governmental body or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the Village to perform its duties and responsibilities, and if disclosing to a contractor or subcontractor, prior to such disclosure, the individual acting on behalf of the Village first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this policy of protecting an individual's SSN will be achieved.
- b. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
- c. The collection, use, or disclosure of SSNs to ensure the safety of persons who include but are not limited to Village employees, including Village law enforcement, and all other persons working in or visiting Village facilities.
- d. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.

Only Village employees who are required to use or handle information or documents that contain SSNs are permitted to have access to such information or documents. This policy does not apply to the collection, use or disclosure of an SSN as required by State or federal law, rule, or regulation. This policy also does not apply to documents that are recorded with a county recorder or required to be open to the public under any State or federal law, rule or regulation, applicable case law, Supreme Court rule, or the Constitution of the State of Illinois.

The Village prohibits the encoding or embedding of an SSN in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the SSN as required by this policy.



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Village employees who are required to use or handle information or documents that contain SSNs have been provided with a copy of this policy. A copy of the policy is available to all employees receiving this Employee Handbook and from the Village Manager to any member of the public requesting a copy. Employees should take note of any amendments to this policy as provided by the Village.



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III. Health Insurance Portability and Accountability Act (“HIPAA”) Privacy Rules

As a “covered entity” under HIPAA, the Village may not use or disclose Protected Health Information (“PHI”) to its employee workforce or outside vendors, except as allowed by HIPAA privacy rules. The primary reasons for disclosure are treatment, payment, or health-care operations or a specific authorization from the individual who is the subject of the PHI.

Even where permitted, only the minimum necessary amount of PHI necessary to accomplish the intended purpose will be provided by the Village. For the purposes of insurance renewals, measures will be utilized by the Village to reduce and/or eliminate PHI to accomplish the desired outcomes.

The following are the privacy practices regarding HIPAA for the Village of Schiller Park, which outline your rights under the new privacy rules.

The Village’s Pledge to You:

This notice is intended to inform you of the privacy practices followed by the Village of Schiller Park Group Benefit Plan. It also explains the federal privacy rights afforded to you and the members of your family as plan participants covered under a group health plan.

As a plan sponsor, the Village of Schiller Park often needs access to health information to perform plan administrator functions. We want to assure the plan participants covered under our group health plan that we comply with federal privacy laws and respect your right to privacy.

We require all members of our workforce and third parties that are provided access to health information to comply with the privacy practices outlined below.

Uses and Disclosures of Health Information:

Health Care Operations – We use and disclose health information about you to perform plan administration functions such as quality assurance activities, resolution of internal grievances, and evaluating plan performance. For example, we review claims experience to understand participant utilization and to make plan design changes that are intended to control health care costs.

Payment – We may also use or disclose identifiable health information about you without your written authorization to determine eligibility for benefits, seek reimbursement from a third party, or coordinate benefits with another health plan under which you are covered. For example, a health care provider that provides treatment to you will provide us with your health information. We use that information to determine whether those services are eligible for payment under our group health plan.



The Village of Schiller Park

Treatment – Although the law allows use and disclosure of your health information for purposes of treatment, as a plan sponsor, we generally do not need to disclose your information for treatment purposes. Your physician or health-care provider is required to provide you with an explanation of how they use and share your health information for purposes of treatment, payment, and health care operations.

As permitted or required by law – We may also use or disclose your health information without your written authorization for other reasons as permitted by law. We are permitted by law to share information, subject to certain requirements, to communicate information on health-related benefits or services that may be of interest to you, respond to a court order, or provide information to further public health activities (e.g. preventing the spread of disease) without your written authorization. We are also permitted to share health information during a corporate restructuring such as a merger, sale, or acquisition. We will also disclose health information about you when required by law, for example, to prevent serious harm to you or others.

Pursuant to Your Authorization – When required by law, we will ask for your written authorization before using or disclosing your identifiable health information. If you choose to sign an authorization to disclose information, you can later revoke that authorization to cease any future uses or disclosures.

Right to Inspect and Copy – In most cases, you have a right to inspect and copy the health information we maintain about you. If you request copies, we will charge you \$0.05 (5 cents) for each page. Your request to inspect or review your health information must be submitted in writing to the person listed below.

Right to an Accounting of Disclosures – You have a right to receive a list of instances where we have disclosed health information about you for reasons other than treatment, payment, or related administrative purposes, except for information disclosed in conjunction with an investigation for law enforcement purposes.

Right to Amend – If you believe that information within your records is incorrect or if important information is missing, you have a right to request that we correct the existing information or add the missing information.

Right to Request Restrictions – You may request in writing that we not use or disclose information for treatment, payment, or other administrative purposes except when specifically authorized by you, when required by law, or in emergency circumstances. We will consider your request but are not legally obligated to agree to those restrictions.

Right to Request Confidential Communications – You have a right to receive confidential communications containing your health information. We are required to accommodate reasonable



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requests. For example, you may ask that we contact you at your place of employment or send communications regarding treatment to an alternate address.

Right to Receive a Paper Copy of this Notice – If you have agreed to accept this notice electronically, you also have a right to obtain a paper copy of this notice from us upon request. To obtain a paper copy of this notice, please contact Human Resources.

Our Legal Duties – We are required by law to protect the privacy of our information, provide this notice about information practices and follow the information practices that are described in this notice.

We may change our policies at any time. Before we make a significant change in our policies, we will provide you with a revised copy of this notice. You can also request a copy of our notice at any time. For more information about our privacy practices, please contact Human Resources.

Complaints – If you are concerned that we have violated your privacy rights, or you disagree with a decision we made about access to your records, you may contact the person listed above. You may also send a written complaint to the U.S. Department of Health and Human Services-Office of Civil Rights. The person listed above can provide you with the appropriate address upon request or you may visit www.hhs.gov/ocr for further information.

Procedures for Handling PHI under the Authorization Form – When the Village of Schiller Park is asked to aid in the investigation of a disputed item with regards to your group medical, dental, vision, prescription drug, and/or FSA benefits, the participant and "privacy officer" will require a signed "Authorization Form" before any work can begin.