Village of Barrington Hills

PERSONNEL MANUAL

JUNE – 2014

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WELCOME - FROM THE VILLAGE PRESIDENT

I would like to take this opportunity to welcome you to the Village of Barrington Hills. I hope your new job will live up to your expectations and your career with us will be a rewarding one. If you have been working for the Village, I wish to express my sincere appreciation for your continued, valued service.

It is the mission of the Village of Barrington Hills to provide our residents with services and protection in an effective and efficient manner through quality operations delivered in an open, honest and courteous environment. You are a vital part of this mission and I hope that you take pride in being an employee of the Village of Barrington Hills..

By working together, I am confident that the future will be both productive and prosperous for all of us. I look forward to working with you and hope that your experience here will be both challenging and rewarding.

Sincerely,

Martin J. McLaughlin
Village President

SECTION I: INTRODUCTION

1.00 Purpose of Manual

This Personnel Manual ("Manual") has been prepared to familiarize you with the policies, rules, pay and benefits which apply to all employees of the Village of Barrington Hills, including Village Officers. It supersedes all previous employee handbooks and management memos which may have been issued on subjects covered herein.

Unless specifically modified by a written Employment Agreement with the Village or the explicit terms of a Collective Bargaining Agreement, your employment is at will, meaning it is not for any specified duration, and either you or the Village may terminate the relationship at any time for any reason, with or without advance notice or cause.

The information contained in this Manual applies to all employees of the Village of Barrington Hills. It is presented as a matter of information only and its contents should not be interpreted as a contract between the Village of Barrington Hills and any of its employees. To such end, the Village President retains the right to alter, repeal and/or modify totally or in part, the content of this Manual at any time and for any reason or no reason.

Please read this Manual carefully and retain it for future reference. One of your first responsibilities is to be familiar with its contents.

The rules and regulations of this Personnel Manual are provided as a guideline to administer the Village's policies and procedures, and to inform employees about matters regarding employment. The Personnel Manual does not constitute a contract and shall in no way be deemed or construed as creating a contract for any particular term(s) and /or condition(s) of employment between the Village and any employee. No employee, officer, or agent of the Village of Barrington Hills, aside from the Village President, with the approval of the Village Board of Trustees, has the authority to enter into an employment contract.

The rules and regulations set forth in this Manual shall apply to all employees holding positions established by, and existing within the Village of Barrington Hills, unless otherwise stated.

To the extent any subject covered in the manual is addressed in a Collective Bargaining Agreement, the Agreement shall govern. All other provisions within this manual, which are not inconsistent with a Collective Bargaining Agreement, will also apply to union employees unless otherwise noted.

All Police Department personnel, including union police officers, shall also be subject to the Police Department's General Orders, which are separate and distinct from the rules and regulations set forth in this manual.

For the purposes of this Manual, the Department Head for the Department of Administration will be the Director of Administration. The Department Head for the Police Department will be the Chief of Police.

The Personnel Committee of the Village Board shall serve as liaison between the policy-making functions of the elected body and the day-to-day administration of the Village. The Personnel Committee is composed of three members of the Board of Trustees, one of whom is appointed Chair by the Village President. The Chair of the Personnel Committee shall participate, along with the Village President, in Performance Appraisals conducted pursuant to §4.04, infra.

SECTION II: GENERAL PROVISIONS

2.00 Changes in Policy

Although the Village will strive to maintain and consistently administer the policies in the manual, it reserves the right to periodically review these policies and guidelines and any benefits described therein and may amend, modify, add to, subtract from, or abolish any of the provisions based on legislative changes, and in keeping with the best interests of the Village. The Village also reserves the right to deviate from these guidelines when such deviation is necessary to expedite or promote efficient or effective business practices. These rules and regulations do not preclude Police Department Heads from establishing departmental work rules consistent with the rules in this Manual.

No Supervisor or manager other than the Village President of the Village of Barrington Hills has any authority to alter the foregoing.

If you are uncertain about any policy or procedure, please check with your Supervisor.

2.01 Employment At-Will

The Village recognizes that Illinois is an "at-will" state with respect to employment. Unless specifically modified by a written Employment Agreement approved by the Village Board or the explicit terms of a Collective Bargaining Agreement, employment is at will, meaning either the employee or the Village may terminate the employment relationship at any time, for any reason, with or without advance notice or cause.

2.02 Employment of Relatives

More than one member of the same family may be employed by the Village of Barrington Hills, except where such employment creates a conflict of interest, or causes problems with respect to supervision, safety, security, operations, morale or other interests of the Village. For purposes of this policy, the term "family" is defined as an employee's spouse or partner in a civil union, child, step-child, parent, brother ,sister, legal guardian, grandchild, grandparent, stepparent, parent-in-law, brother-in-law, sister-in-law, uncle, aunt, niece or nephew.

Other Prohibitions - Section: 1-7-1: Interest in Village Contracts, Business Prohibited: No officer of the Village shall be directly or indirectly financially interested in any contract, work or business of the Village, or the sale of any article,

the expense, price or consideration of which is paid from the Treasury, or by any assessment levied by any act or ordinance; or in the purchase of any real estate or other property. (Ordinance 57-1, 4-25-57).

2.03 Orientation Period for New Employees

The orientation period for new employee's lasts 12 months (365 days) from date of hire. During this time, you have your first opportunity to evaluate our Village as a place to work, and management has the first opportunity to evaluate you as an employee. As during regular employment, you and the Village of Barrington Hills each have a right to terminate employment without advance notice and without cause.

The orientation period involves frequent evaluation of performance. All employees regardless of classification, status or length of service, are expected to meet and maintain Village of Barrington Hills standards for job performance and behavior.

2.04 Personnel Records and Employee Access

A personnel file will generally contain the following information:

Hiring related documents such as application, performance reviews, change of status records, commendations, corrective action warnings and educational attainment records are examples of records maintained. Your personnel file is available for your inspection consistent with state law.

You are responsible for notifying your Department Head of changes in address, telephone number, and/or family status (births, marriage, civil union, death, divorce, legal separation, etc.), as income tax status and group insurance may be affected by these changes. This responsibility includes employees on lay-off status and leaves of absence.

Employees must notify their Department Head or Village Manager of any criminal convictions (including pleas of guilty or no contest) for anything other than a minor traffic violation within twenty-four (24) hours of the conviction. The Village will determine if the nature of the conviction and the employee's job poses an unreasonable risk to co-workers or the public.

2.04(a) Employee Access to Personnel Records

The Village is subject to the provisions of 820 ILCS 40/, giving employees access to personnel records under Illinois Law. The employee may inspect such documents, excluding exempt information, with reasonable advance notice and in the presence of a Village representative up two times per year at reasonable intervals.

SECTION III: BUSINESS HOURS AND SCHEDULES

3.00 Village Hall Personnel

The regular work week consists of forty (40) hours, worked eight hours per day for five consecutive days, Monday through Friday 9:00 A.M. to 5:00 P.M. which may be modified by the Village President.

No later than 30 minutes prior to their normal start time, employees who are unable to work because of illness or unanticipated reasons must notify their immediate supervisor or Department Head.

3.01 Police Department Personnel

The Chief of Police is responsible for maintaining adequate staffing levels on a 365 day per year, 24-hour per day basis. Police personnel are assigned to work varying shifts as determined by the Chief of Police and as operational needs dictate.

SECTION IV: EMPLOYMENT POLICIES

4.00 Definitions of Employment Status

The following terms will be used to describe the classification of employees and their employment status:

A) Exempt:

Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are determined by the Village to be exempt from overtime pay requirements.

B) Non-exempt:

Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for hours worked in excess of forty hours per week.

C) Full Time:

Employees scheduled to work 40 hours or more per week. These employees are generally eligible for paid time off and other Village benefits such as group health insurance.

D) Part Time:

Those employees regularly scheduled to work less than 40 hours per week. These employees are generally not eligible for paid time off under Village policy and only receive those benefits conferred by law.

E) Temporary:

Employees who are hired for a pre-established period, usually during peak workloads or for vacation relief, or for the duration of a specific purpose or assignment. They may work a full-time or part- time schedule. They are ineligible for Village of Barrington Hills Benefits.

4.01 Equal Opportunity

The Village of Barrington Hills maintains a policy of nondiscrimination with employees and applicants for employment. Under Federal, State and local law, no aspect of employment with the Village will be influenced in any manner by race, color, religion, sex, sexual orientation, age, national origin, physical or mental disability, or any other basis prohibited by law.

4.02 Authorized Meal and Break Periods

Employee work schedules generally allow for one paid 15-minute break in the first half of the shift, a paid 30-minute lunch break, and a paid 15-minute break in the second half of the shift. The needs of the Village may necessitate forfeiture of this time for emergency purposes. Break times may be combined not to exceed one (1) hour.

Meal and break periods will be taken only at the authorized posts (police personnel); will not be used to either begin or end a shift and is not cumulative. Police Department Dispatch personnel may leave the premises only when relieved by other Dispatch/Records personnel. When Dispatch personnel are relieved by the patrol supervisor (or designee) they shall remain on the premises and be available if an emergency arises.

4.03 Job Descriptions

Job descriptions aid in staffing salary/wage administration, training, and assist employees and supervisors in communicating about job responsibilities. Job descriptions are not fixed policy; rather they are guidelines for employee performance and expectations, which may change over time.

Employees may be expected to perform duties and handle responsibilities that are not part of their normal job when required to accommodate an organizational need, as long as it does not conflict with any applicable collective bargaining agreement.

4.04 Performance Appraisals

Employee performance will be evaluated and documented annually, or more frequently at the discretion of your Supervisor. A performance evaluation allows your Supervisor to discuss your overall performance strengths, identify areas for improvement, review both formal and informal performance discussions held throughout the review period, and to set goals for the following year.

Employees may also be placed on a performance improvement plan outside of the performance evaluation process to address problems with their performance or

behavior at work. A performance improvement plan will contain specific objectives to be met within a set timeframe. Failure to satisfy the objectives and requirements of a performance improvement plan may result in further discipline or termination.

4.05 Promotions: Job Posting

The Village may promote from within whenever practical, to fill open positions. The Village strives to promote the most capable and experienced individual, based on demonstrated ability to assume greater responsibility.

The Village reserves the right to recruit and hire from outside the Village of Barrington Hills when necessary to attract the most qualified individual for a particular opening. Current job openings, including supervisory and management positions may be posted within the Village Hall with the procedure to apply. The Village may at its discretion notify outside recruiting sources.

4.06 Resignation

If you decide to resign or retire from the Village of Barrington Hills, the Village would appreciate if you would advise your Supervisor at least two weeks prior to your departure so that an orderly transition can be made. This process includes returning Village owned property, completing any required forms, and having an exit interview.

4.07 Exit Interviews

In most cases, when you resign or retire you will have an exit interview with your supervisor (or designee) on or before your last day. This exit interview documents the reasons you are leaving and solicits constructive feedback to improve the operation or efficiency of the Village of Barrington Hills.

4.08 Employment Verification and Recommendations

All requests for employment verification and/or recommendations of former employees shall be referred to the appropriate Department Head. Employment information released to any prospective employer will generally be limited to the date of hire, date of separation and salary.

Employees are prohibited from using their title or position while giving any opinion or recommendation about any person or former employee, if the opinion or recommendation is on Village or Police Department stationary, or may lead a

prospective employer to believe by its appearance that the recommendation is an official endorsement from the Village or Police Department.

SECTION V: WAGES/SALARY, OVERTIME, PAYROLL

5.00 General Wage and Salary Policy

Salary/wage ranges are normally reviewed once a year and may be adjusted as necessary. Wage or salary ranges for your position are maintained by Supervisors.

5.01 Wage or Salary Increase Policy

The Village of Barrington Hills has established general pay ranges for each position with minimum and maximum rates of pay, into which Village jobs are classified for purposes of initial salary placement.

The classification of positions into pay ranges may be determined by analyzing both the external market value of the job and the internal value of the job to the organization. Additionally, pay ranges and job classifications will be reviewed from time to time for internal organizational equity, and they may be compared to similar jobs in other communities to maintain market competitiveness.

All employees may receive an annual wage adjustment as of the first of January of each new year, as approved by the Village Board. The amount of increase for which an employee may be eligible may vary based on performance, nature of duties, available funds and other operational factors.

5.02 Overtime/Compensatory Time

All overtime worked must be authorized in advance by your Supervisor. Non-exempt employees will be paid time and one half of their regular rate of pay for authorized hours worked in excess of forty (40) hours during the work period. The work week is from Sunday to Saturday. The applicable work period for police officers is 28 days.

Compensatory (Comp.) time may be elected by an employee in lieu of overtime pay, subject to the mutual agreement and approval of the employee's Department Head or designee. Absent advance agreement, overtime will be paid at the applicable rate rather than by accrual of compensatory time off. When compensatory time is earned in lieu of monetary reimbursement, compensatory hours shall be awarded at a rate of one (1 1/2) hours for approved hours worked in excess of forty (40) in a work week.

Village Hall personnel may accrue a maximum of sixty (60) hours of comp. time. Police personnel may accrue a maximum of eighty (80) hours of comp. time.

Non-union police department and Village employees may use compensated time in any increment with prior approval by a Supervisor. If it is not possible to approve the particular request, compensatory time off will be granted within a reasonable period, normally within thirty (30) days, unless the requested time off would unduly disrupt operations.

The Village may cash out compensatory time at any time. Accrued compensatory time if not used will be paid at the end of the Village's fiscal year.

5.03 Court Time (Police Department)

Off-Duty (non-union) employees are paid a minimum of three (3) hours for their hours worked for court time at the applicable hourly rate for all required court appearances related to their job duties, as approved by their Supervisor.

5.04 Training

All training will be scheduled during work hours. Any overtime/comp. time anticipated for training shall be approved prior to the training.

5.05 Emergency Call Back (Police Department)

Off-Duty (non-union) employees are paid a minimum of (3) three hours for emergency call back. An emergency or exigent circumstance shall be determined by the on-duty Supervisor who must approve employee call-back. **All personnel are subject to emergency call back**.

Call back time begins at the time of leaving and ends upon arriving back (Portal to Portal). Maximum amount of time for portal to portal travel will be 60 minutes.

Call back time for union police officers is defined in the Collective Bargaining Agreement between the Village and the respective union.

5.06 Extended Tour

Any activity, which requires the continued working of an employee for a specific activity such as an unforeseen emergency, arrest, accident investigation, etc., but shall not include activities which, should have been completed prior to the end of the tour of duty. All extended tours will be authorized by the immediate Supervisor on duty. The request for overtime compensation and/or compensatory time must be approved by the Shift Supervisor on duty at the time of completion of such extended tour.

5.07 Extra Duty / Special Details / Off-Duty Employment

Secondary employment for Police Department employees is regulated by Police Department General Order 6021 - "Secondary Employment", which requires, among other things, advance approval from the Chief of Police. Employees of the Police Department are urged to familiarize themselves with the contents of this order prior to seeking any type of secondary employment.

The Department Head must approve all special detail assignments which require the employment of personnel by an outside entity through the Village of Barrington Hills.

5.08 Meetings

Meetings will be authorized and approved by the Department Head or immediate Supervisor prior to the meeting. Off-Duty (non-union) employees will be paid a minimum of two (2) hours for attendance at a mandatory meetings.

5.09 Overtime/Compensatory Time Request Procedure

It is the responsibility of the employee to submit all requests for overtime and/or Compensatory time into the Police Officer Scheduling System ("POSS"), the Village's computerized payroll and scheduling system, completing each of the required fields, and to his/her immediate Supervisor, or in the case of shift employees, to the Shift Supervisor who authorized the overtime and to obtain approval prior to working in excess of the normal number of scheduled work hours in the work week of that employee.

5.10 Payroll Deductions

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions may be made for the following:

A) Federal and State Income Tax Withholding
B) Social Security (FICA) / Medicare
C) Illinois Municipal Retirement Fund (I.M.R.F.)
D) Police Pension Fund [Downstate]
E) International City Manager Association Retirement Corp. (I.C.M.A.)
F) Employee Health
G) Union Dues
H) Other items designated by the employee

Every year employees will receive a Wage and Tax Statement (W-2) form. This statement summarizes income and deductions for the year. If you have any questions regarding these deductions, please contact the Village Treasurer.

5.11 Payday

Employees are paid semi-monthly on the fifteenth, and the last business day of the month.

SECTION VI: EMPLOYEE BENEFITS AND SERVICES

6.00 Group Insurance

Medical/Dental Insurance: The Village of Barrington Hills provides a comprehensive major medical/dental plan which includes prescription drug benefits for eligible employees and their dependents. The Village may require employees to participate in the cost of group health and/or life insurance premiums, fees and other costs as they are determined from time to time.

Benefits become effective on the first day of the month following 30 continuous days of employment in a qualifying position. You and your spouse will receive identification cards along with a booklet/certificate describing your benefits and how to use them to best meet your needs. Be sure to carefully review this booklet. Should you have questions about these benefits, contact the Village Treasurer who is the Village's Administrator for the Plan. Upon retirement or separation, employee may continue coverage under the Village's group health insurance plan as provided by State law if the employee pays all applicable costs.

Long Term Disability Insurance: The Village of Barrington Hills provides and pays for long-term disability insurance for eligible full-time employees who meet certain requirements. Under specified conditions, long-term disability benefits are available also through the Illinois Municipal Retirement Fund (IMRF) and Social Security. Material regarding these benefits will be provided to you.

6.01 Social Security (FICA) / Medicare

All employees are covered by the Federal Social Security Act. A required percentage of your salary is deducted from your paycheck to pay the employee's portion of this protection, and the Village of Barrington Hills matches your deduction dollar for dollar. The plan is designed for your future security and that of your dependents and provides for retirement, disability, death, survivor and Medicare benefits.

6.02 State Unemployment Insurance

This program is funded entirely by employers in this state. The program provides temporary benefits if you become unemployed through no fault of your own or due to circumstances described in the law.

6.03 Workers' Compensation

The Village of Barrington Hills carries insurance to cover the cost of work incurred injury or illness. Benefits help pay for your medical treatment and part of any income you may lose while recovering. State law depending on the circumstances of each case prescribes specific benefits. To be assured of maximum coverage, work-related accidents must be reported immediately to your Supervisor who will file a timely claim.

6.04 Savings-457 Plan, International City Manager Association Retirement Corporation (I.C.M.A.)

The Village maintains for its employees a deferred compensation plan structured and operated in accordance with the provisions of Internal Revenue Code Section 457. The plan, available to all Village employees if they choose, permits them to defer a portion of their salary until future years.

The plan is fully funded by the Employee as the employee earns the deferred compensation. Plan assets and the related liability to employees are accounted for in the Employee Deferred Compensation Fund, an agency fund, at the current market value of the investments.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are until paid or made available to the employee or other beneficiary, solely the property and rights of the plan. Plan assets are subject to the claims of the Village's general creditors. Participants' rights under the plan are equal to those of general creditors of the Village in an amount equal to the fair market value of the deferred account for each participant.

6.05 Vacation

The Village vacation plan is designed to provide employees with the opportunity to rest and get away from the everyday routine. Regular full-time, non-union employees, accrue vacation time at the following rates:

After 1 year of continuous service	80 hours
After 5 years of continuous service	120 hours
After 10 years of continuous service	160 hours
After 12 of continuous service	16 additional hours will be added, and then 8 hours for each year thereafter up to a total of 200 hours.

For full-time, non-union employees, vacation time that will be earned during the calendar year is given up front to the employee on January 1 each year, according to the above accrual schedule. Vacation time accrual and use for union police officers is defined in the Collective Bargaining Agreement between the Village and the respective union.

For employees in their first year of employment, any vacation time provided on January 1 following their date of hire will be prorated from their hire date. Any unused accrued vacation time will be paid upon separation of employment.

6.05 (a) Village Officers:

Vacation time must be approved in advance by the Village President or designee. To satisfy employee preferences and to meet the staffing needs of the Department, discuss vacation plans in advance with your Department Head and/or Supervisor. All Village Hall personnel must use or lose their annual allotment of vacation time each calendar year. The Village President (or designee) may authorize a Village Officer to carry over to the next calendar year, up to eight hours of their annual allotment of vacation time where the employee is unable to take his/her entire allotment of vacation time during the calendar year, due to the operational needs of the Village, so as to avoid loss of all unused vacation time.

6.05 (b) Police Personnel:

Scheduling vacation time is a management right. Employee vacations will be scheduled in a time and manner as determined by the Chief of Police. Vacation time is normally bid prior to the beginning of each year. After the bidding process the scheduling supervisor will make the appropriate updates in the POSS.

Non-union employees may take up to fifteen vacation days at one time if the operation or efficiency of the Village is not impeded. The Chief of Police may approve a longer absence.

Vacation scheduling and use for union police officers is defined in the Collective Bargaining Agreement between the Village and the respective union.

Unless covered by a Collective Bargaining Agreement, all police department personnel must use their annual allotment of vacation time each calendar year. The Chief of Police (or designee) may authorize an employee of the Police Department to carry over to the next calendar year, up to eight hours of their annual allotment of vacation time where the employee is unable to take his/her entire allotment of vacation time during the calendar year, due to the operational needs of the Department.

6.06 Holidays

Regular, non-union, full-time employees are eligible for paid holiday time each calendar year. The paid holidays are:

New Year's Day	Martin Luther King
Presidents' Day	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving
Labor Day	Christmas Day

On an approved holiday if conditions permit as judged by your Supervisor, an employee may receive the day off with pay. In those instances where an employee is required to work on a holiday, he/she will be given an alternate day off with pay. Part-time, temporary and contracted employees are not eligible for paid holidays.

When a Village approved holiday falls on Sunday, the following Monday will be observed as the holiday. If a holiday falls on Saturday, the preceding Friday will be observed as the holiday.

6.06(a) Floating Holiday

Non-union employees are eligible to receive one floating holiday per year. Under normal circumstances, employees shall request approval of their supervisor at least two weeks (14 calendar days) in advance of taking such time off. In cases when an employee is separated from the Village service, there will be no compensation for unused Floating Holidays. Floating Holidays may not be carried over from one fiscal year to the next.

6.06(b) Holidays – Police Department

Non-union employees who are scheduled and work on an approved holiday shall be paid time and one-half (1 ½) the employee's regular straight time pay for all hours worked between 12:01 a.m. to 11:59 p.m. on the holiday, which is in lieu of any other overtime compensation.

6.07 Longevity Plan

The Village provides a longevity plan for non-union employees. The schedule of payments is annual; to coincide with anniversary of the employee's of date of hire.

Longevity Scale

After 5 years (to 9 years)	$500.00
After 10 years (to 14 years)	$1,000.00
After 15 years (to 19 years)	$1,250.00
After 20 years (to 24 years)	$1,500.00
After 25 years	$2,000.00

6.08 Sick Leave

All full-time employees are eligible for sick leave time off with pay for non job-related illnesses or injuries as defined herein. Union police officers shall refer to the Collective Bargaining Agreement for sick time provisions. Part-time, temporary and contracted employees are not eligible.

New employees will be eligible for paid sick leave after the completion of six months of employment. Sick leave credit will be computed retroactive to the beginning date of full-time employment.

Full-time employees accumulate 96 hours of sick leave in each year, which is front-loaded to each employee's time balance on January 1 of each year.

A Village employee who is unable to report for work shall report the reason for the absence to the Supervisor at least one (1) hour prior to the regular starting time for that employee. Failure to provide notice on each such day may be considered a leave of absence without pay for that full day.

A non-union police employee who is unable to report for work shall report the reason for the absence to Dispatch at least one (1) hour prior to the regular starting time for that employee. Failure to provide notice on each such day may be considered a leave of absence without pay for that full day.

The Village reserves the right to request documentation from the employee's physician to verify the use of sick leave at any time. This includes requiring an employee to provide written verification at the employee's expense from a licensed medical doctor of the illness or injury to determine whether an absence(s) was for a

qualifying purpose under this policy, when the employee seeks more than three (3) consecutive days off or for frequent absences claimed as sick days, or is otherwise suspected of use of sick leave for an unauthorized purpose. In all instances, the Village will determine whether an absence qualifies for the use of sick leave benefits under this policy.

Unused sick leave will be accumulated. The sick-leave plan provides pay continuation for periods of absence due to non-job-related illnesses or injuries, based on the employee's salary in effect at the time the absence begins.

Sick leave time off with pay is to be taken only for bona fide illnesses or injuries of the employee or the employee's immediate family, as defined by State and Federal Law and not for any other reason or purpose. Union police officers shall refer to the Collective Bargaining Agreement for sick time provisions.

If an employee leaves work early due to illness, the hours remaining on the shift will be deducted from his/her sick time.

Time paid for sick leave does not count as time worked in calculating overtime.

Unused sick time is not payable upon separation from the Village.

If an employee is off more than three consecutive days [does not include days off] he/she shall bring a doctor's release on the first day back to work. This doctor's release will be forwarded to the Department Head.

An employee who is on a scheduled holiday or vacation day and becomes ill or is injured will not be permitted to convert their benefit time off to sick leave time.

If an employee covered by the I.M.R.F. is still absent after 30 calendar days, said employee is then eligible to file for long-term disability payments through the long-term disability insurance coverage provided by the Village and by I.M.R.F. With certain requirements some Social Security benefits are available for an employee who is unable to work because of an illness or injury that is expected to last a year or longer.

The Village may, at its option, require a statement of the employee's physician and or examination of the employee by a Village appointed physician to determine the employee's physical condition and or to establish the employee's fitness to resume regular duties prior to the return to work. Failure on the part of the physician and/or the employee to provide conclusive supporting evidence of illness will be cause for

withholding sick leave payments and/or placing the employee on leave of absence without pay or dismissal.

Absences covered by sick leave do not interrupt or cancel an employee's credited service for I.M.R.F. benefits. Retiring I.M.R.F. members may qualify for additional pension service credit for unpaid, unused sick leave. Contact the Village Treasurer for current I.M.R.F. policy.

6.09 Police Pension Fund – (Downstate Pension)

All sworn non-union and union police officers are members of the Police Pension Fund from their first day of sworn employment with the Department. Sworn personnel contribute a percentage of their base salary to the fund as determined by State law. The fund is managed by a Police Pension Board. The Board consists of [2] Mayoral appointees, [2] Fulltime sworn personnel, and [1] retired officer.

6.10 Illinois Municipal Retirement Fund (I.M.R.F.)

All Village Employees and Police Department civilian employees are members of the Illinois Municipal Retirement Fund. The Village contributes to the Illinois Municipal Retirement Fund (I.M.R.F.), an agent multiple-employer public employee retirement group that acts as a common investment and administrative agent for local governments and school districts in Illinois.

Retired employees receive benefits according to the I.M.R.F. formula. I.M.R.F. also provides separation, death and disability benefits. These benefit provisions and all other requirements are established by State statute. Participating employees contribute a percentage of their base salary to the System as determined by State law.

6.11 Paid Personal Time Off (Non-Union Employees)

Bereavement Leave: In the event of a death in the immediate family of a non-union employee, paid funeral leave will be granted according to the following conditions:

- Up to three (3) working days with regular pay will be granted to an employee upon the death of an immediate family member.
- Immediate Family members shall include the following: spouse, civil union partner, children, parents, grandparents, grandchildren, brothers, sisters, mother/father-in-law, and sister/brother-in-law.
- The amount of paid time off will depend on the circumstances in each case (i.e., travel required, etc.) When special circumstances warrant an extended funeral

leave, an additional day at regular pay may be granted at the discretion of the Department Head.

Funeral leave for union police officers is defined in the Collective Bargaining Agreement in effect between the union and the Village of Barrington Hills.

Jury Duty:

The Village provides a leave of absence so that the employee can serve jury duty. A regular or probationary employee required to report for jury duty will be granted paid leave for such purpose upon presentation of an appropriate jury summons to his/her supervisor.

Employees will receive full pay for up to two weeks of time served on a jury. Jury pay employees may receive from the court system shall be turned in to the Village in order to receive full pay.

Jury Duty for union police officers is defined in the current Collective Bargaining Agreement in effect between the union and the Village of Barrington Hills.

6.12 Leaves of Absence

When unusual or unavoidable circumstances require prolonged absence, regular, full-time non-union employees may be granted leaves of absence without pay at the discretion of the Village of Barrington Hills and in consideration of maintaining continuity of service.
Leaves of absence without pay are the following types:

A) Maternity Leave: Full-time female employees who have been employed for at least (12) months may be eligible to receive up to twelve (12) weeks unpaid maternity leave for the birth and care of their newborn child. An employee's health insurance benefits shall remain in effect during the duration of the leave under the same terms as if the employee was actively employed. For employees eligible for I.M.R.F benefits, the I.M.R.F shall govern the benefits provided to such employees, and any short term disability leave provided by the I.M.R.F. shall run concurrently with the maternity leave provided by this policy.

B) Personal Leave of Absence: Leave without pay may be granted at the discretion of the Department Head for other personal and health-related reasons when it is determined the employee's absence does not adversely affect the ability of the Village to adequately perform its governmental function. Leave will not be granted to try employment elsewhere. A leave of absence would only take effect when all

accumulated vacation, compensatory time, and holiday time are exhausted. Vacation, sick leave and holiday pay shall not accrue nor be paid during this period. Any employee who does not report back to work at the end of an unpaid absence shall be considered to have terminated his/her employment with the Village and notification will be sent to the appropriate committee. An employee's health insurance benefits shall remain in effect for up to twelve (12) weeks of the leave under the same terms as if the employee was actively employed.

After (twelve) 12 weeks, the employee will have the right to assume, within "COBRA" rules, health and life insurance payments and remain in the group medical coverage during the leave. If an employee is granted a leave for more than one month, the employee is not guaranteed reinstatement to his/her former position.

Leave Request Procedure: A request for leave shall be in writing to the Department Head stating the amount of time requested, and may be granted with the approval of the Village President. Any additional extension will be up to the Department Head with approval of the Village President.

6.13 Military Leave

Employees who serve in the reserve component of the United States Armed Services, including the Illinois National Guard, and who are mobilized to active military duty or required to report for training, including annual training, are eligible for a leave of absence in accordance with State law. You are expected to notify your Department Head or Village President as soon as you are aware of the dates of your service or training and the need for leave.

6.14 Educational Assistance

The Village offers an educational assistance program for employees who have completed their orientation period to pursue specific courses and educational programs, which will enhance skills in current or future work related areas. Regular, full-time employees not covered by a Collective Bargaining Agreement may be reimbursed for tuition costs for courses taken at an approved and accredited institution, up to and including one (1) Bachelors Degree. Tuition reimbursement amounts may be changed from time to time by the Village but in no case will tuition reimbursement exceed $2,000.00 per employee, per calendar year. The education assistance provision for union police officers is defined in the Collective Bargaining Agreement between the union and the Village of Barrington Hills.

To be eligible for educational assistance, each employee must meet the following criteria:

A) The employee's immediate Supervisor and Department Head must approve the desired course and the funding must be approved prior to commencement. Any disapproval will be communicated to the employee by the immediate Supervisor.
B) The employee must be a regular full-time employee who is not on sick leave or workers' compensation leave when enrolled in the course.
C) The course to be taken must be directly related to the employee's job or part of an approved institutional degree program.
D) The employee must complete each approved course with a grade of "C" or better prior to reimbursement. For pass/fail courses, pass will suffice for reimbursement.
E) Courses must be taken only at approved accredited universities, colleges, or technical schools.
F) Employee must be employed with the Village at the time of the completion of the course.

The Village will provide reimbursement for tuition and books only, provided the employee returns to the Department Head his grade slip showing a "C" grade or better completed by the school, and receipts showing actual amount paid for tuition. In the event an employee is eligible for educational assistance from another agency (e.g. government assistance to veterans); the employee shall declare this to the Village and the Village will only reimburse the tuition not covered by that agency.

As a condition of receiving tuition assistance, employees will be required to complete a "Tuition Reimbursement Request" and sign an "Agreement for Repayment of Educational Expenses," acknowledging the employee's obligation to repay the Village a portion of the funds reimbursed by the Village if the employee terminates employment within two (2) years following completion of the last course(s) or degree requirement per the following:

Time employed from and after last Course or Degree requirement	Amount to be refunded to Village by the employee
Less than 12 months:	100%
12 months to 18 months:	50%
18 months to 24 months:	25%

6.15 Wellness Reimbursement

The Village strongly encourages all its employees to engage in a physical fitness program. The Village will reimburse non-union employees up to $300 per year toward the cost of an employee's membership in an approved health club. The

employee must provide documentation of at least 96 visits during the calendar year. Health club visits are limited to once per 24 hour period.

6.16 Automatic Bank Deposit

Many of our employees find it convenient to have their paycheck automatically direct-deposited in the employee's bank account. If you would like to make a similar arrangement, contact the Village Treasurer.

6.17 Expenses - Official Business

Per Diem: Meals will be reimbursed at the following maximum rates:

Breakfast	$7.00
Lunch	$13.00
Dinner	$20.00

In order to receive a per diem allowance the following guidelines will apply:

- For breakfast, the employee must be on travel status and/or leave the Village Hall or residence (if reporting directly to a destination other than the department) prior to 6:00 A.M.
- For lunch, the employee must be away at another location than Barrington Hills for a full day training seminar/class.
- For dinner, the employee must be on travel status and/or arrive back at the Village Hall or residence (if traveling directly from a destination other than the department) after 7:00 P.M.

No per diem will be paid when an employee is provided a meal as part of the event he/she is attending. Any meal costs more than the allotted per diem rate will be borne by the employee and not reimbursable. Reimbursement will be paid to the employee following submission of the reimbursement form and receipts, approval and processing.

6.18 Mileage - Official Business

Whenever possible a Village owned vehicle will be provided. If it is necessary for an employee to travel to a designated school, seminar, or training function (other than at the Village Hall), or other assignment and use the employee's personally owned vehicle, the Village will reimburse the employee according to the Internal Revenue Service established rate in effect at the time of the request. Mileage will be determined from the Village Hall to the required destination and back to the Village

Hall. Mileage will be reimbursed only when approval for use of a personally owned vehicle is received in advance.

6.19 Hotel Accommodations

If an employee does not honor a guaranteed room reservation, the employee involved is responsible for paying the charges for the guaranteed reservation and will not be reimbursed for this charge. If the Village caused the reservation to not be honored, the Village will pay the guaranteed charges.

6.20 Other Expenses

Other reimbursable expenses for official business are telephone calls, parking fees, bridge, road and tunnel tolls, taxi fares and other reasonable expenses. Receipts must be submitted with the employee's request for reimbursement.

6.21 Employee Responsibility

It is the employee's responsibility to accurately report all expenses incurred while on official business. Any fraudulent misrepresentation will be cause for disciplinary and/or legal action.

SECTION VII: EMPLOYEE COMMUNICATIONS

7.00 Bulletin Boards

Bulletin boards are posted throughout the building to communicate important Village of Barrington Hills information. All posted items must be approved in advance by a Supervisor.

Each employee is responsible for regularly reading the information posted on Village bulletin boards.

The union bulletin board is governed by the Collective Bargaining Agreement.

7.01 Suggestions

The Village encourages its employees to suggest methods to improve quality and efficiency in the operation of the Village. Submit any suggestions in writing to your Department Head through your Supervisor. Suggestions should be detailed so that the system or procedure can be adequately evaluated.

7.02 Complaint-Handling Procedure

Under normal conditions, if you have a job-related problem, question or complaint, you should discuss it with your Supervisor. The simplest, quickest and most satisfactory solution will often be reached at this level.

If the discussion with your Supervisor does not answer your question or resolve the matter to your satisfaction, you may then present your complaint, in writing, to the next higher level of management. If the matter is still not resolved satisfactorily, you may present your complaint, in writing, to the Village President who will render a final decision on the matter after appropriate investigation.

When the issue personally involves the Supervisor with whom you would ordinarily discuss a problem, you may bypass that individual and proceed to the next person in authority without fear of reprisal. Difficulties in using this complaint-handling procedure should be brought to the attention of the Department Head.

7.03 Complaint-Handling Procedure – Police Department Personnel

Police Department General Order 6015 - "Grievance Procedure" outlines the steps for resolving grievances. Complaints against department members will be handled in accordance with General Order 6038 – "Internal Affairs Procedures"

The grievance procedure for union police officers is defined in the Collective Bargaining Agreement between the union and the Village of Barrington Hills.

SECTION VIII: EMPLOYEE SAFETY AND HEALTH

8.00 General Safety Policy

The Village strives to provide safe working conditions for our employees. The Village observes the safety laws of the governments within whose jurisdiction the Village operates. No employee will knowingly be required to work in any unsafe manner.

Safety is every employee's responsibility, and all employees are expected to do everything reasonable and necessary to keep the Village of Barrington Hills a safe place to work. Employees shall abide by all directives of their Supervisors concerning the safe and proper method for operating vehicles and equipment, utilizing Village facilities, proper safety gear and work practices and methods. Failure to proceed and act in a safe manner and thereby causing danger to oneself, Village property or other employees shall be cause for disciplinary action. Injuries or damage to equipment or property, regardless of cause, shall be reported immediately to the appropriate Supervisor.

The Village of Barrington Hills believes that its employees are its most important assets. Therefore, their safety is one of our greatest responsibilities. As a member of the Illinois Public Risk Fund (IPRF), the Village is committed to developing and administering a comprehensive safety and risk management program.

The main goals of the Village's safety policies and programs are to safeguard the physical well-being of our residents and employees and prevent or reduce damage to Village property. As such, safety issues must be taken into the utmost consideration in the performance of all work assignments. Department Heads and Supervisors should make every effort to foster a work atmosphere free from potential accidents, injuries, and safety hazards. All employees are expected to make safety a matter of priority. Evidence has shown that continued emphasis on loss prevention and risk management combined with work practices designed to prevent accidents can significantly reduce the potential for personal injury, property damage, and work disruption. All employees are, therefore, encouraged to incorporate into their daily routines the attitude or philosophy that the only acceptable way to perform a task is to perform it safely.

In accordance with this policy, the Village is committed to safety-related training and will actively encourage attendance, to the extent possible, at safety-related training.

8.01 Seat Belt Usage

Each Village employee is required to wear a seat belt when operating or occupying any vehicle owned, leased, or under the control of the Village of Barrington Hills.

Employees must adhere to this directive without exception. Supervisors are responsible for periodically monitoring and ensuring that their employees are adhering to this policy. Employees who do not adhere to this policy are subject to disciplinary actions.

8.02 Reporting of Work Related Injuries & Accidents

Timely reporting of work-related accidents and injuries is mandatory. All employees are required to report to their Supervisor in writing (or the on-duty patrol Supervisor in the case of police department employees) any on-the-job injuries (regardless if medical treatment is not required) or accidents (vehicles or otherwise) in which they were involved, immediately or as soon as possible, but in any case no later than the end of the work shift during which the incident occurred. Supervisors are responsible for ensuring their employees understand this reporting requirement. Upon receiving notification of a police employee injury or accident, the on-duty Supervisor (or his designee) shall cause all necessary paperwork (IPRF Form-45, and an Incident Report) pertaining to accidents and injuries to be completed. For Village Hall employees a police report is not required. Falsification of a work–related injury may be grounds for discipline up to and including termination as well as criminal prosecution.

8.03 Fires and Medical Emergencies

Call the Fire Department for fires or the need of medical assistance. The Village has personnel trained in cardio-pulmonary resuscitation (CPR), automated external defibrillators (AED's), and first aid. Exits and areas around fire extinguishers must be kept clear at all times.

8.04 Return to Work

If you are on disability or medical leave of absence, you must return to work when your physician or Village of Barrington Hills appointed physician determine that you are able to resume normal duties. The Village may require your physician's release before reinstatement to the active payroll. If you wish to extend your leave beyond this point, you must apply, in writing, for a leave of absence. A physician's release is required when returning to work from sick leave or other, short-term, medically related absences more than three consecutive days.

8.05 Americans with Disabilities Act Compliance

It is the policy of the Village of Barrington Hills to comply with all provisions of the Americans with Disabilities Act (ADA). The Village will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of his/her physical or mental disability. The Village will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments required by the job.

Reasonable accommodation generally involves modification or adjustment of a job, employment practice, or the work environment which makes it possible for an individual with a disability to perform the essential functions of their job and/or to otherwise enjoy equal employment opportunities. Whenever an employee or applicant believes that he or she may need a workplace accommodation, the employee should contact their Department Head or the Village President. Upon request for accommodation, the employee requesting an accommodation will be given the opportunity to engage in an interactive dialogue with the Village over the requested accommodation. As part of the interactive process, the Village may request the employee to provide certain information from his or her health care provider related to his or her ability to perform the essential job functions, with or without reasonable accommodation.

Any employee who believes that he or she has been discriminated against due to a physical or mental disability should immediately report the problem or incident to his or her supervisor, Department Head or Village President. All complaints of discrimination due to a disability shall be investigated immediately, and the findings of the investigation and any remedial actions taken shall be reported to the complainant.

SECTION IX: STANDARDS OF CONDUCT AND CORRECTIVE ACTION

9.00 General Conduct Provisions

Groups of people who are working together require certain guidelines pertaining to their conduct and relationships. Accordingly, all employees must be aware of their responsibilities to the Village of Barrington Hills and to co-workers.

The Village strives to take a constructive approach to disciplinary matters to insure that actions, which would interfere with operations or an employee's job, are not continued. An employee may be subject to disciplinary action for improper or inappropriate conduct, including, but not limited to: violations of work rules and general rules and regulations, unacceptable behavior, misconduct, poor performance, or unacceptable attendance.

All Police Department personnel, including union police officers, shall be subject to the Police Department's General Orders, which are separate and distinct from the rules and regulations set forth in this manual. Specifically, police personnel are subject to the Rules of Conduct in the Police Department General Orders # 5002 and Code of Ethics General Order #5001.

Violations of Village standards will result in any of the following forms of corrective action: supervisory counseling/verbal warning, written reprimand, suspension, demotion or discharge. In arriving at the decision for proper action, the following factors may affect the nature of discipline imposed, although the Village reserves the right to impose any level of discipline, including termination, for a first offense:

A) The seriousness of the infraction;
B) The past records of the employee; and
C) The circumstances surrounding the matter.

Although there is no way to identify every possible violation of standards of conduct, the following is a partial list of infractions, which will result in corrective action up to and including immediate discharge:

A) Falsifying employment application, or personnel or other Village of Barrington Hills documents or records.
B) Unauthorized possession of Village of Barrington Hills' or employee property, illegal gambling, carrying illegal weapons or explosives, or violating criminal laws.
C) Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may endanger the well-being of any employee.
D) Engaging in acts of dishonesty, fraud, theft or sabotage.

E) Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees.
F) Insubordination or refusal to comply with instructions or failure to perform reasonable duties which is assigned.
G) Failing to report to work at any time when so directed, including during emergencies.
H) Leaving the assigned place of work during work hours when not authorized to do so.
I) Violating the Village's policy or rules regarding attendance and punctuality; excessive absenteeism.
J) Failing to provide adequate and acceptable verification of illness or injury, or substantiating documentation for absences due to other reasons, or failing to submit to examination by Village-designated doctors, when required.
K) Unauthorized use of Village of Barrington Hills material, time, equipment or property.
L) Using working time for personal matters; use of Village equipment, property, or material personal use or for any other inappropriate purpose.
M) Exceeding time limits on break or lunch periods, or taking break or lunch periods at other than designated times, without proper authorization.
N) Stopping or leaving work before the end of a scheduled work period without proper authorization.
O) Sleeping, loafing or wasting time during a scheduled work period.
P) Damaging or destroying Village of Barrington Hills property due to careless or willful acts.
Q) Violation of any Village policy, including its policy against drug and alcohol use in the workplace and the policy against harassment.
R) Conduct which reflects adversely on the employee or the Village of Barrington Hills.
S) Performance which does not meet the requirements of the position.
T) Engaging in such other practices which may be inconsistent with ordinary and reasonable rules of conduct necessary to the welfare of the Village of Barrington Hills, its employees, or the public.
U) Negligence in observing fire prevention and safety rules.
V) Other circumstances or incidents where corrective action is warranted.

This list is intended to be representative of the types of activities which may result in disciplinary action. It is not intended to be all inclusive and does not alter the employment at-will relationship between the employee and the Village of Barrington Hills.

9.01 Conflicts of Interest

The Village expects all employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Village of Barrington Hills and the conduct of its affairs. Business dealings that represent, or appear to represent, a conflict between the interests of the Village of Barrington Hills and an employee are unacceptable.

The Village of Barrington Hills recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, a policy of full disclosure must be followed to assess and prevent potential conflicts of interest from arising. Contact your Department Head if you have questions regarding a possible conflict of interest or outside work. Also, you may be asked to complete an Economic Interest Statement dealing with conflict of interest once each year.

9.02 Prohibition of Harassment

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

This policy prohibits harassment or other workplace discrimination based on an employee's protected status under state and federal law. This includes conduct, whether verbal, physical, or visual, that denigrates or shows hostility or aversion toward an individual based upon that person's race, color, religion, sex, sexual orientation, age, national origin, ancestry, disability, marital status, military status or unfavorable discharge from military service (except dishonorable), or any other protected status under applicable local, state or federal law. The Village will not tolerate harassing conduct that has the purpose or effect of interfering unreasonably with an individual's work performance, affecting an individual's tangible job benefits, or creating an intimidating, hostile, or offensive work environment.

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

- Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status; and
- Written or graphic material circulated, available on the Village's computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status.

The Village discourages any such conduct in the workplace, and this policy prohibits harassment based on an individual's protected status, even if it does not rise to the level of a legal violation.

Sexual harassment deserves special mention. Sexual harassment includes any harassing conduct based on gender, regardless of whether the conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or different genders.

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

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

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

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

9.02(a) Employee Responsibility

Everyone at the Village can help assure that our workplace is free from prohibited discrimination or harassment. Every employee is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment under this

policy. Employees are encouraged to inform others in the workplace whenever their conduct is unwelcome, offensive, inappropriate, or in poor taste. In addition, employees should come forward with complaints about alleged problems or violations of this policy at any time. Employees are expected to come forward promptly and report any problems pursuant to this policy before the alleged offending behavior becomes severe or pervasive. Complaints need not be limited to someone who was the target of the alleged offending conduct. Anyone who has observed an alleged violation of the policy is also encouraged to report such conduct. No employees, not even the highest-ranking people in the Village are exempt from the requirements of this policy.

9.02(b) Complaints Of Harassment

If an employee experiences or witnesses any conduct that he or she believes is inconsistent with this policy, the Village expects the employee to notify promptly the employee's Supervisor, Department Head, the Village Manager or the Village President. This may be done in writing or orally. Each Supervisor must immediately report to the Village President any complaint or observation of conduct which may violate this policy. This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination.

9.02(c) Village Response

All reports describing conduct that is inconsistent with this policy will be investigated promptly. Employees who believe they have been subjected or exposed to discrimination or harassment prohibited by this policy have the right to have any such activity terminated immediately. The Village may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. The Village will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The Village might also conclude, depending on the circumstances, either that no violation of the policy occurred or that the Village cannot conclude whether or not a violation occurred.

In investigating and in imposing any discipline, the Village will attempt to preserve confidentiality to the extent that the needs of the situation permit and in order to conduct an investigation. Confidentiality cannot be guaranteed.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the Village will take corrective action, including discipline up to and including dismissal, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The Village may discipline an employee for any inappropriate conduct discovered in investigating reports made

under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of policy. If the person who engaged in harassment is not employed by the Village, then the Village will take whatever corrective action is reasonable and appropriate under the circumstances.

Employees are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation. Our policy provides for immediate notice of problems to the Village employees and officials listed above, so that we may address and resolve any problems without waiting for legal proceedings to run their course. However, employees may also file a charge of discrimination in writing with the Illinois Department of Human Rights within 180 days of the harassment and/or the Equal Employment Opportunity Commission at:

Illinois Department of Human Rights
100 W. Randolph St., Suite 10 100
Chicago, IL 60601
(312) 814 6200

Equal Employment Opportunity Commission
500 West Madison Street, Ste. 2800
Chicago, Illinois 60661-2511
(312) 353-2713

9.02(d) Policy Against Retaliation

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

9.03 Attendance Standards

Punctuality and regular attendance are essential to the proper and efficient operation of the Village. The Village relies on employees to come to work each day, to arrive on time, and not to leave work earlier than scheduled. Regular and timely attendance is an expected and essential part of every position at the Village. Without prior authorization from a Supervisor and/or Department Head, or an approved absence such as a prearranged vacation day or leave of absence, employees are expected to be at work every day. Excessive absenteeism, tardiness, leaving work early, or a suspicious pattern of such conduct (e.g., repeated absences on a particular day of the week, sick days repeatedly coupled with a regular day off), may result in disciplinary action.

Employees unable to report for work for any reason or needing to arrive late, or leave early must notify the employee's Supervisor or, in his/her absence, the Department Head, no later than one (1) hour before starting time.

The Village reserves the right to require a physician's release when an employee returns to work following a disability.

9.04 Absence Without Notice

To operate effectively, the Village asks that you keep us informed of your status when you are off work because of illness or accident from any cause. If you fail to notify us after two days of consecutive absence, the Village will presume you have resigned, and you will be removed from the payroll. Likewise, you must call your Supervisor periodically while off work due to short-term illness or accident, or the Village will presume you have resigned, and you will be removed from the payroll. If you must leave work for any reason before the end of your shift, you must inform your Supervisor.

9.05 Solicitation and Distribution

Solicitation of an employee or group of employees is prohibited during working time or during non-working time in areas where it will disturb other employees who are working. Distribution or circulation of printed materials by employees will not be permitted during working time or during non-working time in areas where it will disturb other employees who are working nor will distribution be permitted at any time, including working and non-working time, in working areas.

"Working time" is defined as all times when an employee is supposed to be engaged in performing work tasks, but does not include duty-free periods such as breaks or mealtime. "Solicitation" includes any oral or written communications made by an employee or group of employees to another employee or group of employees which encourages, advocates, demands or requests a contribution of money, time, effort or personal involvement or membership in any fund (charitable or otherwise), collection, athletic team, social, fraternal, religious, civic, or labor organization or type, or the purchase of merchandise, raffle, lottery or the like.

Solicitation and distribution by non-employees on Village property is strictly prohibited.

Violation of any of the above rules is proper cause for disciplinary action up to and including termination.

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9.06 Alcohol-Free and Drug-Free Workplace

The Village of Barrington Hills recognizes that alcohol and drug abuse in some workplaces has become a major concern. The Village believes that by reducing drug and alcohol use the Village will improve the safety, health and productivity of employees. The object of the Village of Barrington Hills' alcohol-free and drug-free workplace policy is to provide a safe and healthy work environment for all employees, to comply with federal and state health and safety regulations, and to prevent accidents.

The use, possession, manufacture, sale, transfer, purchase or being under the influence of intoxicating liquor, illegal drugs or other intoxicants by employees at any time on Village of Barrington Hills' premises or while on Village of Barrington Hills' business is prohibited. The illegal use of any drug, narcotic or controlled substance is prohibited. Employees must not report for duty or be on Village of Barrington Hills' property while under the influence of, or have in their possession while on Village of Barrington Hills' property, any intoxicating liquor, marijuana, drug or other intoxicating substance. This policy also prohibits the use of medically prescribed marijuana in the workplace or being under the influence of marijuana as a "qualifying patient" under the Illinois Compassionate Use of Medical Cannabis Pilot Program Act during the work day or work activities.

The Village of Barrington Hills requires all new hires to submit to a drug and alcohol test. The Village of Barrington Hills also may require existing employees to be tested for drugs and alcohol for reasonable suspicion, without notice. In any reasonable suspicion testing circumstance, the Village will transport the employee to the collection facility and await the completion of the test completion procedure. The Village will transport the individual back to the work premises, where a spouse, other family member or other individual will be contacted to transport the employee home.

Violation of this policy may result in discipline up to and including termination. In the event an employee who tests positive remains employed, the Village may require continued random testing in the future. Refusal to take a test is a violation of the policy that may result in immediate disciplinary action, up to and including termination.

Employees who admit the use of drugs and initiate treatment prior to discovery of such use by the Village will not be subject to discipline solely as a result of prior use of drugs. Such employees may be provided with counseling and referred for treatment. Employees who are confirmed by testing to have illegal drugs in their system in violation of this policy will be subject to discipline which may include discharge. Employees who admit to drug use following detection of a policy violation

will still be subject to disciplinary action. If employment is not terminated as a result of the policy violation and the employee is to be retained in the workforce, the employee may be required to pursue treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan [or the Employee Assistance Program (EAP)]. If an employee is offered rehabilitation, completion of the rehabilitation program will be a condition of continued employment, in addition to any follow up testing. Each situation will be thoroughly reviewed to determine the specific action to be taken concerning drug testing, discipline, treatment, and subsequent placement or termination.

The following definitions apply to this policy:

Drugs:
(1) Any illegal drug or substance, and
(2) Any legal drug or substance, such as alcohol or prescription drug, but which:
- is not legally obtained; and/or,
- is not being used for prescribed purposes; and/or,
- is not being taken according to prescribed dosages.

Drug and Alcohol Free: able to successfully complete a drug or alcohol test at any time while at work, i.e., having no traceable illegal drug or substance in one's system. This policy also expressly prohibits recreational drug use which could cause the employee to fail a drug screening while at work.

At the workplace (while at work): all times when an employee is:
- working, from the beginning to end of one's shift (including breaks);
- operating vehicles as part of one's job responsibilities, or,
- any time on Village property, whether or not in an official capacity.

9.06(a) Use Of Legal Drugs

Any employee who has taken a legal drug must report the use and nature of side effects of such legal drug to their immediate supervisor if the legal drug may cause drowsiness or if it may alter judgment, perception or reaction time or otherwise impair the employee's ability to safely perform the duties of the employee's job. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether or not the legal drug may have such a potential side effect. The information will be retained by the Village in a confidential manner and shall be disclosed only to persons who need to know. The employee's immediate supervisor, after conferring with the Department Head or Village President, shall decide whether or not the employee may safely continue to perform the job while using the legal drug, if the employee can be given other job duties which would be safe to perform, or if the

employee must be sent/taken home and benefit time used if available. Failure to disclose effects of the use of such legal drugs may be cause for discipline up to and including dismissal.

9.06(b) Notice Of Convictions

Any employee who is convicted of or assigned supervision or probation for violating any federal or state criminal drug statute in the workplace must notify, through the chain of command if an employee of the Village Police Department, or the Village President, if a Village employee, within five (5) days of such court action. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Village President may subject the employee to disciplinary action, up to and including dismissal.

9.07 Confidentiality

Village employees have access to resident information, Village business systems, future plans, and other information that the Village considers confidential. Maintaining this confidentiality is important to our position and our ability to achieve success and provide stability. It is mandatory that employees safeguard this information when accessing it, filing it properly when not in use, and discussing it only with those who have a legitimate business need to know or as otherwise required by law. You are obligated under the law to protect this confidential information even after you leave your employment.

9.08 Dress and Personal Appearance

Police Department:

Police personnel are governed by General Order 7001 – Uniform and Appearance Guidelines for police personnel.

Village Hall Personnel:

Employees are expected to maintain an appropriate appearance that is businesslike, neat and clean, as determined by the requirements of the work area. Dress and appearance should not be offensive to the public or other employees. Appropriate appearance includes:

A) Apparel: Generally, you should the wear appropriate, clean, pressed business attire.
B) Hair should be clean, combed and neatly trimmed or arranged.
C) Personal Hygiene: Good personal hygiene habits must be maintained.
D) Appearance needs to conform to community standards.

9.09 Smoking:

Consistent with the Smoke-Free Illinois Act, the Village's buildings and vehicles are designated as "NO SMOKING" areas. Smoking is only allowed in designated areas that are a sufficient distance from any entrance, exit, windows that open or any ventilation intakes that serve an enclosed area of any Village building.

SECTION X: VILLAGE PROPERTY/COMPUTER/PHONE SYSTEMS

10.00 Telephone Use

The Village of Barrington Hills' telephones are to be used for business purposes in serving the interests of our residents, the public, and in the course of normal Village of Barrington Hills' operations. All telephones shall be answered promptly and courteously. On occasion, personal calls may be necessary, but the Village asks your cooperation in limiting them to emergencies or essential personal business and in keeping them brief and during non-work hours.

10.01 Proper Business Use of Telephone and Computer Equipment

This policy is intended to provide guidelines for use of all Village information technologies and electronic communication resources, including electronic mail (e-mail), text messaging, telephones, cellular telephones, pagers, other portable communication devices, radios, voice mail, facsimiles, computers and related equipment, scanners, copy machines, and the Internet. This policy applies to new or emerging technologies and those not specifically named.

The Village's information technologies and electronic communications systems are the property of the Village provided at its expense. All information, files, documents and messages that are created, sent, received, accessed, or stored through these systems may constitute Village records. Employees specifically consent to the access by and disclosure to the Village of data, information, messages and other files created, sent, or received on the Village's systems which are stored by a third-party electronic communication service or remote computing service.

The Village's electronic communication systems are to be used in direct support of assigned duties and responsibilities in conducting Village business. Employees should not have the expectation that any such information or messages will be confidential, private, privileged or otherwise subject to any right of privacy. The Village of Barrington Hills reserves the right to monitor electronic communications (voice-mail, e-mail, Internet usage, etc.) to ensure that its policies are not violated. Personal use of these methods of communications, including but not limited to accessing the websites for non-business purposes (including the websites with sexually explicit or other inappropriate content) is prohibited.

Employees shall not use the Village's electronic communication systems to:

- Upload, or download, or otherwise transmit any illegal information or materials. Upload or download software or files not licensed by the Village or shared software through public domain.
- Download e-mail attachments from an unknown source.

- Gain unauthorized access to remote computers or other systems or damage alter, or disrupt such computers or systems in any way. Employees shall not, without authorization, use someone else's' code, or password, to gain access to that individual's computer or e-mail files. Employees shall not disclose anyone's code or passwords, including their own, or send any messages or material using any other code or password than their own. Employees are responsible for the content on the computer registered to their password.
- Enable, assist, or permit unauthorized third parties to neither have access to or use the Village's electronic communication systems, nor jeopardize the security of such systems.
- Conduct any illegal activities.
- Conduct non-job-related activities that are prohibited via the Village's communication systems including, but not limited to, games, sending junk e-mail, gambling or commercial ventures. Creating, possessing, copying, accessing, viewing, downloading, transmitting, or distributing, sexually explicit materials or materials disparaging of others, threatening, harassing, obscene, disruptive, of a profane nature, harmful to morale, or otherwise objectionable.
- Use that otherwise violates Village policies and conduct standards, including its policy against harassment in the workplace.

Disciplinary action, including immediate discharge, may result from any violation of this policy.

10.02 Use of Personal Computers for Work

The more prevalent and portable home computers become, the more convenient it will be for employees to use them for work purposes. This use of home computers will be authorized only under the following conditions:

A) Work on a home computer must be approved in advance by the Department Head.

B) The employee's home computer must have an active and current Anti-virus program of a quality approved by the Department Head.

C) All work done on an employee's home computer must be produced using software compatible with the Village of Barrington Hills' computer system.

D) Copies on CDs, diskettes, or memory stick USB flash drives of all files produced must be stored at the office.

F) No remote connection with the Village of Barrington Hills' computer system via modem will be permitted unless approved in advance by the Department Head.

10.03 Village Property, Job Files and Records

All data, documents, messages, files, records, calculations, drawings and correspondence produced by hand or by computer relating to any Barrington Hills project, including any documents or data copied to computer CDs, diskettes, or memory sticks, are the property of the Village and may not be removed from the office without permission from the Department Head.

Any work done for the Village at home or otherwise not at the Village offices should be approved by the respective Department Head and any files, records, calculations, drawings or letters produced shall be brought to the appropriate Village office on the next working day. If any of this data is produced on a portable or home computer, it must be produced using software compatible with the Village computer system and a copy of the files must be left in the office for our records.

Our records and files are an important part of conducting our business and must be kept current and available, no matter what the origin.

10.04 Workplace Inspections

The Village wishes to maintain a work environment that is free of illegal drugs, alcohol, unauthorized firearms, explosives, or other improper materials. The Village requires the cooperation of all employees in administering this policy. Desks, lockers and other storage devices may be provided for employee convenience, but remain the sole property of the Village. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the Village at any time, with or without prior notice. The Village also reserves the right to conduct searches and inspections of employees, employees' personal effects or Village-provided materials such as boxes, thermoses, purses, briefcases, desks, computer files, cabinets, file drawers, or packages without notice. If you refuse to submit to a search or are found in possession of prohibited articles you will be subject to disciplinary action, up to and including dismissal. The Village is not responsible for loss of or damage to personal property on the job.

10.05 Workplace Violence

It is the objective of the Village of Barrington Hills to ensure the safety and well-being of its employees and individuals conducting business with the Village. Therefore, the Village has established a zero-tolerance policy for any violent acts or threats directed by or toward any Village employee or individuals conducting business with the Village. This policy applies at all times during which an employee is conducting Village business, during working hours, and on Village property.

Violence includes, but is not limited to:

- Any physical behavior that involves aggressive physical contact with any other person, including pushing, hitting, fighting, throwing objects or otherwise intentionally injuring another person or attempting to injure another person;
- Any physical behavior that would place a reasonable person in fear of receiving imminent physical injury or other aggressive physical contact of the sort described above;
- Possession of a weapon during work duties or in any work area, including in Village vehicles, such as a gun, knife, razor, or other instrument that could be used as a weapon that is not used in the workplace or performance of duties or is used in a manner inconsistent with such duties;
- Verbal behavior which involves threatening physical harm, either directly or implicitly, against any person;
- Any act of vandalism or other intentional damage or destruction of Village or private property.

Workplace violence also includes instances where a non-employee makes such acts or threats against an employee.

10.05(a) Responsibility of Individual Employees

Employees who become aware of any violence or threat of workplace violence, whether by an employee or non-employee, are required to immediately report such action to his/her supervisor. Employees should not confront the person against whom a complaint is lodged.

10.05 (b) Responsibility of Supervisory Employees

If a Supervisor receives a complaint, it is his/her responsibility to notify the Supervisor as soon as is reasonably possible. All complaints must be given a high priority and an investigation of the incident will be initiated.

This policy prohibits retaliation against individuals who oppose or report any workplace violence or threat, or testifies, assists, or participates in an investigation of or hearing concerning allegations of threats of violence.

Violations of this policy may result in disciplinary action up to and including immediate termination of employment.

Employees should also understand that such behavior may constitute criminal conduct and may result in criminal prosecution.

SECTION XI: USE OF VILLAGE PROPERTY

11.01 Personal Use Prohibited

Village policy precludes lending of Village equipment, tools, and vehicles for personal use.

SECTION XII: RECEIPT AND ACKNOWLEDGEMENT

I acknowledge that I have received, read and understand the Village of Barrington Hills Handbook / Personnel Manual.

The Manual contains policies and rules which apply to me. I agree to read the Manual and follow it during my employment with the Village of Barrington Hills. I further understand it may be amended at anytime and I realize that changes will be provided to me in a timely fashion.

I understand that nothing contained in this Manual in any way establishes a contract between the Village and me. I also acknowledge that unless specifically modified by a written employment agreement, or the explicit terms of a Collective Bargaining Agreement, my employment with the Village is at will, meaning it is not for any specified duration, and either the Village or I may terminate the relationship at any time for any reason, with or without advance notice or cause.

Employee Signature Date

_____

Employee Name (Printed)