

VILLAGE OF INDIAN HEAD PARK

PERSONNEL POLICY MANUAL

MAYOR

Richard F. Pellegrino

VILLAGE CLERK

Norman Schnauffer

TRUSTEES

Richard Andrews

Debbie Anselmo

Anne Bermier

Carol Coleman

Joseph Reda

Matthew Walsh

DIRECTOR OF ADMINISTRATION AND PUBLIC SAFETY

Wayne P Grane

INDEX

ARTICLE I - INTRODUCTION

- 1.1 Organizational Statement
- 1.2 Disclaimer
- 1.3 Safety Policy Statement
- 1.4 Code of Ethics
- 1.5 Coverage of Personnel Policy Manual Provisions
- 1.6 General Management Rights
- 1.7 Management Structure

ARTICLE II - GENERAL POLICIES

- 2.1 Equal Employment Opportunity
- 2.2 Harassment Policy
- 2.3 Sexual Harassment
- 2.4 Complaints of Harassment
- 2.5 Village of Indian Head Park Response
- 2.6 State and Federal Remedies
- 2.7 Policy Against Retaliation
- 2.8 Confidentiality
- 2.9 Smoke-Free Environment

ARTICLE III - EMPLOYMENT PRACTICES

- 3.1 Administration
- 3.2 Recruitment
- 3.3 Application for Employment
- 3.4 Applicant Testing
- 3.5 Selection of Personnel
- 3.6 Employment Status
- 3.7 Citizenship
- 3.8 Residency
- 3.9 Hiring of Relatives
- 3.10 Medical Examinations
- 3.11 Probationary Employee
- 3.12 Personnel Records
- 3.13 Pay Periods/Paychecks
- 3.14 Change of Employee Information

3.15 Performance Evaluations

ARTICLE IV - HOURS OF WORK

- 4.1 Standard Work Schedule
- 4.2 Standard Workday
- 4.3 Meal Breaks
- 4.4 Overtime
- 4.5 Emergency Call Outs
- 4.6 Court Time
- 4.7 Time Reports

ARTICLE V - EMPLOYEE BENEFITS

- 5.1 Coverage of Benefit Provisions
- 5.2 Holidays
- 5.3 Personal Holidays
- 5.4 Paid Vacation
- 5.5 Sick Leave
- 5.6 Family and Medical Leave
- 5.7 Military Leave
- 5.8 Brief Military Active Duty
- 5.9 Extended Military Active Duty
- 5.10 Jury Duty
- 5.11 Funeral Leave
- 5.12 Health Insurance
- 5.13 Life and Disability Insurance
- 5.14 Retirement Programs
- 5.15 Workers' Compensation
- 5.16 Educational Benefits

ARTICLE VI - WORK RULES AND REGULATIONS

- 6.1 Work Rules
- 6.2 Work Habits
- 6.3 Vehicle Operation
- 6.4 Retention of Driving Privileges
- 6.5 Reporting of Accidents and Injuries
- 6.6 Light Duty
- 6.7 Use or Modification of Village Owned Equipment and Property
- 6.8 Acceptance of Gifts
- 6.9 Losses Involving Personal Property of Employees

- 6.10 Outside Employment
- 6.11 Political Activities and Affiliations within the Village
- 6.12 Dress Code
- 6.13 Drug and Alcohol Free Workplace Introduction
- 6.14 Qualifications for Employment
- 6.15 Drug and Alcohol Abuse Awareness
- 6.16 Community Sponsored Program
- 6.17 Village Action upon Violation of Policy
- 6.18 Internet Use and Electronic Communication Policy Introduction
- 6.19 Purpose
- 6.20 Applicable Communication Tools
- 6.21 Usage Guidelines for Communication Tools
- 6.22 Policy
- 6.23 Acceptable Use
- 6.24 Unacceptable Use

ARTICLE VII - DISCIPLINARY AND GRIEVANCE PROCEDURES

- 7.1 Employee Discipline
- 7.2 Disciplinary Procedures
- 7.3 Causes for Discipline
- 7.4 Employee Grievances and Disciplinary Appeal
- 7.5 Grievance Procedure and Disciplinary Appeal

ARTICLE VIII - IN-SERVICE PLACEMENT

- 8.1 Promotions
- 8.2 Appointment to Acting Status
- 8.3 Lateral Transfers
- 8.4 Demotions
- 8.5 Reductions in Personnel
- 8.6 Recall from Layoff
- 8.7 Reappointment

ARTICLE IX - TERMINATION OF EMPLOYMENT

- 9.1 Resignation
- 9.2 Exit Interview
- 9.3 Return of Village Property

ARTICLE X - JOB DESCRIPTIONS

INTRODUCTION

1.1 ORGANIZATIONAL STATEMENT

The success of the Village operations is contingent upon the productive efforts and capabilities of all Village employees. Since it is essential that all personnel seek to achieve the objective of providing effective quality service to the public, this manual has been prepared to outline the duties and responsibilities of the Village staff. Equally important is to encourage and train personnel to work safely at all times.

The Personnel Policy Manual should be viewed as both a management tool and informational resource. All employees are required to familiarize themselves with the contents and refer to the manual whenever specific questions or problems arise. If an explanation of any Village policy is necessary, consultation with the Department Supervisor is suggested.

The contents of this Personnel Policy Manual may be periodically amended to insure relevance to the day-to-day operations within the Village. Employees are strongly encouraged to make suggestions or comments concerning the contents of this manual. Such comments should be in writing and directed to the Village Director of Administration and Public Safety.

1.2 DISCLAIMER

This policies and procedures handbook is distributed to Village of Indian Head Park employees as a guide and summary of the current policies and work rules of the Village. This handbook is not intended, nor should it be construed, as a binding contract of employment, expressed or implied. The Director of Administration and Public Safety, with approval from the Board of Trustees, reserves the right to change, interpret or revoke the provisions of this handbook at any time, with or without prior notice or consideration to any employees. To the extent that an occurrence arises which is not governed by any of the policies or provisions set forth herein, The Director of Administration and Public Safety may exercise his/her discretion to resolve the matter. None of the policies, benefits or terms and conditions of employment have been or are required to be approved by an employee or any employee group. The contents of this manual supersedes all prior policies and practices.

Nothing in this manual will be construed to: 1) give any employee of the Village any right to continuation of benefits or policies herein stated; 2) be evidence of any agreement or understanding, expressed or implied, that the Village will employ or continue to employ any employee at any particular rate of compensation or with any benefit outlined herein; nor, 3) create any rights. Therefore, nothing contained herein represents any type of contract of employment. With the exception of employees covered by the Police and Fire Commission, employment with the Village of Indian Head Park is "at-will", meaning that either the Village of Indian Head Park or its employees may terminate the employment relationship at any time, with or without cause, and with or without notice.

All previously distributed written policies and/or handbooks regarding the terms and conditions of employment with the Village of Indian Head Park are hereby rendered void and superseded with this manual.

1.3 SAFETY POLICY STATEMENT

It is the intent of the Village of Indian Head Park to develop and implement an internal safety and loss control program in order to provide and maintain safe and healthy working conditions. The Village maintains that the safety of our employees, our contractors and their employees and the public is paramount and one of our greatest responsibilities. Safety will take precedence over expedience or short cuts and every employee will attempt to reduce the possibility of accident occurrence. Supervisors at all levels are charged with advancing the safety and loss prevention programs and are directed to make safety an integral part of management procedures.

All employees shall be aware of those risks associated with the daily operational activities of their employment and strive to minimize the potential for work-related hazards. It shall be the individual responsibility of all employees to report in writing to their Department Supervisor any unsafe practice, policy, procedure, condition or equipment.

Accidents are unplanned events. Proper planning can control accidents as many occurrences are preventable. Loss prevention is designed to initiate pre-planning steps as is necessary to minimize unsafe acts, contain environmental hazards, and control unsafe conditions.

Continual emphasis on loss prevention techniques, the refinement of work procedures, and safe working conditions has been shown to significantly reduce injuries, property damage, and work interruption. Every employee is charged with the responsibility of supporting and cooperating with the Village loss prevention program.

1.4 CODE OF ETHICS

All members of the Village staff shall maintain the highest standards of professionalism as a public employee as defined by Village Ordinances. It will be the duty and role of each Village employee to strive to:

- 1.1 Effectively administer and implement the policies and procedures as established by the Village Board of Trustees or their representative.
- 1.2 Provide the highest level of service to the public in an impartial and efficient manner.
- 1.3 Enforce all laws, ordinances, rules and regulations as required.
- 1.4 Encourage and maintain open communication between the Village government and the citizens of Indian Head Park.
- 1.5 Interact with the public in a polite and cooperative manner to provide a positive image of the Village of Indian Head Park.
- 1.6 Maintain a spirit of cooperation and teamwork among fellow employees to effectively carry out the goals and tasks of the organization.
- 1.7 Maintain the highest level of honesty and integrity in all dealings with the public, outside parties and other employees.

1.5 COVERAGE OF PERSONNEL POLICY MANUAL PROVISIONS

The rules and regulations contained in the Personnel Policy Manual have been adopted by the Village Board of Trustees by Resolution. The provisions of this Manual will apply to all appointed officers and employees of the Village either full or part time or sworn and non-sworn. In this Manual, persons affected by its provisions will generally be referred to as "employees."

This Personnel Policy Manual will not preclude the establishment of written departmental work rules setting forth policies and procedures for employees of specific departments. In the event of a conflict, the provisions of this Manual will govern.

On occasion, the Village Board may choose to enter into an employment agreement with an employee. If any provision(s) of such employment agreement conflict with this Personnel Policy Manual, the provision(s) of the Village Ordinance will govern.

1.6 GENERAL MANAGEMENT RIGHTS

The Village of Indian Head Park shall possess and maintain the sole authority to determine matters on inherent managerial policy as specified in the Manual. Such authority shall rest with the Village Board or through their designated representatives, subject to the specific duties, authority and responsibilities as established by ordinance. This general authority shall include, but not be limited to the following:

1. The right to establish the mission, policies, standards of service and annual operating budget of the Village.
2. The right to determine the methods, means and number of personnel required to accomplish the mission of the Village.
3. The right to establish and revise the organizational structure of the Village or job descriptions, including the right to hire, transfer, promote, discipline, suspend or discharge employees.
4. The right to establish work procedures, rules, standards and examination requirements for Village employees.
5. The right to implement new technologies and provide new methods, equipment or facilities to Village employees.
6. The right to select the means and origin of service delivery to be provided to the public.

1.7 MANAGEMENT STRUCTURE

The management structure of the Village of Indian Head Park includes a level which shall be classified as "Managerial Employees." Managerial Employees are engaged primarily in executive and management activities and are charged with the responsibility of directing the effectuation of management policies and practices. Those managerial positions established within the Village organization shall include the following, as well as those managerial positions which may become authorized after adoption of the Manual:

1. Director of Administration and/or Director of Public Safety
2. Police Department Shift Sergeant
3. Police Department On-Call Sergeant
4. Superintendent of Public Works/Water

GENERAL POLICIES

2.1 EQUAL EMPLOYMENT OPPORTUNITY

The Village of Indian Head Park is committed to the principles of equal employment opportunity and will treat all employees and qualified applicants equally regardless of race, color, religion, ancestry, national origin, sex, age, qualified disability, handicap, or marital status. It is the Village's policy to comply fully with all federal and state laws that ban discrimination in the employer-employee relation.

2.2 HARASSMENT POLICY

PURPOSE

The Village of Indian Head Park is committed to maintaining an environment free from discrimination and harassment. In keeping with this commitment, we will not tolerate any form of harassment that violates this policy. This policy forbids any employee, supervisor, elected official, vendor, client, customer or other person, to harass any employee of the Village.

PROHIBITED CONDUCT

Harassment consists of discriminatory employment action and any unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, including race, age, sex, color, religious affiliation, political preference, national origin, disability, ancestry, marital status, unfavorable discharge from the military (except dishonorable), or other protected status under applicable law. The Village of Indian Head Park will not tolerate harassing conduct that results in tangible employment action (a significant change in employment status), that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to:

Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status;

Written or graphic material circulated, available on the Village of Indian Head Park computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status. Even where the conduct is not sufficiently severe or pervasive to constitute actionable harassment, the Village discourages any such actionable harassment, the Village discourages any such conduct in the workplace.

2.3 SEXUAL HARASSMENT

Sexual harassment deserves special mention. Harassing conduct based on gender often is sexual in nature but sometimes is not. This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or different genders.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term of employment, (2) submission to or rejection of the conduct is used as a bias for an employment decision affecting an individual (tangible employment action), or (3) conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation.

The Village of Indian Head Park considers the following conduct to represent some of the types of acts that violate this Harassment Policy:

- Physical assaults of a sexual nature included but not limited to rape, sexual battery, molestation, intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, etc.
- Unwanted sexual advances, propositions or other sexual comments including, but not limited to sexually oriented gestures, noises, remarks, jokes, or comments or verbal abuse of a sexual nature. Also included are preferential treatment and promises of a preferential treatment to an employee for submitting to sexual conduct.
- Sexual or discriminatory displays or publications anywhere in the Village work place by Village employees including but not limited to pictures, posters, calendars, graffiti, objects, reading materials, or other materials that are sexually suggestive, demeaning, or pornographic.

Everyone at the Village can help assure that our workplace is free from prohibited discrimination or harassment. Every employee is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment; no employees,

not even the highest-ranking people in the Village are exempt from the requirements of this policy.

2.4 COMPLAINTS OF HARASSMENT

If you believe you have been subjected to harassment, sexual or otherwise, you have the right to file a complaint. This may be done in writing or orally. Any such complaint should be filed with the Director of Administration and Public Safety. This is the individual who is authorized by this policy to receive and act upon complaints of harassment or discrimination on behalf of the Village of Indian Head Park. This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination.

2.5 VILLAGE OF INDIAN HEAD PARK RESPONSE

All reports describing conduct that is inconsistent with this policy will be investigated promptly. The Director of Administration and Public Safety may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. The Director will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained below. The Director might also conclude, depending on the circumstances, either that no violation of policy occurred or that the Village of Indian Head Park cannot conclude whether or not a violation occurred.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the Director will take corrective disciplinary action, up to and including dismissal, regardless of the job positions of the parties involved. The Director may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of policy. If the person who engaged in harassment is not employed by the Village, then the Director will take whatever corrective action is reasonable and appropriate under the circumstances.

2.6 STATE AND FEDERAL REMEDIES

Consistent with this policy against workplace harassment, the Village of Indian Head Park maintains posters on bulletin boards that refer to legal definitions of harassment. These posters identify governmental agencies to contact on how and when to file administrative claims. Using the Village's complaint process does not prohibit an employee from filing a claim with a state governmental agency or with a federal agency such as the Equal Employment Opportunity Commission (EEOC). The time

period for an EEOC filing is 180 or 300 days from the harassment. The time period for filing a claim continues to run during a Village investigation. Our policy provides for immediate notice of the situation to Village officials, so that any problems can be addressed and resolved without waiting for any legal proceedings to run their course.

2.7 POLICY AGAINST RETALIATION

The Village of Indian Head Park forbids any employee to treat any other employee or former employee or applicant adversely for reporting harassment, for assisting another employee or applicant in making a report, for cooperating in a harassment investigation or for filing an administrative claim with the EEOC or a state governmental agency. All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures outlined above.

2.8 CONFIDENTIALITY

In investigating and in imposing any discipline, the Village of Indian Head Park will attempt to preserve confidentiality to the extent that the needs of the situation permit

2.9 SMOKE-FREE ENVIRONMENT POLICY

The Village has designated all Municipal Facilities and vehicles as smoke-free areas, in accordance with the requirements of the Village Ordinance.

EMPLOYMENT PRACTICES

3.1 ADMINISTRATION

The Village Administrator shall be responsible for the recruitment, selection and appointment of all Village employees, with the exception of:

1. The Police Chief who is appointed by the Village President, with the advice and consent of the Village Board.
2. Those sworn law enforcement positions governed by the Board of Fire and Police Commissioners.

If a vacancy should occur within an established department, the Village Administrator shall include the appropriate Department Supervisor in all phases of the selection process.

3.2 RECRUITMENT

As vacancies occur within the Village staff, qualified applicants will be sought through several means of recruitment. Depending on the level of the vacancy, employment notices may be placed in local or regional newspapers, professional newsletters or journals.

Whenever possible, attempts will be made to fill vacancies through the promotion of current employees.

3.3 APPLICATION FOR EMPLOYMENT

All individuals seeking employment will be required to complete and submit a standard application form which will be provided by the Village. Such applications shall be directed to the Village Administrator's office. All employment applications received from qualified candidates will be maintained on file for a period of one (1) year.

Applicants seeking employment as sworn employees shall be subject to the procedures established by the Indian Head Park Board of Fire and Police Commissioners, and /or by State Statute.

Any application may be subject to disqualification. False or fraudulent information on an application may be grounds for dismissal.

3.4 APPLICANT TESTING

On occasion, the Village may require applicant testing to measure the job skills, ability and background required to perform the minimum duties of the position.

3.5 SELECTION OF PERSONNEL

Personnel selected for Village employment or promotional opportunities shall be chosen solely on the basis of merit. All applications submitted shall be given equal consideration to determine those candidates meeting the qualifications listed in the job description. The selection process shall conclude with a personal interview of those candidates deemed qualified.

Selection criteria shall generally be based upon the following characteristics of applicants: relevant work experience, technical knowledge, educational background, general aptitude, maturity, compatibility and personal references.

Selection of police officers shall be made in accordance with the rules and regulations of the Indian Head Park Board of Fire and Police Commissioners.

3.6 EMPLOYMENT STATUS

The employment status of individuals hired by the Village shall be determined according to the number of hours assigned per week and duration of employment.

REGULAR EMPLOYEES shall be defined as those individuals selected to serve the Village for an unspecified period of time.

TEMPORARY or SEASONAL EMPLOYEES shall be defined as those individuals selected to serve the Village for a specified period of time.

INDEPENDENT CONTRACTORS shall be defined as those selected to serve the Village in an "on call" capacity resulting in services rendered on an as needed basis.

FULL-TIME EMPLOYEES shall be defined as these individuals who consistently work a schedule considered to be a full-time work week according to the provisions of this manual.

PART-TIME EMPLOYEES shall be defined as those individuals who consistently work a schedule considered to be less than a full work week according to the provisions of this manual.

3.7 CITIZENSHIP

All employees of the Village of Indian Head Park must be citizens of the United States or be an alien authorized to work in the United States under the provisions of the Federal Immigration and Reform Act. All new employees will be required to submit documents to the Village that establish both the employee's identity and eligibility to work in the United States.

3.8 RESIDENCY

Although employees are encouraged to live within Village limits, residency is not a requirement for initial or continued employment.

3.9 HIRING OF RELATIVES

Under no circumstances shall a supervisory relationship exist between relatives. This shall include newly hired as well as promoted employees. This regulation shall apply to all temporary, full-and part-time positions which may become vacant.

Should a supervisory relationship occur between relatives due to promotion, marriage or other action, the subordinate employee shall be reassigned to an equivalent position.

No applicant shall be hired for employment if that individual is related to an elected official serving a term of office within the Village of Indian Head Park. This restriction shall not apply to those individuals who may be hired prior to a relative being elected or any individual who may have been hired prior to the adoption of this Manual.

The application relationship covered are listed as follows: mother, father, brother, sister, grandmother, grandfather, son, daughter, spouse, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law.

If an individual is hired without disclosing such a relationship, that employee shall be subject to termination by the Village Administrator, or by any other appropriate authority, upon discovery.

Hiring and promotion of Police Officers shall be in accordance with the rules and regulations of the Board of Fire and Police Commissioners.

3.10 MEDICAL EXAMINATIONS

All candidates extended a conditional offer of employment with the Village of Indian Head Park must take the appropriate physical examination and meet the medical standards for their specific position prior to employment. The purpose of providing medical standards for the Village is to insure the selection of job applicants for service who are medically qualified to perform the duties of an applicable position, to aid the employees in the maintenance of health and physical fitness, to insure safety to all Village employees while working together in the performance of public services, and to minimize losses. Pre-employment examinations may be performed by a physician selected by the Village. All medical cost associated with the exam will be paid by the Village.

If there is a legitimate question regarding an employee's fitness for duty, or fitness to return to duty following a layoff or leave of absence, the Village may require, at its expense (to the extent not covered by insurance), that the employee have an examination by a qualified and licensed physician or other appropriate medical professional selected by the Village.

All medical records obtained pursuant to the physical examination will be confidential. The records are kept in separate employee medical files rather than in employee personnel files.

3.11 PROBATIONARY EMPLOYEE

Upon hiring, the immediate supervisor will be required to observe and evaluate the skill, ability, knowledge, attitude, work habits and any other pertinent characteristics of the employee. Each probationary employee will receive a review after six (6) months indicating the results of the supervisory evaluation.

If an employee fails to perform the duties of the position in a satisfactory manner, the employee shall be subject to termination. If the employee had been promoted or involuntarily transferred, the individual will be reassigned to the former classification or one which is comparable, if available. When this provision conflicts with any State Statutes, the Statutes shall govern.

3.12 PERSONNEL RECORDS

All Village personnel records are secured by the Director of Administration and Public Safety. If an employee or elected official seeks to examine the contents of his/her official personnel file, a written request must be directed to the Village Director. The Village will allow inspection upon written notification. All contents will be provided to the employee

except those under State law. If the employee shall disagree with any of the information contained in the personnel file, that individual shall have the right to submit a written rebuttal which will be made part of the official file.

3.13 PAY PERIODS / PAYCHECKS

The Village of Indian Head Park has established pay periods payable upon the basis of twenty-six (26) pay periods per year. Paydays shall be bi-weekly, with paychecks distributed on Wednesdays by noon. In the event that any payday shall fall on a holiday, paychecks shall be issued on the day preceding the holiday.

3.14 CHANGE OF EMPLOYEE INFORMATION

It is the responsibility of each employee to keep the Village informed of changes that should be made in Village employee records. Employees should notify the Administrative Assistant of any changes in their personal status including, but not limited to: change of address or phone number, change of marital status, changes in number of dependents, change of designated beneficiaries, and change on who to contact in case of emergency.

3.15 PERFORMANCE EVALUATIONS

The Village of Indian Head Park encourages its management and supervisory personnel to provide employees who report to them with frequent informal feedback as to performance. Likewise, the Village expects all employees to put forth their best effort at all times.

Once each year, the Director shall ensure a performance evaluation is completed for each employee's performance for the past twelve months. The purpose of these performance evaluations will be to evaluate past performance in light of the goals and objectives of the Village and the individual employee, and to help set achievable goals for the future.

Each employee will be given an opportunity to provide written response to the review process.

Special emphasis shall be given to expectations, both of the supervisor and the employee. Unmet expectations will be brought to the attention of the Director of Administration and ~~Public Safety.~~

Suggests relevant ideas

CRITERIA

Acceptable Need Improvement Unacceptable

ADHERENCE TO POLICY

Compliance with rules and policies

- A. Police - Follows all rules and regulations and the Code of Ethics
 - B. Public Works - Follows all applicable rules and regulations for Public Works
- Follows safety practices
Honors co-workers' safety

POSITION RELATED

- Knowledge of Job
- Meets or exceeds deadlines
- Operation and care of related equipment
- Physical performance of duties
- Quality of work
- Accuracy
- Detail oriented
- Maintains a proper work environment

EDUCATIONAL ADVANCEMENT

- Attend work related credit courses
- Attend work related workshops
- Learns and/or implements new procedures
- Reads informative materials
- Shares information with co-workers

EMPLOYEES WHO SUPERVISE

- Administration relations
- Effectively evaluates coworkers
- Judgements and decisions
- Operational economy
- Planning and organizing
- Public relations
- Supervisory ability
- Training and Instructing

AREAS OF COMMENDATION

AREAS WHICH NEED REINFORCEMENT

RECOMMENDATIONS FOR CAREER DEVELOPMENT - Schooling, Seminars, Etc.

OVERALL JOB EXPECTATIONS

ADDITIONAL COMMENTS

My Supervisor and I have reviewed and discussed this evaluation of my performance. My signature does not necessarily indicate agreement with any or all comments made herein, but rather signifies receipt of this form.

Supervisor

Employee

Date

HOURS OF WORK

4.1 STANDARD WORK SCHEDULE

Department Supervisors may arrange their staff working hours to meet the demands or schedules of their departments with the approval of the Director of Administration and Public Safety.

Managerial personnel are expected to work the hours necessary in order to adequately perform their duties including attendance at required evening meetings of the Village Board of Trustees and/or Boards and Commissions.

Public Works and Water Department employees work five (5) days per week consecutively scheduled, unless otherwise agreed upon.

Sworn officers and dispatch personnel are assigned to work shifts as determined by the Director.

4.2 STANDARD WORKDAY

Full-time clerical administrative personnel in the Municipal Facility are generally assigned to work hours scheduled between the hours of 8:30 a.m. and 4:30 p.m. Certain clerical employees may be assigned to work other hours as needed. In addition, clerical personnel in the Municipal Facility may be required to work Thursday evenings until 7:00 p.m. Full-time Public/Water Works employees are generally assigned to work between the hours of 8:00 a.m. to 4:30 p.m. Adjustments of working hours may be required from time to time as deemed necessary by the Department Supervisor.

Sworn and other Police Department personnel are assigned to work shifts as determined by the Director of Administration and Public Safety.

4.3 MEAL BREAKS

Those employees working a full workday will be entitled to an unpaid meal break. Meal breaks are to be assigned by the Department Supervisor to ensure a minimum disruption of departmental work activities. When at all possible, this break for administrative and clerical employees shall not exceed one (1) hour duration, the meal break for shift personnel shall not exceed forty-five (45) minutes, and the meal break for Public/Water Department personnel shall not exceed thirty (30) minutes.

4.4 OVERTIME

For non-sworn personnel, overtime is considered to be hours worked in excess of the forty (40) hour work week. Overtime will be paid in the form of salary at the rate of one and one-half (1½) hours for each overtime hour worked.

Sworn personnel shall be paid overtime for all hours worked in excess of eighty (80) hours per fourteen (14) day work period.

All overtime must be approved and in accordance with the standards established by the Department Supervisor. To calculate hours eligible for overtime compensation, authorized paid vacation leave and paid holidays shall be included as "time worked". For overtime compensation, non-sworn employees must work in excess of forty (40) hours in the seven (7) day work period and sworn employees must work in excess of eighty (80) hours in the fourteen day work period. Sick leave pay shall **not** be included as "time worked" in computing overtime. If approved by the employee's Supervisor, compensatory time off may be given in lieu of overtime pay.

4.5 EMERGENCY CALL OUTS

During off-duty hours, employees of the Public/Water Works and Police Department may be required to respond to an emergency call out. If an employee is called out for any reason and if eligible for overtime compensation, the employee will be compensated for a minimum of two (2) hours of overtime pay per call out, unless such call out occurs less than two hours prior to the employee's regular shift, in which case such employee shall be paid only for the amount of time between the call out and the start of the shift. If a call out necessitates working longer than two (2) hours, the appropriate amount of overtime will be provided to the employee. For employees not meeting the overtime criteria, their hourly rate of pay will apply.

The police matron shall be subject to the provisions of this section, however, the matron shall be eligible to receive four (4) hours of their hourly rate of pay (or overtime if applicable) per call out.

Compensation for call outs shall be based upon the amount of time which elapses between the arrival of the employee at Village owned facilities and the subsequent departure from such facilities. No compensation will be provided, or is implied, for transportation to work for an emergency call out.

4.6 COURT TIME

When an employee is required to present evidence or testify in court for work-related reasons during **non-duty hours**, the employee shall receive a minimum of four (4) hours of their hourly salary. If court appearance occurs less than two (2) hours prior to their scheduled work shift, such employee will be compensated for two hours of their hourly salary. If the court appearance extends beyond four (4) hours, the amount of hours required for the court appearance will be equal to the number of hours compensated. Overtime will apply to those employees that have worked in excess of the eighty (80) hours in the fourteen day work period.

If an employee is eligible to receive witness fees for any such court appearance, the amount received shall be paid to the Village in order to be eligible for Village hourly salary.

4.7 TIME REPORTS

All employees are responsible for the accurate reporting of hours worked. Prior to submittal to the Director of Administration and ~~Public Safety~~, time reports must be signed by the employee and approved by the Department Supervisor. Any employee who knowingly falsifies information on the time reports or payroll records, shall be subject to disciplinary action to include termination and possible legal action. In the case of a sworn officer, the Fire and Police Commission Rules and Regulations shall govern.

EMPLOYEE BENEFITS

5.1 COVERAGE OF BENEFIT PROVISIONS

The employee benefits provided by the Village of Indian Head Park are intended to be part of a comprehensive compensation package to supplement the annual salary. Such benefits are offered contingent upon the availability of appropriate funds.

Unless otherwise indicated, the benefits described in the Personnel Policy Manual are solely provided to those individuals with regular, full-time employment status.

5.2 HOLIDAYS

Village employees will receive nine (9) paid holidays during the calendar year. Those holidays designated for full pay are as follows:

★	New Year's Day	January 1
★	Memorial Day	Last Monday in May
★	Independence Day	July 4
★	Labor Day	First Monday in September
★	Thanksgiving Day	Fourth Thursday in November
★	Friday after Thanksgiving	Fourth Friday in November
★	Christmas Eve	December 24
★	Christmas Day	December 25
★	Ninth Holiday	Determined by consensus (Full-time Employees)

If an authorized holiday should fall on a Saturday, the preceding Friday will be observed as the paid holiday. If an authorized holiday should fall on a Sunday, the following Monday will be observed as the paid holiday. If a holiday occurs during an employee's authorized vacation period, including holidays occurring on Saturday and Sunday, an extra day will be added to the employee's vacation leave balance.

On occasion, an employee's work schedule may require working on a designated holiday. In such an instance, the employee will be reimbursed for all hours worked at a rate of 2.0 times the regular hourly rate. To receive compensation for holiday pay, an employee must work the day before and the day after a holiday unless on paid leave authorized by the Director. An employee absent due to illness will also be eligible if properly documented and approved by the Director of Administration.

5.3 PERSONAL HOLIDAYS

A maximum of two (2) personal days will be provided to employees during each calendar year. Personal days shall be taken at the discretion of the employee, provided that the schedule date is approved by the Director. Employees shall request a personal holiday at least seven (7) days in advance. Personal holidays must be utilized during the calendar year and cannot be accumulated or reimbursed in the form of an extra day of pay. Any personal holiday not utilized before December 31, or prior to an employee's termination, is to be considered "lost."

Employees shall not be eligible to receive personal holidays until the completion of six (6) months of continuous service. Employees hired after July 1, shall not be entitled to receive a personal day until the following calendar year.

5.4 PAID VACATION

Paid vacations are provided to employees in accordance with length of continuous service. Vacation days are earned on a monthly basis according to the following accrual schedule:

<u>LENGTH OF SERVICE</u>	<u>VACATION</u>
Less than five (5) years	Ten(10) eight-hour (8) working days per annum
Upon reaching fifth (5 th) anniversary of employment	Fifteen (15) eight-hour (8) working days per annum
Upon reaching tenth (10 th) anniversary of employment	Twenty (20) eight-hour (8) working days per Annum
Upon reaching twentieth (20 th) anniversary of employment	Twenty-five (25) eight-hour (8) working days per annum

It is the intent of the Village's vacation policy that vacation be earned on a yearly basis based upon an employee's anniversary date and then used during the subsequent year of employment. Since employment anniversary years do not coincide with calendar years and since it is best for work scheduling to plan vacation schedules on a calendar year basis, employees may schedule their vacations during each calendar year based upon the number of vacation days they will earn as of their anniversary date during each calendar year. If this

requires taking vacation days before they are earned the Director of Administration and Public Safety may advance the appropriate number of days of vacation leave, subject to reimbursement as provided below in the case of termination.

To insure a clear understanding of the Village's vacation policy, employees should be aware that when the amount of vacation leave increases after five (5) or ten (10) years of service, the employee does not start earning the increase in vacation leave until the date of the anniversary of the fifth (5th) or tenth (10th) year of service, with the increase in vacation to be taken during the current year of employment.

All Employee vacation requests are subject to the approval of the Director of Administration. The resolution of any vacation scheduling conflicts shall be based upon employee seniority. Requests for vacation time of five (5) or more consecutive days shall be made no later than thirty (30) days in advance to allow for proper department planning. No employee shall be eligible to receive a paid vacation until completion of twelve (12) months of continuous service unless authorized by the Director.

Vacation time earned must be taken within one (1) year of the employee's anniversary date unless a carryover not to exceed one (1) week is approved by the Director. In no instance may such a carryover consist of more than five (5) days. Vacation time must be requested in increments of one (1) full day.

Part-time employees are entitled to receive a paid vacation which is proportionate to the average number of weekly hours scheduled for their position.

If an employee terminates employment after twelve (12) months of service prior to using all accrued vacation time, and proper notice is given, the amount of unused vacation time will be reimbursed on the final paycheck at the employee's regular rate of pay. If a terminating employee has taken vacation time in advance of accrued time, such vacation pay will be deducted from the final paycheck.

5.5 SICK LEAVE

Employees shall accumulate sick leave at the rate of one (1) work day for each month of service. Sick leave may be used for illness, disability, pregnancy or medical appointments which cannot be made on off-duty hours. Sick leave may also be used for an illness or injury in the immediate family which requires the employee to remain at home, except such use of sick leave shall be only on an emergency or temporary basis. For family illness or injury, employees are to provide for other care as soon as practical. New employees shall not be eligible for paid sick leave until ninety (90) days from the date of hire. Sick leave will be

paid in increments of one (1) hour. Any use of sick leave which is less than one (1) hour will be rounded up to the nearest whole hour. Unused sick leave as of December 31 of each year shall be allowed to accrue into a sick leave bank for each employee. The sick leave bank may be used by the employee should the need for sick leave usage exceed the annual allocation. The maximum accrual of sick days within the sick leave bank shall be two hundred forty (240) days.

An employee unable to report to work shall contact their immediate supervisor at the earliest opportunity. Shift personnel shall report any illness no later than two (2) hours prior to their scheduled starting time. If the absence is longer than one (1) day, the employee shall keep the supervisor informed of the condition daily and provide an anticipated return to work date. At the discretion of the Director of Administration and Public Safety, employees absent for more than two (2) days will be required to submit a statement from a physician verifying the illness and fitness to return to duty. If the condition of an employee is in question, the Director may require a physical exam at the expense of the Village.

The use of sick leave is intended only for legitimate reasons as outlined in this section. Any abuse of the sick leave policy shall result in non-payment of sick leave benefits and shall be grounds for disciplinary action up to and including dismissal. Abuse of sick leave shall include, but not be limited to, the following:

- ✓ Failure to notify supervisor of absence or condition
- ✓ Failure to provide documentation as required
- ✓ Continued pattern of absences subsequent to or following regularly scheduled off days
- ✓ Continued pattern of absences on days subsequent to or following holidays or vacation days

In addition, paid sick leave will not be granted to any employee during the last two (2) weeks of employment unless verification is received from a physician that the employee was physically unable to work.

Employees shall not receive any pay for accumulated sick leave balance which may be unused upon termination of employment.

5.6 FAMILY AND MEDICAL LEAVE

The Village of Indian Head Park hereby voluntarily adopts as its policy a commitment to comply with the regulations governing the Federal Family and Medical Leave Act (FMLA).

The FMLA requires that public agencies provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for the Village for at least one year, and for 1,250 hours over the previous twelve (12) months.

The Village will grant unpaid leave to an eligible employee for one or more of the following reasons:

- ✓ For the care of the employee's child (birth or placement for adoption care).
- ✓ For the care of the employee's spouse, son or daughter or parent, who has a serious health condition; or
- ✓ For a serious health condition that makes the employee unable to perform their job.

The employee is required to provide notice and medical certification to the Village:

- ✓ The employee ordinarily must provide 30 days advance notice when the leave is foreseeable.
- ✓ The Village may require medical certification to support a request for a leave because of a serious health condition.
- ✓ The Village may also require medical certification if the employee is unable to return from leave because of a serious health condition.

An employee may take intermittent or may work a reduced leave schedule if medically necessary. Other intermittent or reduced leave is subject to the Director's approval.

Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms. The use of FMLA leave will not result in the loss of any employment benefit that accrued to the start of an employee's leave, except that all accrued sick leave benefits must be utilized for any FMLA leave taken for any reason which qualifies for sick leave. All accrued vacation leave benefits may, at the employee's option, be substituted for all or part of any unpaid FMLA leave taken after sick leave benefits have first been exhausted or for any FMLA leave for which sick leave is not applicable. In accordance with state law (5 ILCS 345/1 (1992)), nothing herein shall require an employee to utilize any accrued benefits to remain on paid status while on a duty-related injury leave for the first twelve (12) months of such leave, even though such leave will count toward the 12-week maximum allowance under the FMLA. Any other leave taken pursuant to the Worker's Compensation Act, or any other health-related leaves, will count toward the 12-week maximum allowance under the FMLA.

For the duration of FMLA leave, the Village will maintain the employee's medical insurance coverage under any group health plan with the conditions coverage that would have been provided if the employee had continued working.

5.7 MILITARY LEAVE

The Village of Indian Head Park recognizes and applauds its employees who elect to serve in the Armed Forces of the United States. The Village also is aware that such employees may be entitled to certain job protection when their employment is interrupted voluntarily or involuntarily to fulfill their obligations to the Armed Forces. This policy articulates the rights of such employees.

Employees called to active duty in the Armed Forces shall be treated as if on furlough or an unpaid leave of absence for the period of military training and service. Such employees are not required to resign. Employees have an obligation to provide the Village with as much advance notice as possible that they are leaving for active duty. It is expected that such employees will provide notice to the Director. The Village will require employees on military leave to provide a copy of his/her orders to the Director of Administration and Public Safety to confirm the legitimacy of the absence.

5.8 BRIEF MILITARY ACTIVE DUTY

For purposes of this policy, brief military active duty is defined as annual duty (usually 2-3 weeks duration) required for members of the military reserve or the National Guard. Absences connected with annual military training and civil emergency duty are excused. Benefits coverage as set forth herein shall remain in effect for any period of brief military active duty. The employee is expected to provide as much advance notice as possible to their supervisor.

In instances where brief military active duty is optional, the Director possesses the sole discretion to approve or deny requests for leave.

5.8 EXTENDED MILITARY ACTIVE DUTY

Employees on extended military active duty typically are entitled to reinstatement upon completion of such duty. For reinstatement purposes, military training and service is categorized as (1) active duty; (2) initial active duty for training; and (3) active duty for training or inactive duty training. The policy set forth below applies only to categories (1) and (2) above. Should you encounter a situation pertaining to category (3), contact the Director for guidance as to your rights for reinstatement.

Employees on extended military active duty are entitled to reinstatement if they (1) complete military training and/or active duty, (2) receive a certificate evidencing satisfactory service, and (3) make timely application for reinstatement.

Timely application for a reservist or National Guard member is within 31 days of deactivation if the leave call up is for 90 days or less, or within 90 days of deactivation if the call up exceeds 90 days. Time for timely application for veterans hospitalized at the time of their deactivation does not start to run until the veteran is discharged from the hospital.

An employee who meets the above requirements and still is qualified to perform the duties of the job he/she left for extended military active duty must be reinstated to his/her previous position or to a position of like seniority, status and pay. The Village may replace an employee on extended military active duty; however, if that employee properly requests reinstatement the Village must re-employ that employee unless circumstances have changed so as to make it unreasonable or impossible to re-employ the employee.

5.10 JURY DUTY

Jury leave will be granted to employees upon presentation of proper documentation. The Village will provide regular pay, minus all jury pay, excluding transportation expenses. Upon being excused from jury duty, such employee shall report to work if released from duty during the regularly assigned hours of work.

5.11 FUNERAL LEAVE

An employee may be granted a maximum of three (3) working days funeral leave due to death in the immediate family. The immediate family is defined to include: spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, grandparents or guardian.

When special circumstances warrant, an employee may request up to two (2) additional days subject to approval of the Village Director.

5.12 HEALTH INSURANCE

The Village selects and provides a medical insurance program for full time employees and dependents subject to the terms and conditions of the policies in effect. Upon termination, the provisions of paid health insurance shall cease except as may be provided by State or Federal law. At that time, information will be provided for obtaining individual insurance coverage

5.13 LIFE AND DISABILITY INSURANCE

The Village selects and provides a group life insurance policy. Life insurance is provided to full-time employees after thirty (30) days of employment. Disability coverage is provided to employees enrolled in the Illinois Municipal Retirement Fund.

Upon termination, the provision of paid life and disability insurance shall cease except as may be provided by State or Federal law. At that time, information will be provided for obtaining individual coverage.

5.14 RETIREMENT PROGRAMS

Village employees are eligible to participate in several retirement programs, depending upon their employment status with the Village. The Village reserves the right to change elected programs. The specific details concerning present programs may be obtained in the Village Finance Department. The retirement programs available are listed as follows:

- ✓ ILLINOIS MUNICIPAL RETIREMENT FUND - IMRF is a State retirement and disability program for public employees in Illinois. All non-sworn employees working 1000 or more hours annually must participate. Both the Village and employee contribute a percentage of earnings to this program. All employee earnings contributed are tax deferred in accordance with applicable State and Federal regulations.
- ✓ SOCIAL SECURITY - Social Security is a Federally mandated retirement and disability program. All sworn and non-sworn personnel, regardless of employment status, are required to participate. Both the Village and employee contribute a percentage of earnings to this program.
- ✓ I.C.M.A. DEFERRED COMPENSATION - The ICMA Deferred Compensation program is a voluntary program designed to provide supplemental retirement benefits and reduce taxable income of employees. All employees with full and part-time employment status shall be eligible to participate in this program.

5.15 WORKERS' COMPENSATION

All full-time, part-time and temporary employees are provided with workers' compensation coverage required by State statute. Workers' compensation will provide payment for medical, pharmacy and related expenses which are determined to be the direct result of any

on-duty injury or illness incurred by an employee. Injuries and illness resulting from non-duty related causes are to be submitted to the health insurance carrier.

If a work-related injury results in three (3) or fewer work days of lost time, the Village will provide full salary to the employee. For all time lost in excess of three (3) work days, a percentage of the employee's salary will be reimbursed through workers' compensation benefits as specified by statute. The Village will provide full pay to sworn personnel for a period not to exceed one (1) calendar year from date of injury as required by State statute. If a sworn employee has not returned to work after one (1) calendar year, such employee shall have two options in receiving compensation during this time. An employee may choose to utilize accrued sick leave or other available leaves to supplement the amount of regular salary not covered by workers' compensation, or an employee may choose to preserve the accrued sick leave balance and only receive those workers' compensation benefits as specified by statute.

5.16 EDUCATIONAL BENEFITS

In order to encourage additional job related training and educational opportunities, the Village may, on occasion, provide reimbursement for certain credit courses, certification classes, workshops or seminars. Any full-time employee seeking such training shall make a written request with all supporting documents to the Director prior to registration. All requests shall be subject to the approval of the Village Administrator and subject to the availability of funds.

Reimbursement for all credit courses offered through a university, college or junior college shall be subject to a minimum grade of "C" or its numerical equivalent. Village reimbursement shall be limited to course registration and tuition only, and shall not include the cost of books, supplies, transportation or enrollment/activity fees.

The reimbursement for approved classes determined to be directly job related will be reimbursed at a rate of 100% and those approved credit classes which are deemed to be indirectly job related will be reimbursed at a rate of 50%. All courses required for a degree program which is determined to be a directly job related will be reimbursed at a rate of 100%. However, to allow for the utilization of education funds by the maximum number of employees, the reimbursement provide for credit classes shall not exceed five hundred dollars (\$500) per employee during any calendar year.

For each five hundred dollars (\$500) reimbursement made to an employee, an obligation to remain employed for a period of six (6) months shall be required. The calculation of time shall be made from the date the subject course(s) is successfully completed.

If an employee shall voluntarily terminate employment with the Village prior to completing the required six (6) months, the reimbursement shall be deducted from the final pay check and/or any vacation pay due.

WORK RULES AND REGULATIONS

6.1 WORK RULES

The Village may prepare, issue and enforce work rules which are deemed to be necessary for the safe, orderly and efficient operation of the organization. If any conflicts exist between this manual and the rules and regulations of the Indian Head Park Police Department, as they pertain to sworn personnel, the regulations of the Indian Head Park Police Department shall govern.

6.2 WORK HABITS

Employees are required to maintain the highest standards of conduct, efficiency and cooperation in the performance of their duties. Employees shall be punctual in reporting to work and shall be dressed in a manner appropriate to their job responsibilities.

Employees shall report to work in proper physical condition and shall not possess, consume or be under the influence of any alcoholic beverage or illegal drug immediately prior to or during working hours. Strict adherence to the Drug and Alcohol Free Workplace set forth in the Policies section of this manual shall be followed by all employees.

6.3 VEHICLE OPERATION

All Village vehicles shall be operated in a safe, courteous and lawful manner. Employees are expected to wear seat belts at all times while operating any vehicle and ensure that unattended vehicles are locked and secured. Village owned vehicles and equipment are to be utilized for official business only.

6.4 RETENTION OF DRIVING PRIVILEGES

While employed with the Village, it is required that employees that must operate motor vehicles in connection with their employment, retain a valid drivers license. Any suspension or revocation of driving privileges shall be immediately reported to the department supervisor which may result in termination. As required by our insurance carrier, driving safety training courses shall be provided to all police and public works department personnel that operate motor vehicles. Any parking fines or traffic violations incurred while operating a Village vehicle shall be the sole responsibility of the driver.

Periodically, verification of drivers licenses will be performed on employees that operate motor vehicles to ensure each employee is properly licensed. Those records shall be

6.5 REPORTING OF ACCIDENTS AND INJURIES

When conducting Village business, all accidents involving Village employees and/or Village property are to be reported to the Department Supervisor immediately following the incident.

If any accident or damage involves public or private property, the Police Department shall also be notified whereby an Incident Report shall be completed by a Police Officer. Department Supervisors shall inform the Director of Administration and Public Safety of any accidents or injuries immediately upon discovery. The Supervisor shall investigate such occurrences and submit a report of the incident to the Director within five (5) days.

If an employee sustains any injury, no matter how minor, an IRMA Incident/First Aid Report must be completed whether or not medical attention is needed. This in-house form protects the employee should subsequent medical attention be required. An employee that sustains an injury that does not pose a threat to life or limb but, requires medical treatment should utilize a Facility of the Villages choice during normal business hours. If needed, hospital emergency room services should be utilized for injuries that occur after normal business hours. E-911 should be notified immediately for any injury or accident of a serious nature.

The Department Supervisor will be responsible to report all accidents and/or injuries sustained by a Village employee, the public or any property to IRMA on the standard IRMA Forms. A Form 45 must be completed and submitted to IRMA within the required forty-eight (48) hours for all incidents requiring medical treatment.

6.6 LIGHT DUTY

If an employee is injured during the course of employment and is unable to perform the required duties of the position, but can perform work of a less strenuous nature, the individual may be considered for a light duty assignment. The Village shall require a medical exam when the physical abilities of any injured employee are in question. Such exam shall be at the expense of the Village. Light duty will be assigned when a Physician determines and substantiates in writing that the employee is restricted to light duty and he/she is determined to be physically able to perform the required light duty tasks, provided such assignments are available.

Such a light duty assignment shall be at the discretion of the Department Supervisor, subject to the approval of the Director of Administration and Public Safety. Light duty assignments may be made in any Village Department and shall be based upon the physical disabilities and skills of the employee and the personnel needs of the Village. Light duty assignment shall not exceed thirty (30) days.

The Safety Committee will review all accidents and Workmens' Compensation injuries.

6.7 USE OR MODIFICATION OF VILLAGE OWNED EQUIPMENT AND PROPERTY

All equipment, supplies, tools, uniforms and property owned or purchased by the Village are to be utilized for official business use only. A separate policy establishing the rules governing the aforementioned Village property is set forth in the Internet Use and Electronic Communication Policy which is provided in this policy manual (6.18). An Acknowledgment Receipt shall be signed and maintained in the employee's Personnel File.

6.8 ACCEPTANCE OF GIFTS

Except as authorized in Article 10 of the Village's Ethics Ordinance No. 04-03, in order to prevent any appearance of favoritism or conflict of interest, employees must not accept improper gifts, loans or preferential treatment from vendors, contractors, business contacts, residents or other individuals with whom the Village conducts business. Strict adherence to the Gift Ban section of the Ethics Ordinance which establishes guidelines as to the acceptance of what is considered gifts shall be followed. Some examples of exceptions under the Gift Ban are set forth below:

- a. Lunch or business event invitations where Village business is discussed.
- b. Food or refreshments not exceeding \$75.00 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered.
- c. Food products, floral arrangements or similar items which shall be made available to the entire department or Village work force.
- d. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.00.
- e. Intra-governmental and inter-governmental gifts. For the purposes of this policy, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

Each of the exceptions listed in Article 10 of the Ethics Ordinance is mutually exclusive and independent of every other. Disposition of unauthorized gifts will be followed as set forth in Ethics Ordinance 04-03.

6.9 LOSSES INVOLVING PERSONAL PROPERTY OF EMPLOYEES

The Village cannot assume responsibility for losses or damages involving personal property, unless subject to prior written agreement. If an individual feels the Village is responsible for causing the loss or damage, a written claim shall be submitted to the Department Supervisor. The claim shall be reviewed by the Supervisor and a formal recommendation shall be made to the Director of Administration.

6.10 OUTSIDE EMPLOYMENT

Employees may have outside employment provided that such employment does not interfere with the employee's ability to devote primary attention to the work requirements of the Village. Sworn employees shall not have outside employment unless prior written authorization is provided by the Director of Public Safety and department policies adhere to the Police Department.

All employees shall be prohibited from participating in outside employment which may involve any of the following conditions:

- a. Utilization of official information not available to the general public.
- b. Utilization of Village time, facilities or equipment.
- c. Activities which are, or may appear to be, a conflict of interest.
- d. Activities that would constitute a threat to the status or dignity of the municipality.
- e. Acceptance of employment with a vendor. (Exceptions if approved in advance by the director.)
- f. Activities which are prohibited by state, federal or local statutes.

6.11 POLITICAL ACTIVITIES AND AFFILIATIONS WITHIN THE VILLAGE

Village employees may participate in political affairs at any level of government provided that such participation does not adversely affect the performance of the employee or adversely affect the conducting of Village business. Employees may not campaign during assigned working hours.

Prohibited Political Activities are set forth in Article 5 of the Village of Indian Head Park Ethics Ordinance 04-03. Village employees shall not be appointed, promoted, dismissed or retained on the basis of political activities or views. No employee shall be coerced to participate in political campaigns, solicit votes or contribute funds for any political office. Any full or part-time Village employee who wishes to run for the office of Village President, Village Trustee or Village Clerk of the Village of Indian Head Park must first take an unpaid leave of absence from employment with the Village. This leave is to commence with the first formal activities of the employee to obtain nomination or election to the office and will end upon the completion of all activities connected with the office. The position of an incumbent Village Clerk is exempt from the provisions of this section.

6.12 DRESS CODE

All employees shall wear appropriate clothing necessary to perform their duties including interaction with the public. Public/Water Department personnel shall wear shirts and any necessary protective clothing. The Village may provide clothing which identifies the employee as a representative of the Village.