

PERSONNEL POLICY

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Village of Homer Glen Personnel Policy Statement

INTRODUCTION

Policy Statement

This Personnel Policy Statement is designed to acquaint you with the Village of Homer Glen (hereinafter referred to as the Village) and provide you with information about working conditions and some of the policies affecting your employment. It describes many of your responsibilities as a staff member and outlines the programs developed to benefit staff members.

This Personnel Policy Statement does not constitute an employment contract of any kind, nor is the language intended to imply that a contract exists. Employment with the Village is strictly at will and this Personnel Policy Statement does not constitute a promise of continued employment for any time period or length of time. The staff member is free to leave his or her employment at any time for any reason. Similarly, the employment relationship with any staff member may be terminated by the Village at any time for any reason, when the Village deems it is appropriate to do so, with or without cause and without a hearing. Except as otherwise approved by the Village Board, any oral or written representations by any staff member or official of the Village, inconsistent with the provisions set forth herein, are null and void.

The provisions of this Personnel Policy Statement may be amended, altered, revoked, modified or cancelled without advance notice at any time at the Village's sole discretion. Staff members will be notified of changes to the Personnel Policy Statement as such changes occur.

PRE-EMPLOYMENT

Background Investigations

Potential new Village staff members may be required to submit to a background check conducted by the Will County Sheriff's Office. This check, if completed, will be done during the pre-employment interview/selection process. The background data will be evaluated in order to determine the applicant's suitability to perform the duties and responsibilities of the specific position for which he/she has applied.

Physical Examinations

Following an offer of employment, all applicants considered for full-time employment will be required to take a pre-employment physical examination by a licensed physician, designated by the Village. The applicant must authorize the examining physician to furnish the Village with medical information and records from the exam. Pre-employment physical examinations may also be required of all applicants for certain part-time and short term/temporary positions. The purpose of this examination is to verify the applicant is physically able to perform the requirements of the position for which he/she was hired. The Village has the right to perform a drug screen on all persons considered for employment.

Arrangements for a physical examination are made by the Village Manager or his/her designee. Employment is contingent upon successful completion of the examination. Cost of the physical exam and drug screen is borne by the Village.

EMPLOYMENT

Staff Member Conduct

To ensure orderly operations and provide the best possible work environment, the Village expects staff members to adhere to the policies set forth in this Personnel Policy Statement and follow rules of conduct that will protect the interests and safety of all staff members and the Village.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, to be determined and imposed in the sole discretion of the Village, and which may include termination of employment:

- Theft or inappropriate removal or possession of Village property no matter how small;
- Working under the influence of alcohol or illegal drugs;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Excessive absenteeism or any absence without notice;
- Unsatisfactory performance or conduct;
- Operation of a Village vehicle while under the influence of alcohol or drugs.

Introductory Evaluation Period

The evaluation period for introductory Village staff members is for a period of six (6) months, unless otherwise stated. During this time, the introductory staff member's overall performance and suitability of placement will be reviewed. At the end of the

evaluation period, the introductory staff member will receive a written performance evaluation. The Village Manager must receive a satisfactory review of the introductory staff member by the department head or supervisor, in order to assure the introductory staff member's continued employment. The new staff member's evaluation period may be extended for three (3) or six (6) months beyond the initial evaluation period by recommendation of the department head and approval by the Village Manager.

A staff member's successful completion of the introductory evaluation period does not guarantee his/her employment for any period of time thereafter; all staff members are employed at will.

When a staff member is transferred, or is promoted from a position in one department to a position in another department, or from one position to another within the same department, the first three (3) or six (6) months in the new position, depending upon the requirement as listed herein, shall be considered as a probationary evaluation period. This is also the time when the staff member and supervisor are encouraged to regularly discuss how the transfer or promotion is working out and to try to identify and solve any problems that may arise.

Equal Employment Opportunity/Non-Discrimination Policy

It is the policy of the Village to provide equal opportunities for employment and advancement for all individuals regardless of race, religion, political beliefs, color, sex, sexual orientation, gender, national origin, ancestry, marital status, military status, age, or disability.

Every effort is made to ensure that decisions relating to hiring, promotion, discharge, discipline, or other privileges and conditions of employment are made based on job-related factors and that any such decisions between the Village and its staff members are free from unlawful discrimination and harassment.

If you feel that you are being harassed or discriminated against, contact your supervisor or the Village Manager. The Village's Anti-Harassment Policy is attached in the Appendix as "Addendum A" and incorporated herein by reference.

Sexual Harassment

The Village is committed to providing a workplace that is free from sexual harassment and other offensive or degrading remarks or conduct. The Village maintains a strict policy prohibiting such unlawful harassment, including sexual harassment. Refer to "Addendum A" for the Village's Anti-Harassment Policy.

Drug Free Workplace

The Village is committed to maintaining an alcohol free and drug-free workplace. Refer to "Addendum B" for the Village's Drug Free Workplace Policy.

Ethics

All staff members of the Village are expected to know, understand and comply with their obligations created under the State Officials and Employees Ethics Act and those obligations created by Village Ordinance Numbered 04-032, as amended from time to time. The Village has and will continue to offer training to all staff members with respect to such obligations. The Village will provide you with a copy of the foregoing legislation upon request.

Conflict of Interest

All staff members of the Village must avoid any activity which is or creates a conflict of interest between their private interests and the interests of the Village. No staff member shall engage in or have any financial or proprietary interest in any business which provides goods or services to the Village, or have any financial interest in any business or engage in any other activity which creates a conflict of interest or which could reasonably lead to a conflict of interest. Staff members shall also be required to disclose in writing to the Village Manager whether any member of their immediate family, including a staff member's spouse, parent(s), children or siblings, have any financial or proprietary interest in any business which provides goods or services to the Village.

Attendance and Punctuality

To maintain a safe and productive work environment, the Village expects staff members to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other staff members and on the Village. All absences and their causes must be reported to the staff member's immediate supervisor by 8:30 a.m. of the day of the unplanned absence. It is essential to give your supervisor accurate information as to the cause of absence. Two consecutive days of absence, without notice, will be considered an intent to resign voluntarily.

Dress Code

The Village expects all staff members to maintain a professional appearance while at work. Refer to "Addendum G", the Village's Dress Code Policy, for basic guidelines of appropriate and acceptable dress, which applies to all Village staff.

Computers, Internet and E-mail Usage

Computers, computer files, the E-mail system, software and wireless communication devices furnished to staff members are Village property intended for Village business. Refer to "**Addendum H**" for the Village's **Wireless Communication Equipment Policy**. Staff members should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer, internet and e-mail usage may be monitored.

Internet data that is composed, transmitted, or received via Village communications systems may be considered to be part of the records of the Village and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, staff members should not have an expectation of any right of privacy for personal use with respect to either such data or the communications system.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any staff member or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments, or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law. Staff members shall not use the Village to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-Village business matters.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a staff member did not create material, does not own the rights to it, or has not received authorization for its use, it should not be put on the Internet. Staff members are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

The Village purchases and licenses the use of various computer software for Village business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Village does not have the right to reproduce such software for use on non-Village computers. The Village prohibits the illegal duplication of software and its related documentation.

Whistleblowing Policy

The Whistleblowing Policy is intended to protect any staff member who engages in good faith disclosure of alleged wrongful conduct to a supervisor. This policy is meant to encourage staff members to disclose serious breaches of conduct. Additionally, it informs staff members of how substantiated allegations of wrongful conduct can be disclosed and are subsequently processed. Refer to "**Addendum D**" for the Village's **Whistleblowing Policy**.

Village Property

Any compilations, derivative works, pictorial or graphic works, audiovisual works, displays or other works of authorship created by a staff member during his or her employment and used or related to the business of the Village shall be the exclusive property of the Village and may not be copied, used or transmitted without the express written consent of the Village.

Village Vehicles

Village owned vehicles may only be used by staff members of the Village and for Village business. No vehicle shall be used by the staff member for personal purposes. Any staff member using a Village vehicle will be required to maintain a travel log and record all commuting and mileage. Gasoline purchases are to be made at the Homer Township Highway Department with the key card provided by the Village. Refer to "**Addendum F**" for the Village's **Travel Reimbursement Policy**.

Staff members using a vehicle shall be responsible for proper care and operation of the vehicle including reporting accidents, malfunctions and the need for repair or service. Regular safety checks must be done by all drivers. Village vehicles shall be driven in accordance with applicable traffic regulations. A valid state driver's license in good standing will be required to operate Village vehicles.

Operation of a Village vehicle while impaired, due to alcohol consumption or because of the use of drugs (prescribed or otherwise), is prohibited.

No passengers shall be transported in a Village vehicle except when transporting passengers is necessary for conducting official duties.

Confidentiality

Staff members may gain direct or indirect access to information relating to the business of the Village which has not been released for general public dissemination and non-public information relating to residents of the Village. Staff members shall not disclose such information to any third person unless such disclosure is required in the performance of the staff member's responsibilities and such disclosure is not prohibited by law. Staff members in attendance may not disclose information discussed in executive session to other staff members or to any third person until minutes of the executive session are approved and released by the Village Board.

Outside Employment

The Village reserves the right to prohibit interference from outside employment in the following cases, where the outside employment:

1. Is conducted on Village time;
2. Interferes with working hours or overtime requirements of the staff member's position;
3. Involves the use of Village facilities, equipment or supplies of any kind;
4. Involves the use of official information not available to the public;
5. Which may reasonably be construed by the public to be an official act of the Village, or that a conflict of interest exists;
6. Which reflects adversely upon the staff member or the Village; and
7. Which is in conflict with the staff member's position with the Village. This shall include work which the staff member would be expected to do as part of his/her normal duties; work requiring approval or review of the Village, or work which would tend to influence the exercise of improper judgment on any matter coming before the staff member in the course of his/her Village employment.

If the staff member suffers an injury or illness during or resulting from an outside employment activity, the Village will not be responsible for any worker's compensation benefits.

Safety

Each staff member is required, as a condition of employment, to develop and exercise safe work habits in the course of their employment, to prevent injuries to themselves, their fellow staff members and to conserve Village property and equipment.

Staff members who are injured while performing their duties for the Village shall make an immediate report of the injury to their immediate supervisor. Every injury, including those not requiring medical attention, shall be reported in writing to the Village Manager, or his/her designee, within 24 hours of the injury. The Village Manager, or his/her designee, will work with the supervisor and staff member to prepare all insurance forms and reports.

If a staff member is injured and requires immediate medical care, the staff member shall go immediately to their physician, or if none is available, to the physician designated by the Village for treatment. Staff members should inquire with the Village Manager, or his/her designee, regarding the name and location of the physician or office so designated by the Village for treatment. The appropriate Fire District shall be called for ambulance service in case of severe injuries.

After medical attention is received, the staff member shall obtain a certification that the staff member can return to work from the attending physician. If the staff member is

released for light duty only, the staff member shall obtain a certification from the attending physician explaining what duties the staff member may perform. Light duty will only be made available if the Village Manager determines, in the exercise of the Village Manager's sole discretion that light duty work, as described in the certification from the staff member's physician, is available. Upon request of the Village Manager or designated individual, staff members shall cooperate to provide the Village with all medical information relative to the injury. In addition, the staff member shall be responsible for securing the necessary documentation to support any claim for worker's compensation benefits.

Hours of Work

Staff members must work all hours as scheduled by the department head or Village Manager. A staff member may be requested to work overtime. Overtime compensation, for eligible staff members, shall be as required by applicable federal and state law.

COMPENSATION

Salary and Wage Compensation Policy

Job and staff member evaluations are an ongoing process. The Village's philosophy about compensation may be best described as indicated below.

- The Village believes that competitive compensation rates are essential in attracting and keeping qualified staff members.
- Compensation is an individual and personal matter. Each staff member is entitled to a thorough explanation of his or her compensation status at planned intervals or at anytime a question arises.
- Compensation increases reflect a staff member's performance level and his or her positions' value to the Village organization.
- All full-time staff members, except seasonal/part-time, or temporary staff members, will receive an annual performance and salary review at least once each year. The review shall take place prior to the end of the fiscal year. Notwithstanding the foregoing, the Village shall not be obligated to increase compensation at any time.

BENEFITS

The staff member benefits provided by the Village are intended to be a part of a comprehensive compensation package to supplement the staff member's annual salary. The benefits described in the Personnel Policy Statement are provided to individuals with regular, full-time employment status.

Holidays

All full-time staff members and part-time staff members shall observe the following paid holidays:

New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday immediately following Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve.

In the event that any of the aforementioned holidays fall on a Saturday during any calendar year, such holiday shall be observed on the immediately preceding Friday, and likewise, in the event that any of the aforementioned holidays shall fall on a Sunday during any calendar year, such holiday shall be observed on the immediately following Monday.

Floating Holidays

All full-time staff members are permitted to take three (3) paid floating holidays per calendar year (January 1st - December 31st). A floating holiday may not be added to extend a staff member's leave days for the purposes of vacation or sick leave. Floating Holidays are not cumulative over the term of employment. Floating Holidays can be taken in no less than one (1) day increments and may not be redeemed for cash. Floating Holidays, as with regularly scheduled holiday days, may not be carried over into the next calendar year.

Staff members hired after January 1st will receive their floating holidays according to the following schedule:

<u>If staff member hired during:</u>	<u>Staff member will receive:</u>
January, February, March	Three (3) Floating Holidays
April, May, June	Two (2) Floating Holidays
July, August, September	One (1) Floating Holiday

Full-time exempt level staff members, as so designated by the Village Manager, will receive one (1) additional Floating Holiday per calendar year, subject to the restrictions stipulated within this sub-section of the personnel policy statement. Staff members qualified for this additional benefit shall routinely attend meetings outside of the normal work day, in addition to the forty hour work week, and be ineligible to collect overtime compensation as required by applicable federal and state law.

Jury Duty Leave

Any staff member who is called for jury duty shall be excused from work for the days served. The staff member shall receive his/her normal rate of pay for each day of jury

duty for which he or she would have worked. The staff member shall give his or her Supervisor reasonable notice of the leave for jury service which shall include delivering a copy of the jury duty summons to the Supervisor within ten (10) days of the issuance of the summons to the staff member. During any such leave if the staff member is not actually performing jury duty, the staff member shall return to work for the remainder of the work day. Any payment or compensation received for jury duty shall be remitted to the Village, however, any mileage reimbursement received by the staff member may be retained by the staff member. Time served on jury duty shall not be taken against or otherwise reduce any sick leave or vacation days to which the staff member may be entitled.

Leave

All full-time staff members shall accrue leave days for purposes of vacation, sick leave, and all other forms of leave according to the schedule below, unless otherwise approved in an employment contract by the Village Board.

0 through 4th year of employment:	18 days per calendar year
5 th through 9th year of employment:	23 days per calendar year
10 th year or greater:	28 days per calendar year

Staff members shall accrue leave during the calendar year on a pro-rata basis which means that 1/24th of the leave is earned and accrued at the time of each bi-monthly pay period. The Mayor or Village Manager, with Village Board approval, shall have the authority to establish higher levels of leave at the time of the hiring based upon the staff member's overall experience and qualifications. Except in cases of sickness or emergency, leave shall be taken only with the advance approval of the department head or the Village Manager. Leave may not be taken in an amount greater than what has been accrued prior to the date of leave. When taking unplanned leave such as for illness, the supervisor should be notified by 8:30 a.m. of the day of the unplanned leave. A maximum of ten days of leave may be carried over in any one year.

Bereavement Leave

All full-time staff members shall be granted up to three (3) paid bereavement days in the event of a death in the immediate family. Immediate family members include the following: Mother, Father, Son, Daughter, Sister, Brother, Grandmother, Grandfather, Grandchild, Father-in-law, Mother-in-law, Wife, Husband, Step-father, step-mother, Step-son or step-daughter, or other relatives or partners at the discretion of the Village Manager.

Family Medical Leave Act (FMLA)

Eligible Village staff members shall be granted a leave of absence in accordance with the Family Medical Leave Act ("FMLA"). "Addendum E" is the Village's Family Medical Leave Act Policy.

Victim's Economic Safety and Security Act (VESSA)

Village staff members may take an unpaid leave of absence under the Victim's Economic Safety and Security Act (VESSA) in order to seek assistance in response to an act or a threat of domestic violence, sexual assault or stalking "Addendum C" is the Village's VESSA Policy.

Health Insurance

The Village offers health coverage to all full-time staff members. Co-pays and deductibles are required as determined from time to time by action of Mayor and Village Board. The specifics of the health insurance plan are available and described in a summary plan description provided by the health insurance plan. The above information is provided for information purposes only. In the event of a conflict between the summary plan description and this personnel policy statement, the summary plan description controls. The Village reserves the right to amend, change or discontinue providing this benefit without advance notice.

Retirement

The Village participates in the Illinois Municipal Retirement Fund (IMRF). All full-time staff members and part-time staff members, who are regularly scheduled to work more than 1,000 hours annually, are members of the IMRF. The Village provides funds for the employer obligation and the staff member must contribute a portion of salary as determined by the statutes of the State of Illinois from time to time. The Village also participates in the ICMA-RC deferred compensation program. No Village funds are contributed to the ICMA-RC, unless approved by the Village Board in an employment contract. The specifics of the IMRF retirement plan and ICMA-RC are available and described in materials prepared by the Illinois Municipal Retirement Fund and ICMA-RC, respectively. The above information is provided for information purposes only. In the event of a conflict between the materials prepared by IMRF and/or ICMA-RC and this personnel policy statement, the materials prepared by IMRF and/or ICMA-RC control.

DISCIPLINE OR DISCHARGE

Discipline or Discharge

Staff members may be subject to disciplinary action, including discharge, when it is determined by the Village or its designee in the exercise of its sole discretion to be warranted, for failing to fulfill their duties and responsibilities, poor job performance, violating the provisions of this personnel policy statement or other Village rules, regulations or policies, violations of the law, dishonesty, theft or misuse of Village property, misstatement or misrepresentation of previous employment, qualifications, educational achievements or other material matters on any resume or application for employment with the Village, and/or insubordination. This description of the types of conduct which may result in discipline, including discharge, is non-exclusive and non-exhaustive and staff members may also be subject to disciplinary action for conduct which the Village or its designee determines, in the exercise of its sole discretion, warrants discipline. The nature of the discipline imposed shall be determined by the Village or its designee in the exercise of its sole discretion.

Dated this 26th day of March, 2013.

The Village of Homer Glen, Will County, Illinois

Personnel Policy Statement Receipt

The undersigned acknowledges that he/she has received a copy of the Village's Personnel Policy Statement. I understand that I am responsible for reading the contents, and to the extent consistent with the law, I agree to abide by the policies and procedures contained herein. I also understand that this Personnel Policy Statement is not a contract of employment and that the policies, practices and benefits described herein are subject to amendment, alteration, revocation, modification or cancellation at the Village's sole discretion, as to active and retired employees, without any notice. I also acknowledge that I am an at-will staff member and can be terminated for any reason at any time with or without cause, and without a hearing so long as there is no violation of applicable federal or state law. This at-will status will continue despite changes in my compensation and/or position. Furthermore, nothing in this Personnel Policy Statement is intended to constitute an offer, statement, or confirmation of any terms or conditions of employment.

Staff Member's Signature: _____

Staff Member's Name (printed): _____

Date: _____

PERSONNEL POLICY

LIST OF ADDENDUMS

ADDENDUM A – ANTI-HARRASSMENT POLICY

ADDENDUM B – DRUG FREE WORKPLACE POLICY

**ADDENDUM C – VICTIM’S ECONOMIC SAFETY AND SECURITY ACT
(VESSA) POLICY**

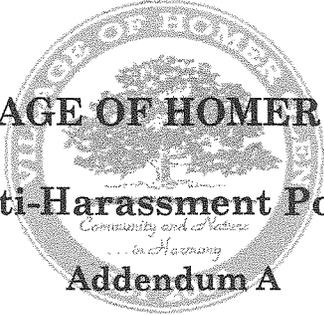
ADDENDUM D – WHISTLEBLOWING POLICY

ADDENDUM E – FAMILY MEDICAL LEAVE ACT (FMLA) POLICY

ADDENDUM F – TRAVEL REIMBURSEMENT POLICY

ADDENDUM G – DRESS CODE POLICY

ADDENDUM H – WIRELESS COMMUNICATION EQUIPMENT POLICY

The seal of the Village of Homer Glen is circular, featuring a central illustration of a tree and a building. The text "VILLAGE OF HOMER GLEN" is written around the top inner edge of the seal. Below the illustration, the motto "Community and a Future in Harmony" is written in a smaller font.

VILLAGE OF HOMER GLEN

Anti-Harassment Policy

Addendum A

PURPOSE AND POLICY: It is the policy of the Village of Homer Glen (hereinafter "the Village") to maintain a respectful work environment that is free from all forms of harassment, including conduct that creates a hostile, intimidating or offensive work environment. Any staff member's behavior that constitutes harassment is a violation of this policy which may result in disciplinary action, up to and including dismissal.

- This policy is intended to prohibit any form of unlawful staff member harassment based on race, age, sex, color, national origin, religious affiliation, physical or mental disability or any other legally protected status. Harassment can be verbal, physical or visual. Examples of harassment include, but are not limited to, unwelcome physical contact, invading one's physical space, damaging one's personal property, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate or single out a person because of his or her status.
- The Complaint Procedure set forth below applies to all forms of harassment prohibited under this policy.
- No staff member shall be retaliated against for making a good faith complaint of harassment under this policy or for participating in an investigation of alleged harassment.

POLICY AGAINST SEXUAL HARASSMENT: One specific kind of harassing behavior is sexual harassment. Sexual harassment in the workplace is prohibited and will not be tolerated by the Village. A violation of this policy may result in discipline of the offender, up to and including termination of employment.

- Allegations of sexual harassment are serious and can be extremely harmful to the alleged offender. Accordingly, such allegations should only be made in good faith and with the exercise of good judgment. False or irresponsible allegations may subject the complainant to discipline or other adverse employment action by the Village. However, no staff member shall be

retaliated against for making a good faith complaint of sexual harassment or for participating in an investigation of alleged harassment.

- Sexual harassment consists of any unwelcome sexual advances, requests for sexual favors or other verbal, non-verbal or physical acts of a sexual or sex-based nature where:
 - A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - B. an employment decision affecting a staff member is based on that individual's acceptance or rejection of such conduct;
 - C. such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment can occur between men and women, or between members of the same gender.

PROHIBITED CONDUCT: Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity or contact to physical contact. At times the offender may be unaware that his or her conduct is offensive or harassing to others. Examples of conduct which could be considered sexual harassment include:

- persistent or repeated unwelcome flirting, pressure for dates, sexual comments or touching;
- sexually suggestive jokes, gestures or sounds directed toward another or sexually oriented or degrading comments about another;
- preferential treatment of a staff member, or a promise of preferential treatment to a staff member, in exchange for dates or sexual conduct; and
- the open display of sexually oriented pictures, posters, or other material offensive to others.

COMPLAINT PROCEDURE: The Village encourages individuals who believe they are being harassed to promptly notify the offender that his or her behavior is unwelcome. Additionally, in order to ensure effective investigation and fair resolution of the complaint, the following steps should be taken to report a complaint of sexual harassment.

- **Initiation of Complaint:** Any staff member with a complaint of sexual harassment should report the incident promptly to the Village Manager. The

report may initially be made orally or in writing, but all complaints must be reduced to writing before an investigation can be initiated. If the complainant deems it inappropriate to report the alleged harassment to the Village Manager, the complainant may make the report to the Village President or any other supervisory personnel in whom the complainant has trust and confidence. Unless directed otherwise, any supervisor so informed will immediately notify the Village Manager. The Village Manager will be responsible for promptly investigating and resolving the complaint. If appropriate, however, other supervisory personnel of the Village may be given responsibility for the review and resolution of the complaint.

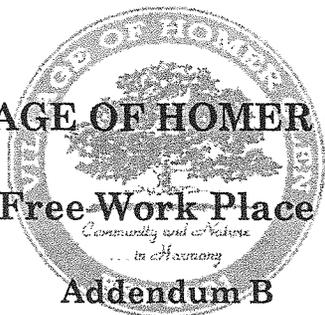
- Investigation of Complaint: Investigation of the complaint will include interviews with the complainant, the alleged offender, and any other person who may have information regarding the alleged harassment. Relevant documents will also be reviewed.
- Resolution of Complaint: After the Village Manager completes his or her investigation, the Village Manager shall present the facts and any recommendations which the Village Manager may have regarding the investigation to the Village Board for its review and determination concerning the merit of the Complaint. If the Village Board determines that the offender engaged in sexual harassment, the offender shall be subject to disciplinary action by the Village. Disciplinary action may include, but is not limited to, termination of employment.
- Records Confidentiality: All complaints will be kept as confidential as possible. Accordingly:
 - A. only a person who is identified as an alleged offender or witness will be informed of the complaint and, where necessary, interviewed;
 - B. the minimum number of staff members necessary to resolve the complaint shall be involved and made knowledgeable of the complaint, and
 - C. documents, if any, alluding to the complaint shall be kept segregated from other personnel records and sealed when the investigation is complete.
- External Procedures: In addition to the procedures and remedies afforded in this policy, a staff member may also contact the Illinois Department of Human Rights (IDHR), 100 West Randolph Street, Chicago, Illinois 60601; (312) 814-6245 and/or the Equal Employment Opportunity Commission (EEOC), 500 West Madison, Suite 2800, Chicago, Illinois 60661; (312) 353-2713. An IDHR charge must be filed within 180 days of the alleged offense. A complaint with the EEOC must be filed within 300 days.

CONFIDENTIALITY: Any information submitted by a staff member shall be kept in confidence and will not be disclosed unless the staff member consents in writing to the disclosure or unless otherwise required by applicable federal or State law. While on leave, the staff member will be required to periodically report to the Village Manager on his/her status and intention about returning to work.

The Village reserves the right to amend this policy. Should you require assistance in the interpretation of this or any of the Village policies, please contact your immediate supervisor, Department Head, Assistant to the Village Manager or the Village Manager.

Adopted Date: January 12, 2010

Revised Date:

The seal of the Village of Homer Glen is circular, featuring a central tree and the text "VILLAGE OF HOMER GLEN" around the top edge. Below the tree, it reads "Community and Culture in Harmony".

VILLAGE OF HOMER GLEN

Drug Free Work Place Policy

Addendum B

PUPROSE: The Village of Homer Glen maintains a firm commitment to ensure a safe and healthy drug free work environment for its staff members and to ensure that its staff members perform their duties free from the effects of illegal drug use and alcohol.

DEFINITIONS:

- A. "Alcohol Testing" means the analysis of blood alcohol level through the use of a breath analysis instrument.
- B. "Controlled Substance" means any drug or other substance, or immediate precursor, included in Schedules I, II, III, IV or V of Section 812 (b) of the Comprehensive Drug Abuse Prevention and Control Act (also known as the Controlled Substances Act), as it now exists or may be hereafter amended from time to time, the sale, possession, distribution or consumption of which is illegal, under the Controlled Substances Act, or a controlled substance as defined by the Illinois Controlled Substances Act or cannabis as defined in the Illinois Cannabis Control Act.
- C. "Village" means the Village of Homer Glen, Will County, Illinois.
- D. "Village Manager" means the individual holding the position of Village Manager.
- E. "Drug Testing" means the analysis of urine and/or blood to detect the presence of illegal drugs.
- F. "Staff Member" means any individual employed or appointed by the Village to perform services for the Village for which he/she receives compensation on a full or part-time basis. With respect to an applicant for employment with the Village to whom a conditional offer of employment has been made by the Village the term Staff Member, except as otherwise provided herein, shall include such applicant.
- G. "Illegal Drug" means any controlled substance, the use, possession or distribution of which is unlawful under the Controlled Substances Act, other Federal and State law, and any unauthorized prescription drugs not used for their prescribed purposed or in the manner prescribed.

H. "Supervisor" means any Staff Member having supervisory responsibility over other Staff Members.

ALCOHOL:

A. The use, consumption, distribution or possession of alcohol or any alcoholic beverage while at work, on duty, or on the Village's property, is prohibited and is cause for termination of employment. Staff Members are prohibited from having a blood alcohol concentration of .01 or greater, while at work, on duty, on or using the Village's property, or otherwise engaged in the performance of their normal and routine job responsibilities.

ILLEGAL DRUGS:

A. The use, manufacture, sale, dispensation, distribution or possession of illegal drugs, the unauthorized use of prescription drugs or the use of prescription drugs for other than a prescribed purpose by a Staff Member is prohibited and is cause for termination of employment. Staff Members are prohibited from being under the influence of illegal drugs while on duty, at work, on or using the Village's property, or otherwise engaged in the performance of their job responsibilities. The Staff Member will notify the employer of any conviction of any criminal drug statute for a violation of this policy occurring in the workplace no later than five (5) days after such conviction.

B. Staff Members using a prescription drug or medication which may affect their ability to perform job related functions must immediately inform their supervisor of such prescription drug use. For the safety of all Staff Members and to ensure that the Staff Member is capable of performing his or her job related functions, the Village Manager will consult with the Staff Member and his or her physician, if acceptable to the Staff Member, to determine if reassignment is necessary. The Village will attempt to make reasonable accommodations to the Staff Member's needs by making a reassignment. However, in the event the Village cannot make said accommodation or if in the sole determination of the Village Manager, said accommodation would cause an undue hardship on the operation of the Village, the Staff Member may be placed on medical leave of absence.

TESTING:

A. PRE-EMPLOYMENT TESTING:

All applicants for employment with the Village shall, as a condition of any offer of employment from the Village, be required to submit to alcohol and/or drug testing in accordance with the testing procedures set forth in this Drug Free Work Place Policy. Refusal of an Applicant to submit to testing for the presence

of illegal drugs or alcohol is cause for revocation of the offer of employment. Any offer made to an Applicant who tests positive for the use of illegal drugs or alcohol is subject to revocation by the Village.

B. ALCOHOL AND/OR DURG TESTING MAY BE REQUIRED IN THE FOLLOWING SITUATIONS:

1. Reasonable Cause Testing

A Staff Member may be required to submit to alcohol and/or drug testing whenever the Staff Member's supervisor has reasonable cause to believe that the particular circumstances of an occurrence, the actions, the appearance or the conduct of a Staff Member indicates the use of illegal drugs or alcohol, including but not limited to conduct involving an unsafe practice, reduced productivity, excessive vehicle accidents, high absenteeism or tardiness, injury resulting to the Staff Member, other person, or use of force by the Staff Member. The actions, appearance, and/or conduct of the Staff Member, whenever possible, should be witnessed by another supervisor or Staff member. The supervisor shall document the circumstances, facts, actions, appearance and/or conduct in a report to the Village Manager. The consent of the Village Manger or the Village President must be obtained prior to ordering the Staff Member to be tested. The Village shall cause the Staff Member to be transported immediately to a facility chosen by the Village for alcohol and/or drug testing.

2. Post Accident Testing

Any Staff Member involved in a work related injury to him/her self or any other person while on duty may be required to submit to alcohol and/or drug testing after the incident. In the event the Staff Member is seriously injured and cannot submit to alcohol and/or drug testing, the Staff Member shall provide the Village with the necessary authorization for obtaining the Staff Member's medical records that would contain information which would indicate the presence or absence of alcohol or illegal drugs at the time of the accident.

3. Follow-Up Testing

Staff Members may be required to submit to alcohol and/or drug testing as part of a follow-up to counseling and rehabilitation for a period of up to one (1) year to ensure that the Staff Member is no longer engaging in illegal drug use or alcohol abuse.

4. Voluntary Testing

Staff Members may be tested on a voluntary basis.

5. Random Testing

Current Staff Members may be required to submit to random unannounced illegal drug testing at the request of the Village Manager. A neutral third party will randomly select Staff Members to be tested and notify the Village Manager. No Staff Member shall be required to submit to more than two random drug tests during any consecutive twelve (12) month period. Random drug testing will not apply to Staff Members covered under a collective bargaining agreement.

TESTING PROCEDURE:

A. AUTHORIZATION:

Each Staff Member shall complete a "consent and chain of custody form" assuring that procedural requirements have been complied with. The Staff Member must provide photo identification to the authorized collection personnel to positively identify him/her prior to any sample being obtained.

B. DRUG TESTING:

1. Obtaining Urine Samples

The following procedures shall be followed when obtaining a urine sample:

- a. The room where the sample is obtained must be private and secure with documentation by the authorized collection personnel that the area has been searched and free of any foreign substance. An observer of the appropriate sex shall be present for direct observation to ensure the sample is taken from the Staff Member and that the sample was actually given at the time noted on the record.
- b. A sufficient amount of sample of approximately 60 ml should be taken in clean dry containers to allow for an initial test and a confirmation test. Approximately equal volumes shall be dispensed directly into two identical containers.
- c. An interview with the Staff Member prior to the test will serve to establish use of drugs or alcohol currently taken under medical supervision.

2. Processing Urine Samples

The following procedures shall be followed when processing a urine sample:

- a. Donor will be given a chain of custody form.
- b. Only a laboratory certified by SAMHSA or which is otherwise in compliance with the certification requirements adopted by the Illinois Department of Public Health will be used for testing.
- c. All specimens will be taken at the collection site and identified by a code number to ensure confidentiality of the Staff Member-donor.

- d. All specimens must be labeled showing the date obtained and signed by the Staff Member and an authorized representative of the employer and sealed prior to being sent via overnight delivery to the laboratory.
- e. The Staff Member-donor shall witness the procedures set forth in paragraphs c. and d. above.
- f. All specimens shall be analyzed for the following substances: marijuana, cocaine, amphetamines, opiates, PCP, Benzodiazepines, barbiturates, propoxyphene, methadone and methaqualone.
- g. An initial or immunoassay screen test will be performed on the sample. In the event that a question as to the result or a positive result arises from the initial test, a confirmation test will be performed. An initial test report which is not negative shall be classified as "confirmation pending" until a confirmation test is performed. Positive samples will be retained by the testing laboratory in a secured storage for a minimum of six (6) months. In the event that a sufficient sample remains after an initial and a confirmation test, the Staff Member may, at his or her expense, cause an independent laboratory to test the sample.

C. ALCOHOL TESTING:

1. Instruments for Analysis

- a. Any breath alcohol concentration testing instrument to be used must automatically display the test results visually to the employer and provide an automatic printed test record. Each printed recording shall also contain an automatically printed record of the reading of the testing device made immediately prior to the recording of the tested person.
- b. Any breath alcohol concentration testing instruments to be used must be listed in the Conforming Products List of Evidential Breath Measuring Devices prepared by the National Highway Traffic Safety Administration of the U.S. Department of Transportation and of a type approved by the Illinois Department of Public Health for testing of breath for alcohol.

2. Obtaining Breath Analysis

The following procedures shall be followed for alcohol testing:

- a. Continuous observation of the Staff Member for at least twenty (20) minutes prior to collection of the breath specimen, during which period the subject must not have ingested alcohol, food, drink, regurgitated, vomited or smoked. If the Staff Member vomits during said twenty (20) minute period, the process will be started over and the Staff Member will rinse the oral cavity with water.
- b. Alcohol tests shall consist of only one (1) breath analysis based upon the instrument's internal operations calculations.

- c. Before a breath analysis, a room-air analysis must be conducted, the results of which must be less than 0.01 reading.
 - d. Each test shall be performed according to an operation procedure approved by the Illinois Department of Public Health which shall be based upon the recommended testing procedure given by the manufacturer of the testing instrument.
 - e. An instrument must be accurate within ± 0.01 of the weight of alcohol in the volume of blood, breath or controlled reference sample to be certified. To determine accuracy of instruments, an inspector shall perform two (2) analyses on a certified controlled reference sample at least once a month at intervals not to exceed forty-five (45) days. The inspector shall record test results of his certification in the instrument log book. The original certification test results will be retained by the inspector.
 - f. Breath analysis instruments used shall be examined and certified by an inspector:
 1. Prior to being placed in operation.
 2. After being repaired or recalibrated.
 - g. The breath testing analysis shall be conducted by a person licensed by the Illinois Department of Public Health to operate breath analysis instruments.
 - h. The Staff Member is required to deliver into the breath test instrument a quantity of air sufficient to permit analysis.
3. Urine alcohol concentration testing will be used for testing alcohol only when breath analysis is not available or feasible. The procedures for processing urine samples set forth in the section entitled "Testing Procedures" paragraph 2 shall apply to the processing of urine samples for alcohol testing.

D. TEST RESULTS

The following procedures shall be followed with regard to alcohol and/or drug test results:

1. Test results and related information will be confidential and disseminated only to the Village Manager unless written authorization from the tested Staff Member is obtained to release the information to other persons, or disclosure is required by a court order, or to qualified personnel for research, audit or program evaluation.
2. The Village Manager shall notify the Staff Member of the results of the Staff Member's alcohol and/or drug test conducted within ten (10) days from receipt of the test results by the Village Manager.

3. Staff Members who have been tested for the presence of alcohol and/or illegal drugs and the results of said tests were negative shall receive a letter stating such. If the Staff Member requests, the letter will become part of his/her personnel file.

E. BLOOD TESTING

Blood tests will be utilized for post-accident testing only.

DISCIPLINARY PROCEDURE:

- A. Refusal of a Staff Member to submit to testing for the presence of illegal drugs or alcohol is cause for termination of the Staff Member from employment.
- B. Any Staff Member who tests positive for the use of illegal drugs or alcohol is subject to termination from employment.
- C. With regard to any Staff Member who voluntarily notifies the Village Manager prior to being requested to submit to alcohol and/or drug testing, that he/she has an illegal drug or alcohol abuse problem, the Village Manager, at its sole discretion, shall assist the Staff Member in locating a program for treatment. The rehabilitation and/or treatment program shall be at the Staff Member's expense.
- D. If treatment necessitates time away from work, the Village shall provide for the Staff Member an unpaid leave of absence period of up to one month for the purpose of participation in an in-patient treatment program, if recommended by an accredited treatment facility. A Staff Member who successfully completes a rehabilitation program may be reinstated to his/her former employment status, if work for which he/she is qualified exists. Nothing herein shall be construed as a promise of future employment or to require the Village to maintain a position of employment for such Staff Member.
- E. Staff Members returning to work after successfully completing the rehabilitation program will be subject to testing without prior notice for a period of one year. A positive test will then result in disciplinary action as previously outlined in paragraph B of this section.
- F. Except as provided in paragraph A, B, and C above, failure of a Staff Member to comply with the provisions of this policy shall subject the Staff Member to disciplinary action, including termination of employment.

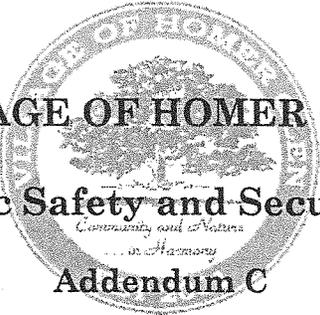
- G. Any probationary Staff Member who tests positive for the use of illegal drugs or alcohol or refuses to submit to drug or alcohol testing may be immediately suspended without pay or dismissed from employment by the Village Manager.

SEVERABILITY:

The invalidity of any paragraph or subparagraph of this Policy shall not impair the validity of any other paragraph or subparagraph. If any provision of this Policy is determined to be unenforceable, such provision shall be deemed severable and this Policy may be enforced with such provision severed or modified by this Court, it being the Village's intent that the provisions of this Policy are construed so as to ensure a safe and healthy drug-free work environment.

The Village reserves the right to amend this policy. Should you require assistance in the interpretation of this or any of the Village policies, please contact your immediate supervisor, Department Head, Assistant to the Village Manager or the Village Manager.

*Adopted Date: May 17, 2005
Revised Date:*

The seal of the Village of Homer Glen is circular, featuring a central tree and the text "VILLAGE OF HOMER GLEN" around the top edge. Below the tree, it reads "Community and Nature" and "in Harmony".

VILLAGE OF HOMER GLEN

Victim's Economic Safety and Security Act ("VESSA")

Addendum C

PURPOSE AND POLICY: In accordance with the Victims' Economic Security and Safety Act ("VESSA"), leave is granted to staff members immediately and does not require a minimum length of service.

VESSA leave may be taken to:

1. permanently or temporarily relocate;
2. seek medical or psychological attention;
3. obtain victim services;
4. participate in safety planning or other actions to increase the safety of the victim; and
5. seek legal assistance or remedies to ensure the victim's safety, including time off for civil or criminal hearings.

Like FMLA, VESSA leave time may be taken intermittently or on a reduced work schedule until the entitlement is exhausted. Both part-time and full-time staff members are eligible to take leave pursuant to this policy. The following definitions are used in this policy:

- "Qualified Individual" is an individual who, but for being a victim of domestic or sexual violence or with a family or household member who is a victim of domestic or sexual violence, can perform the essential functions of the employment position that such individual holds or desires.
- "Domestic or Sexual Violence" means domestic violence, sexual assault or stalking. Domestic violence includes acts of threats of violence, not including acts of self defense, as defined in subdivision (3) of Section 103 of the Illinois Domestic Violence Act of 1986, 750 ILCS 60/101 *et seq.*, sexual assault, or death to the person, or the person's family or household member, if the conduct causes the specific person to have such distress or fear.
- "Employment Benefits" means all benefits provided or made available to staff members by an employer, including group life insurance, health insurance, disability insurance, annual leave, and pensions, regardless of whether such benefits are provided by a practice or written policy of an employer or through a staff member benefit plan.
- "Family or Household Member" means any person who is related by blood or by present or prior marriage, and any other person who shares a relationship through a son or daughter.

- A. "Son or Daughter" means a biological, adopted or foster child, a stepchild, a legal ward, or a child or a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.
- B. "Sexual Assault" means any conduct proscribed by the Criminal Code, in Sections 12-13, 12-14, 12-14.1, 12-15 and 12-16.
- C. "Stalking" means any conduct proscribed by the Criminal Code, in Sections 12-7.3 and 12-7.4.
- D. "Victim Services Organization" means a nonprofit, nongovernmental organization that provides assistance to victims of domestic or sexual violence or to advocates for such victims, including a rape crisis center, an organization carrying out a domestic violence program, an organization operating a shelter or providing counseling services, or a legal services organization or other organization providing assistance through the legal process.

NOTIFICATION: The staff member shall provide the Village Manager with at least 48 hours' advance notice of the staff member's intention to take leave pursuant to this policy, unless providing such notice is not practicable. If an unscheduled absence occurs, the Village will not take any action against the staff member if the staff member, within a reasonable period after the absence, provides certification.

Certification that the staff member staff or a member of the staff member's household is a victim of sexual or domestic violence and that the leave is being taken for one of the purposes listed above must be provided for any leave taken pursuant to this policy. Certification must be provided as soon as reasonably possible, but in most cases, within 30 days of the request. The staff member can satisfy the certification requirement by providing:

- Documentation from a staff member, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the staff member or the staff member's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;
- A police or court record; or
- Other corroborating evidence.

CONFIDENTIALITY: Any information submitted by a staff member shall be kept in confidence and will not be disclosed unless the staff member consents in writing to the disclosure or unless otherwise required by applicable Federal or State law. While on leave, the staff member will be required to periodically report to the Village Manager on his/her status and intention about returning to work.

VILLAGE RESPONSIBILITY: While the staff member is taking leave pursuant to this policy, the Village will maintain all group health plan benefits, as if the staff member had been employed continuously. The staff member must pay his/her portion of the premium during the leave. The Village may recover the premium from the staff member if the staff member fails to return after the period of leave for which the staff member is entitled has expired; or if the staff member fails to return to work for a reason other than (1) the continuation, recurrence, or onset of domestic or sexual violence that entitles the staff member to leave pursuant to this section; or (2) other circumstances beyond the control of the staff member.

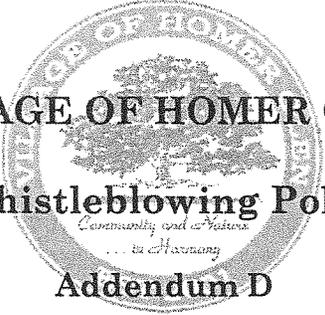
This policy does not entitle a staff member to take unpaid leave that exceeds, or is in addition to, unpaid leave time allowed under the Family and Medical Leave Act, 29 U.S.C. §2601 *et seq.* When the staff member's need for leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act, or for short-term or long-term disability, those leaves will run concurrently with leave taken pursuant to this policy. A staff member may elect to substitute accrued paid vacation, sick or personal time for any part of Victims' Economic Security and Safety leave. Such substitution will not extend the 12-week period.

A staff member who takes leave pursuant to this policy will be restored to his/her position held when the leave began or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Any employment benefit accrued prior to taking leave pursuant to this policy will not be lost. However, while on leave pursuant to this policy, the staff member is not entitled to accrue employment benefits. If the staff member takes leave because of his/her own medical condition, a return to work certification will be required.

The Village will not discriminate against and will attempt to provide reasonable accommodations for staff members who are entitled to protection under the Act, unless such accommodations would create an undue hardship. Reasonable accommodation applies to applicants and staff members and may include adjustment to a job structure, workplace facility or work requirement; a transfer, reassignment, or modified schedule, or leave; a changed telephone number or seating assignment; installation of a lock or other safety procedure in response to an actual or threatened domestic or sexual violence. If a staff member wants to request a reasonable accommodation pursuant to this policy, he/she should contact the Village Manager.

The Village reserves the right to amend this policy. Should you require assistance in the interpretation of this or any of the Village policies, please contact your immediate supervisor, Department Head, Assistant to the Village Manager or the Village Manager.

*Adopted Date: January 10, 2012
Revised Date:*

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VILLAGE OF HOMER GLEN

Whistleblowing Policy

Addendum D

PUPROSE: The Village is committed to the highest standards of openness and accountability. An important aspect of accountability and transparency is a mechanism to enable staff and other members of the Village to voice concerns in a responsible and effective manner. When an individual discovers information which he or she believes shows serious malpractice or wrongdoing within the organization then this information should be disclosed internally without fear of reprisal, and there should be arrangements to enable this to be done. This policy ensures that no members of staff should feel at a disadvantage in raising legitimate concerns.

It should be emphasized that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question financial or business decisions taken by the Village, nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary or other procedures. Once the "whistle blowing" procedures are in place, it is reasonable to expect staff to use them rather than air their complaints outside the organization.

POLICY: This policy is designed to enable staff members of the Village to raise concerns internally and at a high level and to disclose information which the individual believes shows malpractice or impropriety. This policy is intended to cover concerns which are in the public's interest and may at least initially be investigated separately but might then lead to the invocation of other procedures e.g. disciplinary. These concerns could include:

- financial malpractice or impropriety or fraud
- failure to comply with a legal obligation or Statutes
- dangers to Health & Safety or the environment
- criminal activity
- improper conduct or unethical behavior
- attempts to conceal any of these.

This policy is not intended to prevent or discourage a staff member from disclosing information to a government or law enforcement agency if the staff member has reasonable cause to believe that the information discloses a violation of State or Federal law, rule or regulation.

SAFEGUARDS:

A. PROTECTION:

This policy is designed to offer protection to those staff members of the Village who disclose such concerns provided the disclosure is made:

- in good faith
- in the reasonable belief of the individual making the disclosure that it tends to show malpractice or impropriety.

It is important to note that no protection from internal disciplinary procedures is offered to those who choose not to use the procedure. In an extreme case, malicious or wild allegations could give rise to legal action on the part of the persons complained about.

B. CONFIDENTIALITY:

The Village will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

C. ANONYMOUS ALLEGATIONS:

This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion of the Village.

In exercising this discretion, the factors to be taken into account will include:

- the seriousness of the issues raised
- the credibility of the concern
- the likelihood of confirming the allegation from attributable sources

D. UNTRUE ALLEGATIONS:

If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. In making a disclosure the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes malicious allegations, and particularly if he or she persists with making them, disciplinary action may be taken against that individual.

No staff member will be retaliated against for:

1. making a good faith report pursuant to this policy;
2. refusing to participate in an activity that would result in a violation of State or Federal law, rule or regulation;
3. disclosing information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the

- staff member has reasonable cause to believe that the information discloses a violation of State or Federal law, rule or regulation; and,
4. disclosing information to a government or law enforcement agency where the staff member has reasonable cause to believe that the information discloses a violation of State or Federal law, rule or regulation.

PROCEDURES FOR MAKING DISCLOSURE: On receipt of a complaint of malpractice, the member of staff who receives and takes note of the complaint, must pass this information as soon as is reasonably possible, to the Village Manager who will determine the best course of action based on nature of the allegation.

TIMESCALES: Due to the varied nature of these sorts of complaints, which may involve internal investigators and / or the police, it is not possible to lay down precise timescales for such investigations. The Village Manager will ensure that investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations.

INVESTIGATING PROCEDURE: The following steps will be followed:

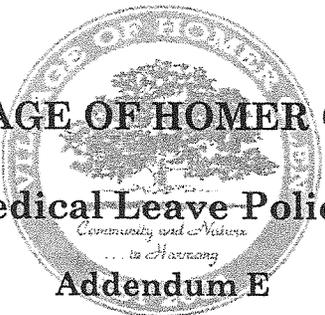
- Full details and clarifications of the complaint should be obtained.
- The involvement of the Police will be considered at this stage, in consultation with the Village Manager.
- The allegations will be fully investigated with assistance where appropriate, of other individuals/bodies.
- A judgment concerning the complaint and validity of the complaint will be made in a written report containing the findings of the investigations and reasons for the judgment.
- The report will be passed to the Village Manager who will decide what disciplinary or other appropriate action to take.

If the complainant is not satisfied that their concern is being properly dealt with, they have the right to raise it in confidence with his/her department head, Assistant to the Village Manager or Village Manager.

If the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted, but the complainant is not satisfied with the outcome, the Village recognizes the lawful rights of staff members and ex-staff members to make disclosures to prescribed persons or, where justified, elsewhere.

The Village reserves the right to amend this policy. Should you require assistance in the interpretation of this or any of the Village policies, please contact your immediate supervisor, Department Head, Assistant to the Village Manager or the Village Manager.

*Adopted Date: January 10, 2012
Revised Date:*

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VILLAGE OF HOMER GLEN

Family Medical Leave Policy (FMLA)

Addendum E

PURPOSE AND POLICY: You are eligible to take up to 12 weeks of unpaid family/medical leave within any 12-month period and be restored to the same or an equivalent position upon your return from leave provided you: (1) have worked for the Village for at least 12 months and (2) have worked at least 1,250 hours in the last 12 months. The "12-month period" is a rolling period, measured backward from the date a leave is to be taken.

REASONS FOR LEAVE: If you are eligible, you may take family/medical leave for any of the following reasons:

- A. The birth of a staff member's son or daughter and in order to care for such son or daughter;
- B. The placement with a staff member of a son or daughter for adoption or foster care;
- C. To care for a spouse, son, daughter, or parent ("covered family member") with a serious health condition;
- D. Because of a staff members own serious health condition which renders you unable to perform the functions of your position; or
- E. To care for a spouse, son, daughter, parent ("covered family member") or an individual for whom you are the nearest blood relative, who is on active duty as a member of the Armed Forces (or has been notified of an impending call or order to active duty), including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in active duty.

Leave because of reasons "A" or "B" must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the Village who request leave because of reasons "A" or "B" or to care for an ill parent, may only take a combined aggregate total of 12 weeks leave for such purposes during any 12 month period.

Leave because of reason "E" may take up to 26 work weeks of leave, during a single 12 month period. Spouses employed by the Village who request injured servicemember leave may only take a combined aggregate total of 26 weeks leave for such purpose. Leave to care for an injured or ill servicemember may be taken only once and must be completed, as stated previously, within one 12-month period.

Any FMLA leave taken by a staff member for reasons other than an injured or ill servicemember will reduce the 26 weeks of available leave to care for an injured servicemember. As a result, if a staffmember requests injured servicemember leave, the maximum leave allowed will be up to 26 weeks, less any FMLA leave already used in the same 12-month period for any other reason.

You will not be granted an FMLA leave to gain employment or work elsewhere, including self-employment. If you misrepresent facts in order to be granted an FMLA leave, you will be subject to immediate termination.

NOTICE OF LEAVE: If your need for family/medical leave is foreseeable, you must give the Village Manager at least 30 days prior written notice. Failure to provide such notice may be grounds for delay of FMLA leave. Where the need for leave is not foreseeable, you are expected to notify the Village Manager as soon as practicable, generally within no more than 2 business days of learning of your need for said leave. The Village has Request for Family/Medical Leave forms available in the Village Manager's Office. You should use these Village forms when requesting FMLA leave.

MEDICAL CERTIFICATION: If you are requesting FMLA leave because of your own or a covered family member's serious medical condition, you and the relevant health care provider must supply appropriate medical certification.

- A. You may obtain a Physician or Health Care Provider Certification for Family and Medical Leave form from the Village Manager's Office. The medical certification must be given to the Manager within 15 calendar days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial or delay of FMLA leave.
- B. It is the staff member's responsibility, not the health care provider's, to ensure that the Village Manager receives the fully completed medical certification by the deadline so stated herein.
- C. If the Village Manager does not receive a fully completed certification by the deadline (unless there is a legitimate reason for the delay), or if the

certification does not confirm an FMLA-qualifying condition, the staff member's absences will be treated according to the Village's attendance policies.

- D. The Village, at its expense, may require an examination by a second health care provider designated by the Village. If the second health care provider's opinion conflicts with the original medical certification, the Village, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion.
- E. The Village may also require medical recertification periodically during the FMLA leave, and staff members may be required to present a fitness-for-duty verification upon their return to work following a leave for the staff member's own illness.

REPORTING WHILE ON LEAVE: If you take leave because of your own serious health condition or to care for a covered family member, you will be required to contact your supervisor or the Village Manager on a regular basis regarding the status of the condition and your intention to return to work. For FMLA leaves for other purposes, you may be periodically required to report on your status and intent to return to work.

FMLA LEAVE IS UNPAID: Family/medical leave is unpaid leave. If you request leave because of a birth, adoption or foster care placement of a child, or to care for a covered family member with a serious health condition, paid leave/benefit time (vacation and sick) that you have accrued must first be substituted and used for unpaid family/medical leave. If you request leave because of your own serious health condition, any paid leave/benefit time (vacation and sick) that you have accrued must first be substituted and used for any unpaid family/medical leave. A staff member can request approval from the Village Manager to keep up to 40 hours of accrued leave/benefit time (vacation and sick) banked for future use. The substitution of paid leave time for unpaid leave time does not extend the 12-week or 26-week leave period.

MEDICAL AND OTHER BENEFITS: During an approved family/medical leave, the Village will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid family/medical leave, the Village will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the FMLA leave. Your group health care coverage will cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you will be required to reimburse the Village for the cost of the premiums paid by the

Village for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

INTERMITTENT AND REDUCED SCHEDULE LEAVE: Leave because of a serious health condition, may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If leave is unpaid, the Village will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave for foreseeable, planned medical treatment, the Village may temporarily transfer you to an available alternative position which better accommodates your recurring leave and which has equivalent pay and benefits.

OTHER APPLICABLE LEAVES: FMLA leave will run concurrently with any other applicable leave. For instance, short-term disability or worker's compensation leave will be simultaneously designated as FMLA leave as well, if the leave is also FMLA-qualifying.

RETURNING FROM LEAVE: If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions. However, you have no greater right to reinstatement or other benefits and conditions of employment than if you had not taken leave. You must return to work immediately after the expiration of your approved FMLA leave in order to be reinstated to your position or an equivalent position.

If you take leave because of your own serious health condition, you are required to provide medical certification that you are fit to resume work. You may obtain Return to Work Medical Certification forms from the Village Manager's office. Staff members failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

The Village reserves the right to amend this policy. Should you require assistance in the interpretation of this or any of the Village policies, please contact your immediate supervisor, Department Head, Assistant to the Village Manager or the Village Manager.

*Adopted Date: January 24, 2012
Revised Date:*

FMLA Medical Certification (Employee)

(Certification of Healthcare Provider for Employee's Serious Health Condition)

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS: The Family and Medical Leave Act (FMLA) provides that you, as an employer, may require an employee seeking FMLA protections and leave due to a serious health condition to submit a medical certification issued by his or her healthcare provider. Please complete Section I before giving this certification to your employee. While you are not required to use this certification, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§825.306-825.308. In accordance with federal law, employers generally must maintain records and documents relating to medical certifications, recertifications or medical histories of employees, created for FMLA purposes, as confidential medical records and in separate files/records from the usual personnel files.

Employer name and contact: _____

Employee's job title: _____ Regular work schedule: _____

Employee's essential job functions: _____

Check if job description is attached.

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS: Please complete Section II before giving this certification to your medical provider. The FMLA permits an employer to require that you submit a timely, complete and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections under regulation 29 U.S.C. §§2613, 2614(c)(3). Not providing a complete and sufficient medical certification may result in a denial of your FMLA request under regulation 20 C.F.R. §825.313. Your employer must give you at least 15 calendar days to return this form under regulation 29 C.F.R. §825.305(b).

Your name: _____
First Middle Last

SECTION III: For Completion by the HEALTHCARE PROVIDER

INSTRUCTIONS: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions pertain to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown" or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave.

The last page provides space for additional information, if necessary. Please be sure to sign the form on the last page.

Provider's name and business address: _____

Type of practice/medical specialty: _____

Telephone: (_____) _____ Fax: (_____) _____

PART A: Medical Facts

1. Approximate date condition began: ____/____/____

Probable duration of condition: _____

Was the patient admitted for an overnight stay in a hospital, hospice or residential medical care facility? Yes No

If yes, dates of admission: _____

Date(s) you treated the patient for condition: _____

Will the patient need to have treatment visits at least twice per year due to the condition? Yes No

Was medication, other than over-the-counter medication, prescribed? Yes No

Was the patient referred to other healthcare provider(s) for evaluation or treatment (e.g., physical therapist)? Yes No

If yes, state the nature of such treatments and expected duration of treatment: _____

2. Is the medical condition pregnancy? Yes No

If yes, expected delivery date: ____/____/____

3. (Use the information provided by the employer in Section I to answer this question. If the employer doesn't provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his or her job functions.)

Is the employee unable to perform any of his or her job functions due to the condition? Yes No

If yes, identify the job functions the employee is unable to perform: _____

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis or any regimen of continuing treatment, such as the use of specialized equipment):

PART B: Amount of Leave Needed

5. Will the employee be incapacitated for a single continuous period of time due to his or her medical condition, including any time for treatment and recovery? Yes No

If yes, estimate the beginning and ending dates for the period of incapacity: _____

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? Yes No

If yes, are the treatments or the reduced number of hours of work medically necessary? Yes No

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

Estimate the part-time or reduced work schedule the employee needs, if any:

_____ hours a day: _____ days a week from _____ through _____

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his or her job functions? Yes No

Is it medically necessary for the employee to be absent from work during the flare-ups? Yes No

If yes, explain: _____

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next six months (e.g., one episode every three months lasting one-two days):

Frequency: _____ times a _____ week(s) _____ month(s)

Duration: _____ hours or _____ day(s) per episode

Fast Facts

Purpose of the Form

FMLA Certifications are used to verify an employee's need for FMLA leave and the existence of an FMLA-qualifying event. They help you gather the information you need to either grant or deny FMLA leave, without violating an employee's privacy rights or overstepping legal boundaries.

Minimum Requirements

There are four versions of the FMLA Certification, each for a different kind of leave request.

- **FMLA Medical Certification (Employee)** — Use this form when an employee requests leave due to the employee's own serious health condition.
- **FMLA Medical Certification (Family Member)** — Use this version when an employee requests time off to care for an immediate family member with a serious health condition.
- **FMLA Military Certification (Exigency)** — Use this form when an employee requests time off for a "qualifying exigency" because a family member is on covered active duty or has been called to covered active duty in the Armed Forces.
- **FMLA Military Certification (Injury/Illness)** — Use this version when an employee requests leave to take care of a family member who is a member of the Armed Forces or covered veteran with a serious injury or illness.

In each scenario, give your employee the blank certification form within five business days after learning about his or her need for leave, and allow the employee at least 15 days to return it.

Additional Information

Once the employee returns the completed certification, you may grant or deny FMLA leave based on the information it contains. If the certification is incomplete or otherwise insufficient, you must specify in writing what information is lacking, and give the employee seven calendar days to resolve the deficiency before denying leave. If the employee never gives you an FMLA certification that you properly requested, the leave is not protected by the FMLA.

It is an employee's responsibility to ensure that the FMLA certification is completed and returned in a timely manner. When the leave is foreseeable and at least 30 days' notice has been provided, the employee should give you the FMLA certification before the leave begins. If you have reason to doubt the validity of an FMLA certification, you may request second or third opinions to verify a serious health condition of an employee or family member. You may not request second or third opinions from an employee taking family military leave to care for an injured or ill covered service member. You may also request reasonable documentation or statement of family relationship from the employee if you have questions whether an employee's relationship to a child is covered by the FMLA. This may occur in a loco parentis situation where the employee intends to assume the responsibilities of a parent and must provide either day-to-day care or financial support for the child.

Reasons to Request an FMLA Certification

- **To make the most informed decisions** — Requesting a certification can prevent employee misuse of the rights and protections offered by the FMLA.
- **The condition might not be serious** — You may not dispute the existence of a serious health condition if your company doesn't request a medical certification.
- **To protect yourself against invasion of privacy claims** — Using a prewritten certification lets you obtain the information you are legally entitled to without violating the employee's privacy rights.
- **Inconsistency leads to discrimination claims** — It could be interpreted that you treat employees differently (and in turn, increase your risk of discrimination claims) if you do not require all employees requesting leave to complete certifications.

Definitions

Serious Health Condition — Any illness, injury, impairment, or physical or mental condition that involves one of the following:

- **Hospital care** — Inpatient care (i.e. an overnight stay) in a hospital or similar facility, including any period of incapacity (unable to work or perform regular daily activities due to the serious health condition) or follow-up treatment related to the inpatient care.
- **Absence plus treatment** — A period of incapacity of more than three consecutive calendar days that also involves: (a) treatment two or more times by a healthcare provider within 30 days of the beginning of the period of incapacity, the first visit having to take place within seven days of the first day of incapacity, or (b) at least one treatment by a healthcare provider that leads to continuing treatment (i.e. a course of prescription medicine (not over-the-counter); therapy requiring special equipment, etc.).
- **Pregnancy** — Any period of incapacity due to pregnancy or for prenatal care.
- **Chronic conditions requiring treatments** — A chronic condition that (a) requires periodic visits to a healthcare provider for treatment, (b) continues over an extended period of time, and (c) may cause episodic instead of a continuing period of incapacity but doesn't necessarily require a visit to the physician at the time of the occurrence.
- **Permanent/long-term conditions** — A permanent or long-term period of incapacity that may not be cured by treatment and requires continuing treatment.
- **Multiple treatments (nonchronic conditions)** — Any period of absence to receive multiple treatments (including any period of recovery) by a healthcare provider, either for restorative surgery after being injured, or for a condition that ordinarily would lead to a period of incapacity of more than three consecutive calendar days without medical intervention or treatment (i.e. chemotherapy for cancer).

Qualifying Exigency — The U.S. Department of Labor (DOL) defines this term to include the following eight situations: (1) short-notice deployment, (2) military events and related activities, (3) child care and school activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation, (7) postdeployment activities, and (8) additional activities to address other events that arise out of the military member's covered active duty or call to covered active-duty status, provided the employer and employee agree that such leave qualifies as an exigency, and agree to both the timing and duration of the leave.

Do's & Don'ts

DO contact a healthcare provider to clarify or authenticate a medical certification.

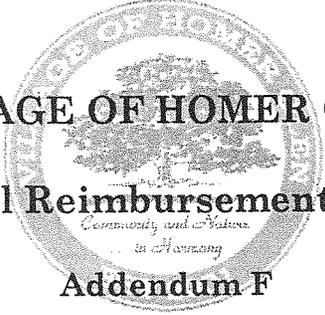
A human resources professional, healthcare provider, management executive or leave administrator must make such contact. Under no circumstances may an employee's direct supervisor contact the employee's healthcare provider.

Don't ask a healthcare provider for information beyond what is asked on the certification, so you will not invade your employee's privacy.

DO request recertification for an employee's serious health condition at a later date if appropriateness or duration of leave is questioned. You may not request recertification from an employee taking family military leave to care for an injured or ill covered service member/veteran.

Don't put medical certifications and other health-related information in employee personnel files. Keep these forms in a separate confidential medical file, stored in locked cabinets with only designated persons having access.

DO consider the application of other federal, state and local laws, as well as company-provided benefits, when denying FMLA leave. An employee's request may be covered by other laws or policies, even if it is not considered an FMLA-qualifying event.

The seal of the Village of Homer Glen is circular, featuring a central tree and the text "VILLAGE OF HOMER GLEN" around the top edge. Below the tree, it reads "Community and Nature in Harmony".

VILLAGE OF HOMER GLEN

Travel Reimbursement Policy

Addendum F

PURPOSE AND POLICY: The Village is committed to professional development. The following policy is designed to provide guidance to staff members regarding approval of and reimbursement for attendance at professional development seminars, meetings and/or conferences.

GENERAL INFORMATION - APPROVAL REQUIRED:

- A. All major (over \$200) conference, meeting or seminar registration fees should be identified and approved by the Village Manager prior to the adoption of the budget. Any changes to approved "major" conference, meeting or seminar costs will require the Village Managers authorization. Registration fees under \$200.00 require only supervisory approval.
- B. Meals and transportation costs must be pre-approved by the Village Manager only if they exceed established limits.
- C. Registration fees, meals, transportation or any other expenses for a spouse to attend a conference, meeting or seminar, or other similar function, will not be reimbursed by the Village.

TRANSPORTATION:

- A. When Village business requires transportation the staff member is expected to use a Village car, if a Village car is available. If the staff member chooses to use his or her own personal car when a Village car is available, mileage will not be reimbursed. If the staff member receives a Village Board approved vehicle allowance, mileage reimbursement to a conference, meeting or seminar will only be approved if said conference, meeting or seminar is more than 100 miles distance from the Village of Homer Glen.
- B. If a staff member is required to use their personal car for Village business, mileage will be reimbursed at the approved prior year IRS rate rounded to the nearest penny. Staff members should check with the Finance Director regarding the current reimbursable rate.
- C. If the destination of the trip is over 200 miles, air transportation will be approved provided it is cheaper to fly than drive. Approval must be granted by the Village Manager.

- D. If air transportation is approved, tickets should be purchased thirty (30) days in advance. Only coach fare will be approved. Every effort should be made by the staff member to purchase the most economical air fare.
- E. If a staff member chooses to use another form of transportation other than air (when necessary) the Village will reimburse the lesser cost of the means of transportation.

HOTEL ACCOMODATIONS:

- A. An overnight hotel stay will not be approved, unless the conference destination is over 100 miles from the Village. This restriction may be waived by the Village Manager.
- B. Only single room rates for standard rooms will be reimbursed.
- C. If a choice of hotel is offered, or when possible, the staff member is expected to select the most economical conference sponsored hotel. If the staff member selects a more expensive conference sponsored hotel option, the staff member shall be responsible for paying the cost of the hotel room, above and beyond the least expensive conference sponsored option.

MEALS:

- A. A staff member will be allowed a meal reimbursement of up to \$10.00 for breakfast, up to \$15.00 for lunch and up to \$20.00 for dinner. There will be no reimbursement for alcoholic beverages. A receipt must be provided for all meal reimbursement expenditures. Requests for meal reimbursements, without receipts, will not be processed unless approved by the Village Manager.
- B. The meal reimbursement may not be used to purchase alcohol, tobacco products, sundries or service bar charges. Incidentals including personal telephone calls, sundries and alcohol, will be at the staff member's expense.
- C. If the Village has pre-paid for a meal as part of a conference package and the staff member elects not to go to the dinner, any substitution of that meal will not be reimbursed by the Village.
- D. If a dinner is part of a conference package and the cost exceeds \$20.00, the Village will reimburse the staff member provided a receipt is submitted.

ADVANCED EXPENSES:

- A. The only advanced expenses that will be approved are for registrations, travel tickets and hotel deposits.

- B. If deposits and/or advances are paid by the Village for a staff member's attendance at a conference and the staff member must cancel due to an emergency situation the Village will attempt to recover those deposits and/or advances. However, if advances and/or deposits cannot be recovered, the Village Manager will decide if the staff member is responsible for reimbursing the Village. The Village Manager may elect to find a suitable replacement to attend the conference. If deposits and/or advances are paid for by the Village and the staff member cancels his or her attendance for non-emergency reasons, he or she will be fully responsible for reimbursing the Village for fees remitted. Exceptions to the travel reimbursement policy will have to be approved by the Village Manager.

The Village reserves the right to amend this policy. Should you require assistance in the interpretation of this or any of the Village policies, please contact your immediate supervisor, Department Head, Assistant to the Village Manager or the Village Manager or the Human Resources Department.

*Adopted Date: February 28, 2012
Revised Date:*

- Flip Flops
- T-shirts
- Sweatshirts
- Tie-dye
- Clothes that are dirty in appearance
- Clothing with commercial advertising on front chest
- Clothing with slogans, cartoon figures, pictures or commentaries
- Pajama/sleep pants
- Overalls
- Low cut or revealing shirts, blouses
- Dress jeans
- Golf shirts or polo shirts with logos
- Cap sleeve or short sleeved blouses and casual t-shirts

CASUAL ATTIRE:

A. Casual Attire is defined as a level of dress that is slightly lower than work place attire. The Village Manager, or designee, may designate other workdays that will be designated as dress down.

Examples of Unacceptable Casual Attire:

- Bare shoulder tops or sleeveless tops
- Shorts
- Flip Flops
- T-shirts
- Sweatshirts
- Tie-dye
- Clothes that are dirty in appearance
- Clothing with commercial advertising on front chest
- Clothing with slogans, cartoon figures, pictures or commentaries
- Pajama/sleep pants
- Overalls
- Low cut or revealing shirts, blouses
- Golf shirts or polo shirts with non-Village logos

Examples of Acceptable Casual Attire clothing include:

- Dress jeans
- Cap sleeve or short sleeved blouses and casual t-shirts
- Village monogrammed casual wear including polo shirts, golf shirts, etc.

Should a question arise as to whether or not the clothing will be acceptable, the recommendation is to not wear the item of clothing and /or to inquire as to its acceptability prior to wearing the item. Staff members should check

with their own Department Head for any questions regarding appropriate attire.

GUIDELINES FOR STAFF MEMBERS ON ALL WORKDAYS:

- A. Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest or buttocks area and is generally not immodest. Clothing should be free from sexually related references, foul or offensive language, and/or language that suggests or promotes the use of illegal drugs.

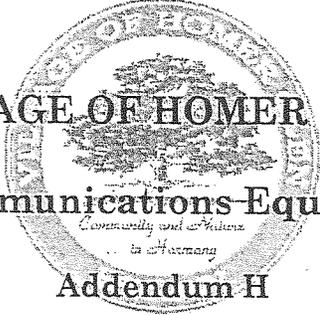
ENFORCEMENT:

- A. Staff members who report to work inappropriately dressed, as determined by the Department Head, will be instructed to leave work to change clothes and will not be paid for the time used to correct their attire. Any questions about what is or is not permitted can be directed first to the staff member's immediate Department Head for resolution then ultimately, to the Village Manager.

The Village reserves the right to amend this policy. Should you require assistance in the interpretation of this or any of the Village policies, please contact your immediate supervisor, Department Head, Assistant to the Village Manager or the Village Manager.

Adopted Date: April 24, 2012

Revised Date:

The seal of the Village of Homer Glen is circular, featuring a central illustration of a tree and a building. The text "VILLAGE OF HOMER GLEN" is written around the top inner edge of the seal, and "Community and Culture in Harmony" is written around the bottom inner edge.

VILLAGE OF HOMER GLEN

Wireless Communications Equipment Policy

Addendum H

PURPOSE AND POLICY: The Village of Homer Glen recognizes that wireless communications and service is an important and necessary tool to assist staff for the purpose of performing their job duties. Wireless communications equipment is most effective in establishing lines of immediate communication to Village personnel. The purpose of this document is to establish a Village of Homer Glen policy and procedures for the assignment, procurement and use of Village provided wireless communications equipment and to ensure the use of such equipment is in compliance with all Federal, State and Local laws.

POLICY: The Village may provide wireless communications equipment and service to certain staff members to assist in the performance of their job duties.

- **Who Can Authorize:** The Village of Homer Glen provides wireless communications equipment and service to certain staff members as identified by the Department Head and approved by the Village Manager. The Village's Office Manager arranges for such equipment and service in support of the Village's business needs.
- **Needs Assessment:** In determining the staff member's need for wireless communications equipment, the Department Head will consider the amount of time the staff member is away from the office phone, the need for the staff member to be readily accessible to co-workers and the general public, the need for the staff member to be accessible 24/7. The Department Head shall also review the criteria for assigning such equipment to their staff member(s) to ascertain whether the use of the equipment is required or needed for the performance of the staff member's job.
- **Requests for Wireless Communications Equipment and Accessories:** Department Heads must submit a request for wireless communications equipment and service along with the justification for such request, name of staff member for whom the equipment is requested, to the Village Manager for approval.
 1. Once authorized, the Office Manager is responsible for maintaining a database of all wireless communications equipment issued to staff members.
 2. A copy of the list of wireless communications equipment delivered to

and received by the staff member, along with the staff member's signature of receipt, will be kept in the staff member's personnel file.

3. When approved for receipt of such equipment and service, the staff member will receive the basic service package and equipment.
 4. All Village issued wireless equipment, accessories, etc. must be returned to the Village upon termination and/or separation of employment.
 5. Procurement and distribution of equipment, and accessories shall be the responsibility of the Village's Office manager. Staff members will be provided with the basic service package and equipment. Should a staff member elect to purchase additional accessories, download apps or otherwise install data without prior approval of the office member, the staff member assumes all financial responsibility for those unapproved purchases.
- **Service Vendors:** Only designated Village staff members are permitted to enter into an agreement or contract for wireless communications equipment or service, on behalf of the Village. Staff members are not permitted to access or download online features such as ring tones or games or purchase accessories for wireless communications equipment in any matter that would negatively impact the equipment of the Village.
 - **Wireless Communications Equipment and Service Expenses:** Monthly invoices sent by the service providers for all Village wireless communications equipment shall be directed to the attention of the Finance Director. The Finance Director will forward a copy of these invoices to the Office Manager who shall be responsible for monitoring:
 1. Monthly usage by the Village to determine that the Village is on the right cell package, and
 2. Annual rate comparisons to make sure that the Village is using the most affordable package; this may include researching other cell provides.

In the case of fraud, excessive use, or misuse of equipment as specified under this policy the Office Manager shall notify the staff member's Department Head, the Village Manager and/or designee.

GUIDELINES FOR USE OF WIRELESS COMMUNICATIONS EQUIPMENT:

Village provided wireless communications equipment is to be used for Village business purposes, but may be used for personal reasons *within reasonable limits*. This privilege may be withdrawn or a staff member may be required to reimburse the Village if abused through excessive use, or if it causes interference with job duties as determined by the Department Head or Village Manager.

- Staff members are reminded that call detail records generated from assigned equipment are considered public records. The Freedom of Information Act makes all Village phone records, including cell phones, public record.

The Village cannot and does not imply, extend, or guarantee any “right to privacy” for voice calls and or electronic communications placed over Village provided wireless communications equipment, including but not limited to call detail records, logs, voice mail messages, data storage, text messages, emails and address books. All wireless communications equipment will be subject to random inspections as determined by the staff member’s Department Head and/or the Village Manager and/or designee.

The Village reserves the right to amend this policy. Should you require assistance in the interpretation of this or any of the Village policies, please contact your immediate supervisor, Department Head, Assistant to the Village Manager or the Village Manager.

Adopted Date: June 26, 2012

Revised Date:



Village of Homer Glen
Wireless Communications Equipment Issuance

Staff Member's Name (please print): _____ Date: _____

Department: _____

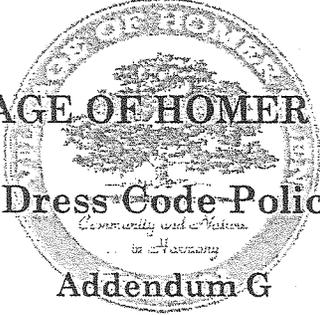
PLEASE LIST BELOW ALL WIRELESS COMMUNICATION DEVICES (CELL PHONE, LAPTOP, ETC.) YOU HAVE BEEN ISSUED BY THE VILLAGE OF HOMER GLEN. (FOR INVENTORY PURPOSES ONLY.)

Device #1 _____ Model # _____

Device #2 _____ Model # _____

Device #3 _____ Model # _____

Staff Member's Signature _____ Date _____

The seal of the Village of Homer Glen is circular, featuring a central illustration of a landscape with trees and a building. The text "VILLAGE OF HOMER GLEN" is written around the top inner edge of the seal. Below the illustration, the words "Community and History" and "in Homewood" are written in smaller text.

VILLAGE OF HOMER GLEN

Dress Code Policy

Addendum G

PURPOSE AND POLICY: The purpose of this policy is to set forth the basic guidelines of appropriate and acceptable dress for staff members of the Village of Homer Glen. It is important that each staff member project a professional image at all times.

POLICY:

- A. All staff members working in the climate-controlled Village Hall are required to dress in "Work Place Attire" from Monday through Friday, September through May during the year. For the months of June, July, and August, staff members are required to dress in "Work Place Attire" from Monday through Thursday, and may dress in "Casual Attire" on Friday's during these three identified months.
- B. Any medical condition or situation that would prohibit the staff member from following this policy in full would be taken into consideration on an individual basis.
- C. The Village Manager or Department Head may prohibit "Casual Attire" due to special circumstances or activities that may be occurring on that given day. The Village Manager, or designee, shall be responsible for final decisions regarding acceptable dress levels for staff members.
- D. For staff members who spend more than 50% of working time outside of the Village Hall, Casual Attire standards apply throughout the entire year. This provision is applicable to the following positions: 1) Deputy Chief Building Official, 2) Code Compliance Officer and the 3) Development Services Inspector.

WORK PLACE ATTIRE:

- A. Work Place Attire means clothing that allows staff members to feel comfortable at work, yet appropriate for an office environment. Staff members are expected to be dressed in a professional manner that is suitable for that person's responsibilities and position.

Examples of Unacceptable Work Place Attire:

- Bare shoulder tops or sleeveless tops
- Shorts