



Village of
WILLOWBROOK

EMPLOYEE HANDBOOK

EFFECTIVE 2023

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Introduction



SECTION 1.0 WELCOME

As a new employee, the Village of Willowbrook appreciates that you must master the details of your new job and must become acquainted with new people, new surroundings, and different working conditions. As an employee, this Employee Handbook, commonly referred to as “the Handbook” may serve as a reminder of important practices and policies, the many benefits provided to you as an employee, your employee responsibilities and other important matters.

SECTION 1.1 COMMITMENT TO EMPLOYEES

The Village of Willowbrook is committed to providing a sense of belonging to all employees, fostering a work environment of mutual trust, respect, dignity, and encouraging a collective commitment to excellence. It is the Village’s belief that it will achieve these goals through the employment of individuals who care about their jobs, take pride in themselves and their contributions, and understand the importance of teamwork.

SECTION 1.2 AUTHORITY OF THE HANDBOOK

This Handbook supersedes all previous Handbooks and all management memos that may have been issued in the past on the subjects covered. Policies and procedures outlined within this Handbook are in effect beginning 02/14/2023. It will answer many of your questions and provide a continuing source of information. Please read this Handbook carefully and keep it handy for future reference. The Department Directors and the Village’s Administrator’s Office staff are available to answer any questions you may have about this Handbook. To support the Village’s efforts to communicate important information regarding the employment relationship, you will be required to sign, upon hire and from time to time, a statement acknowledging receipt and notice of this Handbook.

It is also important for you to understand that the information contained in this Handbook is presented as a guide and is not intended to address every aspect of the employment relationship. This Handbook is not a contract, and its contents should not be interpreted as a contract between the Village and you or any of its employees.

The Village reserves the right to modify, suspend, terminate or change any or all of the contents of this Handbook.

SECTION 1.3 COMPLIANCE WITH LOCAL LAWS

The policies of this Handbook apply to all Village employees. However, sworn members of the Police Department are also subject to the rules and regulations of the Board of Police Commissioners, rules and orders of the Police Department, as well as provisions of Illinois statutes governing sworn police employees. While the Village believes that this Handbook complies with all such laws, to the extent there is a conflict between the terms of this Handbook and requirements imposed by any applicable law or ordinance, the Village will fully comply with the law or ordinance. Additionally, Village departments may establish working regulations and operating procedures to supplement the policies set forth in this Handbook.

SECTION 1.4 COMPLIANCE WITH COLLECTIVE BARGAINING AGREEMENTS

Certain employees of the Village are represented for purposes of collective bargaining by a union. Employees within the bargaining unit are covered by a written union contract, also known as a “collective bargaining agreement.” Many of the policies and benefits described in this Handbook apply to both union and non-union employees. However, in the event that there is any discrepancy between the information contained in this Handbook and matters contained in a collective bargaining agreement, the provisions of the collective bargaining agreement will control. In addition, this Handbook is not intended to and does not confer any benefits, compensation, or rights of any kind to union-represented employees that are greater than or extend beyond those required by the collective bargaining agreement.



General Employment Practices



SECTION 2.0 EQUAL EMPLOYMENT OPPORTUNITY

The Village is strongly committed to creating and preserving equal opportunity for all employees and applicants. The Village makes all employment decisions – including recruitment, hiring, compensation, training, promotion, transfer, discipline, termination, and other personnel matters – without regard to race, color, ancestry, religion, sex, national origin, age, disability, genetic information, veteran status, marital status, sexual orientation, or other legally protected characteristics or conduct. The Village's strong commitment to equal opportunity requires a commitment by each individual employee. Compliance with the letter and spirit of this policy is required of all employees. Violations of this policy should be immediately reported to your supervisor.

All recruitment, selection, placement, and training decisions made by the Mayor and Village Administrator will be based upon the job-related qualifications and abilities of the candidates. Any employee having an equal employment opportunity question, problem or complaint should communicate his/her concern to his/her supervisor, Department Head, or to the Village Administrator.

SECTION 2.1 AT-WILL EMPLOYMENT STATUS

Employment with the Village for non-union employees is “at-will.” This means that the Village has the right to terminate your employment at any time, with or without cause or advance notice, and you have the same right. Violation of any of the rules or policies in this Handbook may result in discipline, up to and including termination, depending on the circumstances. There is no requirement that employees be warned or suspended before being terminated.

2.1.1 Job Duties

The Village Administrator may, at any time, with or without notice, alter or change the responsibilities of a particular position, reassign or transfer job positions, or assign additional job responsibilities to an employee. From time to time, employees may be asked to work on special projects, or to assist with other work necessary or important to the operation of a team, work unit, department or the Village. Employees' cooperation and assistance in performing additional work is expected and appreciated.

2.1.2 Reclassification

Positions may be reclassified to a higher or lower position when the knowledge, skills, abilities and job responsibilities necessary to perform the job have changed enough to warrant such a reclassification. Positions may be reclassified contingent upon the recommendation of the supervisor for the position and approval by the Village Administrator. There is no six (6) month pay adjustment eligibility for reclassified positions.

SECTION 2.2 EMPLOYEE RECRUITMENT, SELECTION AND APPOINTMENT

Applicants for original appointment to a position or current employees applying for promotion or lateral movement shall be considered for such positions based on their qualifications, including such factors as job related education, experience, skills, and knowledge. No recruitment shall commence without the Mayor and Village Administrator's approval.

Recruitment and selection processes will be administered in such a manner as to provide equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Timely requests for accommodation during an application/interview process will be reviewed upon request and provided where reasonable. Village staff will ensure that disabled persons enjoy the same opportunities via reasonable accommodation as non-disabled employees and applicants to participate in and benefit from Village programs, services and activities.



2.2.1 Application for Employment

In general, applicants for Village employment are required to follow the instructions as outlined in the job posting. The application/resume shall include complete information relating to the applicant's experience, training, and other relevant qualifications for the position. Unless otherwise authorized by the Village Administrator or designee, the Village does not reimburse an applicant for travel, lodging, lost wages or related expenses resulting from the application process. Any evidence that an applicant, whether an internal applicant or one from outside the Village, falsified information, made fraudulent statements, or failed to provide all of the required information may be subject to discharge and/or disqualified from consideration for employment. Applicants may be also required to participate in an examination process demonstrating their capabilities prior to employment.

All offers of employment are conditional upon successful completion of a background check and pre-employment drug screen. Applicants may also be required to participate in an examination process demonstrating their workplace capabilities prior to employment. The results of these screenings and/or examinations are kept confidential, along with any medical information provided by or about an employee prior to or following an offer of employment, except to the extent disclosure is required pursuant to court order or lawfully issued subpoena.

2.2.2 Recruitment

It is the general policy that vacancies will be posted and open to current employees. These postings will typically appear on the Village's website and other applicable recruitment sources. The recruitment process, including the public posting of vacancies, may be altered with the approval of the Village Administrator.

2.2.3 Examinations and Testing

During the selection process for a position, examinations, assessment centers, tests and examples of work are some selection tools that may be used in determining an applicant's qualifications. Such tools may be written, oral, physical, a demonstration of a skill, or a combination thereof.

2.2.4 Candidate Interviews

Selected candidates for a position may participate in an interview process, which shall cover any relevant subject matter related to a candidate's qualification for the position being sought.

2.2.5 Background Investigation

Candidates offered a conditional offer of employment will be required to submit to a background investigation by either the Village or a third-party vendor. In all circumstances the Village will comply with the rights and notification requirements outlined in the federal "Fair Credit Reporting Act."

2.2.6 Conditional Offer of Employment

Successful candidates emerging from an evaluation process will be provided with the terms of the Village's offer of employment, conditioned upon successful completion of any required background check and medical examinations. Conditional written offers shall specify the terms of employment (e.g., starting date, rate of pay, the process for future increase and benefits) and any requirements to be satisfied (e.g., acquiring a license, certification, or requiring courses of study, etc.) within a given timeframe.

2.2.7 Drug Screening and Physical

Final candidates for all positions within the Village are required to submit to a drug screen as part of their condition of employment. If the test reports a negative or inconclusive test finding that qualifies the specimen as dilute or suspicious (e.g., unusual temperature) the Village shall require the candidate to submit to a re-test. A refusal to resubmit to additional drug testing shall be treated as a failed result.



Final candidates for certain positions may also be required to pass a physical examination conducted by a Village designated occupational medical health provider as part of their condition of employment. In some cases, certain positions may be exempt from the physical examination portion due to special circumstances such as the shortness in length or term of employment or the nature of the physical demands of the position. All such exemptions require the approval of the Village Administrator's Office. As prescribed under privacy provisions of the American with Disabilities Act (ADA), all employees medical records are kept strictly confidential and are maintained in a centralized and secure location within Village Administrator's Office. Individual employee medical records are only available on a need-to-know basis and shall be done in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

2.2.8 Authority

The Mayor, with the advice and consent of the Village Board of Trustees, is the appointing authority for the Village Administrator. Except as otherwise may be provided by the Village Code of Ordinances, such as employees and officers that are appointed by the Mayor with the advice and consent of the Village Board of Trustees, and except for the appointment and removal of the Village Police Chief and Deputy Police Chief(s), and those Village employees and officers where appointment and discharge is under the jurisdiction of the Village Board of Police Commissioners, the Village Administrator and Mayor shall be responsible for and have the authority to recruit, interview, employ, promote, discipline or terminate all other Village employees.

SECTION 2.3 PROBATIONARY PERIOD

2.3.1 Duration for Probationary Period

The probationary period is a period during which all new and promoted employees are given an opportunity to demonstrate their ability to perform the requirements of the position for which they have been hired or to which they have been promoted. This period is 12 months for new employees (except Police Officers) and 6 months for promoted employees. The employee's Department Head shall determine if the employee has successfully completed the probationary period.

At such times during the probationary period and in such manner as the Department Head may require, the employee's supervisor will make a report regarding the quality of the employee's work. The probationary period may be extended, at the Village's discretion, if the probationary employee requires an extended leave of absence. After six (6) months of the probationary period, a probationary employee may be eligible for a pay adjustment based on their supervisor's recommendation and approval of Department Head and Village Administrator. After satisfactory completion of the twelve (12) month probationary period, an employee may be eligible for a pay adjustment, based on their supervisor's recommendation and with the approval of the Department Head and Village Administrator. If a probationary employee's probationary period is extended beyond twelve (12) months, then the employee will be eligible for the above described twelve (12) month salary adjustment, only if and when the employee satisfactorily completes the probationary period. If the employee satisfactorily completes the probationary period, a salary adjustment may be retroactive to the end of the original twelve (12) month probationary period if the supervisor so recommends and approval is granted by the Department Head and Village Administrator.

This probationary period does not change the employee's at-will nature of employment. An employee may be terminated prior to the completion of the probationary period for any reason. In addition, successful completion of the probationary period does not grant property rights to the position, nor does completion of the probationary period create a contract or right to future employment with the Village.



2.3.2 Probation for Promoted Employees

Upon promotion, a regular employee will become a probationary promoted employee and shall be required to successfully complete a six (6) month probationary period before becoming a regular employee in the position to which the employee has been promoted. The probationary period for promoted employees shall begin on the employee's first day of work in the position to which the employee has been promoted. Accrued annual leave may be taken during this time. Promotional probationary employees will continue to accrue annual and sick leave during their probationary period.

The probationary promotion period may be extended if the probationary employee requires an extended leave of absence, for whatever reason, during that period. The Department Head may extend the probationary period for the same period of time as the leave of absence.

SECTION 2.4 PROMOTION OR EMPLOYMENT OF RELATIVES

Relatives of elected or appointed Village officials are disqualified from employment with the Village. Relatives of Village employees will only be considered for employment if the employment is consistent with the guidelines below. The Village will not consider or accept such applications of relatives if the employment of an employee's relative would result in the types of prohibited employment relationships identified below:

- A supervisor/subordinate relationship would or could reasonably exist between a relative and an employee. If a direct supervisory or managerial relationship would or could reasonably be established, relatives of the current employee cannot be considered as applicants for an open position. This provision may be waived by the Village Administrator, following the recommendations of the Department Director, if it is determined that the best interests of the Village would be served.
- The employment of a relative would create an actual conflict of interest or the appearance of a conflict of interest based on the nature and responsibilities of the open position.

If employment of an immediate family members exists, or is later established (e.g., marriage), and an actual or potential conflict arises, the Village Administrator and the appropriate Department Director(s) will work to resolve the conflict by conciliation, transfer or other appropriate action, including termination. These situations will be resolved on a case-by-case basis.

Elected Officials: Mayor and Village Trustees.

Appointed Officials: All those currently holding appointive office in the Village of Willowbrook on any Boards, Commissions or committees of citizens (e.g., ad hoc committees) that are created by Village ordinance or resolution.

Relatives: Persons including husband, wife, domestic partner, father, mother, daughter, son, sister, brother, grandmother, grandfather, grandson, granddaughter, first cousin, niece, nephew, aunt, uncle, stepmother, stepfather, stepson, stepdaughter, stepbrother, stepsister, step grandparent. In addition, any of the above listed related to your spouse or child, i.e., your spouse's uncle.

SECTION 2.5 EMPLOYMENT OF ELECTED OFFICIALS

Due to actual and perceived conflicts of interest, the Village will not consider the applications for employment of elected Village officials or officials of any other level of government or political party that appears on an election ballot within the Village while they are in office or for one year after they leave office, except as otherwise provided by law.



SECTION 2.6 REQUESTS FOR INFORMATION REGARDING CURRENT OR FORMER EMPLOYEES

During the course of business, it is common to receive inquiries from third parties requesting various information regarding current or former employees. In the event of such an inquiry, it is generally the Village's policy to limit its response to confirm position title, and dates of employment. However, there may be circumstances when additional information is released under the following circumstances:

- When the employee has specifically authorized in writing the release of information;
- When the Village is legally obligated to provide the information;
- When information is needed by vendors which are or may be providing health benefits to employees when disclosure is authorized under the Village's HIPAA policy.

It is also common for current or former employees to identify current and former supervisors and co-workers as references on applications for employment or to request letters of recommendations. The Village supports current and former employees in their efforts to achieve their career goals and generally respond to such requests. If the employee being asked to serve as a reference is uncomfortable responding to the request or the feedback regarding the employee is sensitive in nature, please contact the Village Administrator's Office for additional guidance.

There is certain employment information under the Freedom of Information Act (FOIA) and the Personnel Record Review Act that the Village is obligated to release. In the event discipline is released to a third party, the employee will be notified in accordance with the requirements outlined in the relevant statutes.

SECTION 2.7 OUTSIDE EMPLOYMENT

The Village reserves the right to restrict outside employment. Employees of the Village may take additional jobs outside of their employment with the Village if certain criteria are met and the employee is not in a light duty or leave of absence status. Employees who are engaging in outside employment are to request approval from their Department Director to ensure there are no conflicts with the duties of their Village held position. Permission to work a second job will normally not be denied or revoked so long as the outside employment presents no real or apparent conflict of interest with Village work or goals, and so long as the employee's work for the Village does not suffer because of such outside employment. Generally, employees may engage in secondary employment if all three of the following conditions are met:

- The job presents no conflict with Village working hours;
- The employee's efficiency is not impaired as a result of the other job; and
- There is no conflict of interest between the employee's Village position and the outside job.

On occasion, certain departments may request employees from other departments sign up for extra details (e.g., snow plowing). Only non-exempt employees will be eligible to sign up for these types of work assignments outside of their department. Any exceptions to this policy may be approved by the Village Administrator.



Administrative Policies



SECTION 3.0 CONFIDENTIALITY

The Village must maintain the confidentiality of various business records and information. All employees are strictly prohibited from using, copying, or disclosing confidential information, except as necessary to perform their job duties for the Village. Confidential information includes all business and financial records or information regarding the Village; information or records regarding any of its past or present employees; correspondence or contracts with any manufacturers, distributors, or other entity; or operating policies or procedures of the Village. All employees are expected to comply strictly with this policy both during and after their employment with the Village.

SECTION 3.1 CODE OF ETHICS

All employees and elected officials shall observe all rules and standards described in the Village's Code of Ethics. All employees shall comply with these rules and are responsible for reading the Village's Code of Ethics, and staying informed and current with any revisions or amendments to the Code which may be approved by the Board of Trustees. Ignorance of the Village's Code of Ethics will not be a defense to discipline imposed for a violation of the Code.

3.1.1 Ethical Conduct and Behavior

To maintain a safe and productive work environment, certain guidelines and expectations pertaining to employees' conduct must be followed.

3.1.2 Gifts to Village Personnel

The Village, as an institution of public confidence, is sensitive to any appearance of reward or favoritism. No public official or public employee shall solicit or accept any gift from any person.

Employees are prohibited from receiving rewards, gifts or any other compensation from individuals or organizations which is in violation of the State Officials and Employees Ethics Act under state statute. For questions regarding the prohibitions of the Act, please refer to the Village Administrator. Additionally, employees should not solicit or seek donations or contributions on behalf of other employees for gifts, sales of products or services, flowers or other reasons except with the prior approval of the Village Administrator (or designee).

3.1.3 Statement of Economic Interest

Certain Village employees are required to file an annual Statement of Economic Interest in accordance with 5 ILCS 420/4A et seq. Employees are to be referred to the applicable Illinois and DuPage County (<https://ei.dupageco.org/SEI/Login.aspx>) statutes for the current definition of who must file and procedures for doing so. Filing remains the ultimate responsibility of the individual employee.

SECTION 3.2 EMPLOYEE SAFETY

The Village Administrator (or designee) shall make reasonable efforts to promote among Employees and in the department's maximum standards for on-the-job safety. All employees shall be responsible for performing work assignments in the safest manner possible. Prime consideration shall always be given to safety in all work situations.

The Village may require an employee to undergo a medical examination by a doctor of the Village's choosing and at the Village's expense when the employee's Department Director reasonably believes, based on objective evidence, that the employee is unable to perform his/her essential job functions, or the employee will pose a direct risk to him/herself or others.



SECTION 3.3 LOCAL GOVERNMENT EMPLOYEES' POLITICAL RIGHTS

The Village of Willowbrook respects the right of employees to engage in political activities. However, employees shall restrict political campaign activities to non-working time and shall not be in any uniform that identifies the employee as an employee of the Village while engaging in political campaign activities. As such, no employee shall engage in political activities during working hours, or while on duty, or while wearing or utilizing any equipment, wearing apparel or supplies owned or provided by the Village. Employees engaged in political activity shall not represent that such activity is on behalf of the Village. Village property shall not be used to advance political campaigns, nor shall campaign propaganda be posted or displayed on Village property or vehicles. No employee may use his or her official position to coerce or inhibit others in the free exercise of their political rights. Any employee found violating this policy will be subjected to disciplinary action, up to and including termination.

Please note that these prohibitions do not apply to workplace union, collective bargaining or grievance activities pertaining to wages, hours or working conditions.

SECTION 3.4 SMOKE FREE WORKPLACE

In accordance with the Smoke-Free Illinois Act and the Village's intent to provide a healthy work environment, smoking is prohibited within all buildings and Village owned vehicles. This policy also extends to electronic cigarettes and tobacco substitutes.

SECTION 3.5 IDENTITY PROTECTION AND THEFT PREVENTION

The Village complies with the Red Flag Rules, 16 CFR § 681, in order to detect, prevent and mitigate identity theft by identifying, detecting, and responding to identity theft red flags and the Illinois Identity Protection Act, 5 ILCS 179/1 et seq., in order to protect social security numbers (SSN) from unauthorized disclosure.

Improper disclosure of protected personal identifiers such as social security numbers may contribute to identity theft and any number of resulting credit problems. The Village has adopted this Policy to protect social security numbers from unauthorized disclosure. In accordance with the Illinois Identity Protection Act, only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents. All employees with access to social security numbers in the course of their job duties must undergo training to protect the confidentiality of the social security numbers.

Only employees who are required to use or handle information or documents containing SSN's may access such information or documents. Any request for social security numbers from an individual shall be accomplished in a manner which allows the social security number to be easily redacted if a document is required to be released as part of a public records request.

Any request for social security numbers from an individual shall include a statement of the purpose or purposes for which the social security number is being collected and used. Violation of the provisions of this policy shall be grounds for discipline up to and including dismissal.

If you have questions about this policy or would like to report a violation (free of retaliation), you are encouraged to contact your Department Director (or designee). Any individual found to be in violation of this Policy will be subject to disciplinary action (no matter when discovered).

Employees are prohibited from:

- A. Posting or displaying SSN;
- B. Printing the SSN on any card required to access products or services;



- C. Requiring transmission of SSN over the internet, unless using a secure connection or an encrypted file;
- D. Printing the SSN on any mailed materials;
- E. Collecting, using or disclosing a SSN from an individual unless required to do so under State or Federal law, rules, regulations, or such use is necessary for the performance of an employee's duties and responsibilities;
- F. Disclosing SSN in Freedom of Information Act responses;
- G. Embedding or encoding SSN

SECTION 3.6 WORKPLACE INSPECTIONS

Employees do not have an expectation of privacy as to any Village property. The Village reserves the right to search with or without notice any employee's office, desk, files, locker, computer, e-mails, voicemails, technology, vehicle or any other area or article on Village premises. It should be noted that all offices, desks, files, lockers, and so forth, are the property of the Village and are issued to employees for business use and only during their employment with the Village, at any time, including Village vehicles, whether or not such property is locked or unlocked and whether or not the lock is Village owned or employee owned. Searches and inspections may be conducted at any time at the discretion of the Village consistent with the Village's administrative authority. The Village retains duplicate sets of keys for all desks and the cabinets. Employees are advised not to keep confidential and personal information, materials or belongings on Village property or stored in Village computers. Refusal to submit to a search or inspection can lead to discipline, up to and including termination of employment. Possession of prohibited articles such as illegal drugs, alcohol, unauthorized firearms, explosives, or other improper materials may also result in discipline, up to and including termination of employment.

SECTION 3.7 ATTITUDE AND APPEARANCE FOR WORK

A friendly and courteous attitude by Village employees toward the public is required at all times. Similarly, employees are expected to deliver prompt, thorough, and efficient service to the public to the best of their ability. All employees are required to maintain a neat and clean personal appearance including clothing, personal hygiene and grooming appropriate for the position held and in conformance with the established dress code of their individual department.

All employees are required to maintain a clean, well-groomed appearance in conjunction with the position they hold, suitable for the work they perform and reflects favorably on the Village's image and identity. Uniformed and field positions must wear appropriate attire, and footwear.

If an employee reports to work in an unkempt or disheveled appearance or uniform, he/she may be sent home without pay and/or otherwise subject to appropriate disciplinary action.

It is the responsibility of the supervisors to monitor employees' dress, personal appearance and hygiene within their respective departments. An employee's immediate supervisor will discuss the subject of personal appearance or personal hygiene with the employee if it is felt that appearance or hygiene does not positively reflect the image of the Village.

SECTION 3.8 LOSS OF PERSONAL PROPERTY

Employees should maintain control of their personal property at work at all times. Articles of personal property that are found should be returned to the property owner or turned in to a supervisor. The Village assumes no responsibility for loss, damage to or theft of personal belongings on Village premises. Employees are advised not to carry large sums of money or other valuables with them to work or while working.



Employees suffering damage or loss of personal belongings because of an on-the-job accident should report the incident immediately to their supervisor. Determination of payment for costs incurred due to such accidents will be made in consultation with the Village Administrator's Office. Personal cell phones damaged on the job will generally not be replaced or paid for by the Village.

SECTION 3.9 EMPLOYEE RECORDS AND REPORTS

A complete record of all personnel actions will be maintained on each employee by the Village. Each file will include an application, reference letters, appointment notification, performance evaluations, personnel actions, earned benefits, commendations and other relevant information. Employees should ensure that their personnel file is accurate and up to date by immediately notifying their supervisor of changes of address, telephone number, marital status, dependents, and educational qualifications.

The procedure for employees to inspect their personnel file is governed by the Illinois Personnel Record Review Act (820 ILCS 40/1 et seq.). Employees may arrange to review their personnel file by contacting the Personnel Administrator. Those seeking to do so shall provide (7) days written advance notice by completing the "Request to View Personnel Records" form located on the Employee Services page of the EIC and submitting it to the Village Administrator's Office. Viewing of the file shall take place within a Village-owned office, and in the presence of an individual appointed by the Village to maintain the files. Records will be for official use only. In no instance will an employee be allowed to remove materials from his/her personnel file. If an employee disagrees with information contained in his or her personnel file, the employee can submit a written statement to be inserted in their file explaining his/her position, in compliance with the Illinois Personnel Record Review Act. and submitting it to the Village Administrator's Office. Viewing of the file shall take place within a Village-owned office, and in the presence of an individual appointed by the Village to maintain the files. Records will be for official use only. In no instance will an employee be allowed to remove materials from his/her personnel file. If an employee disagrees with information contained in his or her personnel file, the employee can submit a written statement to be inserted in their file explaining his/her position, in compliance with the Illinois Personnel Record Review Act.

SECTION 3.10 CHANGE OF DEPENDENTS OR MARITAL STATUS

Any change of dependents (i.e., births, adoptions, changes in custody) or marital status (i.e., marriage, divorce, civil union) must be reported to the Village Administrator's Office in writing within 30 calendar days of the occurrence. Failure to report changes within 30 calendar days may result in the loss of health care benefits of the dependent and/or spouse. If timely notification of dependent and spousal changes is not made, the employee will have to wait for the next open enrollment period to properly enroll said dependents. The Village highly recommends employees who experience life events review their beneficiaries of all life insurance, investments and pension benefits at that time.

SECTION 3.11 CHANGE OF ADDRESS AND PHONE NUMBER

An employee must promptly notify their Department Director and the Village Administrator's Office in writing of any change of home address or telephone number. Employees are responsible for updating and verifying their contact information for their respective benefits, including but not limited to, pension and ICMA-RC.



Employee Conduct



SECTION 4.0 EMPLOYEE CONDUCT AND DISCIPLINE

It is expected that all employees' conduct and performance will conform to general standards of good conduct, professionalism, and business ethics, the requirements of the job, published and common-sense health and safety rules and practices, and applicable federal, state and local laws, rules, and regulations. All employees are expected to conduct themselves and behave in a manner which is conducive to the efficient operation of the Village. The Village strives to maintain a safe and pleasant working atmosphere for its employees, and expects all employees to observe the Village's rules, procedures and policies. All actions taken by employees should be in the public interest, as opposed to the individual or personal interest of the employee.

Whenever conduct of an employee falls below a desirable standard, Supervisors will point out, via oral and/or written reporting, the deficiencies at the time they are observed. Corrections and suggestions should be made in a constructive and helpful manner in an effort to elicit the cooperation of the employee. An employee may be put on a performance improvement plan and/or 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, unacceptable attendance, failure to protect the interest and safety of the Village and of all employees, or other violations of reasonable rules of conduct and expectations.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of conduct that may result in disciplinary action, up to and including termination of employment. This list is not all inclusive and incidents requiring discipline will be handled on a case-by-case basis:

- A. Negligence or improper conduct leading to damage of Village-owned or resident-owned property;
- B. Failure to follow any federal, state, or Village law, rule or regulation while on duty or while in or on Village property or engaging in unlawful activity while on duty or while in or on Village property.
- C. Insubordination or other disrespectful conduct toward the public, Village officials or other employees;
- D. Violation of safety or health rules;
- E. Falsifying any Village records, including, but not limited to, time sheets, medical forms, student records, and employment applications, or other fraudulent statements or actions involving Village records or business activities
- F. Possession, use or distribution of alcohol or drugs during working hours.
- G. Possession or use of illegal substances on or off Village property.
- H. Reporting to work or working under the influence of alcohol or drugs.
- I. Physical or verbal abuse of another employee; physical violence, threats or intimidation; Sexual or other unlawful harassment;
- J. Possession of dangerous or unauthorized materials, such as explosives or firearms in the workplace (or any violation of the concealed carry laws or postings);
- K. Excessive absenteeism, tardiness;
- L. Unauthorized use of telephones, mail system, computers or any other Village-owned equipment, supplies or facilities;
- M. Unauthorized disclosure of privileged or customer proprietary information or confidential information;



- N. Unsatisfactory performance or conduct or inability to perform the requirements of the position;
- O. Improper or unauthorized use of Village vehicles, equipment or supplies;
- P. Accepting or soliciting bribes;
- Q. Sleeping while on duty; using scheduled work time for activities other than job performance unless permission has been granted for those activities by the supervisor;
- R. Any action which reflects discredit upon the Village or is a direct hindrance to the effective performance of the Village's operations.
- S. Failure to comply with any other Village policy or procedure as described in the Handbook or as otherwise communicated from time to time by the Village, or other misconduct as determined by the Village. Offensive, inappropriate or negative attitude, conduct or language directed toward the public (and/or in their presence).
- T. Theft, participating in a theft or attempted theft of Village property or property of any employee, resident, or visitor to the Village.
- U. Signing or swiping in or out for another employee or letting someone else sign or swipe in or out for you.
- V. Incompetence, negligence, inefficiency, failure or inability (with or without a reasonable accommodation if disabled) to perform the essential job duties required of the employee's position or class.
- W. Failure to do work assigned.
- X. Repeated absenteeism or tardiness.
- Y. Leaving job during working hours without permission.
- Z. Claiming sick leave under false pretenses or otherwise misrepresenting reason for time off or use of other benefits.

Repeated or chronic violation of the Village's policies or guidelines. The Village retains the sole discretion to determine what qualifies as inappropriate conduct and the form of discipline warranted in each situation and supports the use of progressive discipline procedures. Progressive discipline includes, but is not limited to, coaching sessions, verbal warnings, written warnings, suspension, and performance improvement plans. The Village reserves the right to administer any disciplinary actions on a case-by-case basis, giving consideration to the type and frequency of the misconduct at issue. Further, the at-will nature of the employment relationship between the Village and its employees allows the Village to terminate an employee at any time, with or without cause, for any or no reason and with or without notice.

Furthermore, it shall be the responsibility of the employee's Supervisor and/or the Department Director, as applicable, to document and record any and all violations of conduct by any employee. Documentation of infractions shall be retained in the employee's personnel file and under the jurisdiction of the Village Administrator's Office.

Forms of Discipline

Disciplinary action may involve any of the following. This list is not all-inclusive, and steps may be skipped within the discretion of management and/or language within a collective bargaining agreement, if applicable, based on the circumstances involved:



A. Reprimand

The reprimand is usually issued, orally or in writing, when an employee's performance or conduct does not meet acceptable minimum standards. Generally, criteria for improvement of performance will be detailed and time limits set for accomplishment of acceptable performance.

B. Transfer

An employee may be involuntarily transferred where the employee's performance in their assigned position is below the acceptable minimum and where the supervisor determines that the employee's particular skills might be better utilized in a different position. No reduction in grade or regular base salary will occur when a transfer is made, but future increases may be delayed or curtailed for an indefinite period of time.

C. Demotion

Demotions for disciplinary reasons may be necessary in situations where an employee's work and/or behavior is unsatisfactory but does not merit dismissal. Such employees may be retained and assigned less responsible work and shall serve a performance evaluation period in the new position in accordance with the probationary conditions stated in this Handbook.

When a Department Head believes that a demotion is in order as a result of misconduct, poor quality of work, infraction of rules, or for other cause, the Department Head shall request that such action be taken by the Village Administrator.

D. Suspension

Any action on the part of the employee which is in violation of the orders of their supervisor or contrary to Departmental or Village rules, but not serious enough to warrant dismissal, may be suspended without pay. This power is exercisable by the Village Administrator. Prior to a suspension without pay, an employee shall be entitled to a pre-disciplinary hearing at which time the employee will be able to present any evidence in defense of the charges.

When a Department Head is suspended, the Village Administrator shall notify the Village Board in writing.

E. Dismissal

Serious or repeated misconduct or failure to satisfactorily perform the employee's job duties, may warrant dismissal. The notice of dismissal shall be in writing and shall state the specific charges and reasons for dismissal. Prior to dismissal, an employee shall be entitled to a pre-disciplinary hearing at which time the employee will be able to present any evidence in defense of the charges.

SECTION 4.1 ANTI-WORKPLACE VIOLENCE

The Village is committed to providing a safe and comfortable working environment for its employees. The Village is committed to promptly responding to situations which are brought to the attention of management and appear to raise the potential for violent behavior. Any employee who attempts to intimidate or commits an act of violence toward any other Village employee, customer, or vendor, or subtly or directly threatens or hints such action, will be subject to discipline, up to and including termination.

SECTION 4.2 WEAPONS AND FIREARMS IN THE WORKPLACE

The Village's policy is to maintain a work environment that is free of the possession and use of firearms, explosives, other weapons, or materials employed as a weapon. The Village requires the cooperation of all individuals working on behalf of the Village in complying with this policy.

Violations of the policy may lead to disciplinary action, up to and including termination.



No employee, or contractor, shall carry, wear, or otherwise possess, control, transfer, sell, give, deliver, accept, or use any weapons or materials employed as a weapon at any time on and off Village property in work areas, while performing work duties, or while operating Village equipment or vehicles. Willowbrook Police Officers are exempt from this restriction, as it relates to the performance of their job duties as law enforcement officers.

4.2.1 Concealed Carrying Prohibited

In addition to the prohibition on weapons in all Village work areas, Village facilities are a “prohibited area” under 430 ILCS 66/65 (a) (5) of the Illinois Firearms Concealed Carry Act and thus concealed carrying in or on any Village facility is not authorized by law, regardless of whether the individual possesses a concealed carry permit and/or FOID card.

4.2.2 Exceptions for Carrying a Lawful Weapon onto Village Premises

An individual may keep a lawful weapon in their personal vehicle properly parked and locked in a Village parking lot or parking area, so long as the weapon is kept (1) in compliance with all applicable Federal, State, and local laws and regulations, (2) entirely out of sight (such as glove compartment or trunk) within the locked vehicle, and (3) so long as the individual is properly licensed and otherwise complies with Village policy. Under no circumstances shall an individual bring a weapon into a Village building or work area.

Willowbrook Sworn Police Officers and civilian employees may possess weapons as authorized by Police Department Policy to fulfill their job duties. Other sworn law enforcement officers, who are on Village premises, in the course of their official duties may possess weapons issued by their respective law enforcement agency.

4.2.3 Duty to Report

Weapons on Village property, including Village-owned vehicles and equipment, are considered an immediate safety issue. Any individual who suspects or has knowledge of a weapon in Village- owned buildings, vehicles or equipment or is improperly stored in personal vehicles is required to call 911 and make a report to the Police Department. Any individuals with questions about bringing weapons onto Village premises should contact the Village Administrator’s Office.

SECTION 4.3 ANTI-HARASSMENT / ANTI-DISCRIMINATION AND OTHER INAPPROPRIATE BEHAVIOR

4.3.1 Purpose of Policy

The Village is committed to maintaining a work environment which is free from all forms of harassment or discrimination of any kind. In keeping with this commitment, the Village will not tolerate sexual harassment or any other form of harassment or discrimination of any kind based upon a person’s actual or perceived race, color, religion, sex, pregnancy, ancestry, national origin, age, disability, sexual orientation, marital status, citizenship status, or other legally protected group status, by its employees or against its employees by anyone, including supervisors, co-workers, officers, vendors, customers or any third party. This Policy is intended to assure that the Village is taking all steps to prevent harassment and discrimination in the workplace and to correct harassing or discriminatory conduct that does occur before it becomes severe or pervasive.

Each Village employee and officer bears the responsibility to refrain from discrimination or harassment in the workplace. Village employees who engage in discriminatory or harassing conduct may be subject to disciplinary action, up to and including termination of employment with the Village. Furthermore, it is the responsibility of all supervisors to make sure that the work environment is free from harassment or discrimination of any kind.

The Village also prohibits retaliation of any kind against anyone who has complained about discrimination or harassment, whether that concern relates to discrimination against or harassment of the individual raising the concern or against another individual.



4.3.2 Definitions and Prohibited Conduct

A. Sexual Harassment

Sexual harassment, for purposes of this policy, means any harassment or discrimination on the basis of an individual's actual or perceived sex or gender, including unwelcome sexual advances, requests for sexual favors, other verbal, non-verbal, or physical acts of a sexual or sex-based nature, where:

- (a) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can occur between men and women, or members of the same gender. This behavior is unacceptable in the work place itself and in other work-related settings such as business trips, court appearances and business-related social events.

Sexual harassment affects the victim and other employees as well. Each incident of harassment contributes to a general atmosphere in which everyone suffers the consequences. Sexually-oriented acts or sex-based conduct have no legitimate business purpose. Where such conduct is directed by a supervisor (or someone in a management position) toward a subordinate, the former will be held to a higher standard of accountability because of the degree of control and influence he or she has or is perceived to have over the employment conditions and benefits of the subordinate.

Prohibited acts of sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Such behavior may include, but is not limited to: unwanted sexual advances; requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls; touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail, instant messaging, texts, Internet or computer usage); and other physical, verbal or visual conduct of a sexual nature. Harassment that does not include sexual activity or language may also constitute discrimination if it is severe or pervasive and directed at employees because of their actual or perceived gender.

B. Other Forms of Harassment and Discrimination

Harassment or discrimination consists of unwelcome conduct of any kind, whether verbal or physical, or disparate treatment affecting an individual's terms and conditions of employment based upon a person's actual or perceived race, color, religion, sex (gender), pregnancy, ancestry, national origin, age, physical or mental disability, sexual orientation, marital status, citizenship status, or other legally protected group status.

Harassing conduct (based on other protected categories) includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail, instant messaging, texts, Internet or computer usage) because of his or her actual or perceived protected status.

The Village will not tolerate harassing or discriminatory conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working environment.



4.3.3 Individuals Covered Under the Policy

This policy covers all employees and officers of the Village. The Village will not tolerate, condone or allow harassment or discrimination, whether engaged in by fellow employees, supervisors, officers or by other non-employees who conduct business with the Village. The Village supports and encourages reporting of all incidents of harassment and discrimination, regardless of who the offender may be, and will promptly investigate all reported incidents. Where the alleged offender is not an employee or officer of the Village, the Assistant Village Administrator or the Village Administrator, in consultation with the complainant, will review the complaint and make every effort to identify a reasonable remedy if harassment or discrimination has been confirmed.

4.3.4 Responsibility of Supervisory Employees

Each supervisor is responsible for maintaining the workplace free from harassment and discrimination. This is accomplished by promoting a professional environment and by dealing with harassment and discrimination as well as other forms of employee misconduct. In addition, all supervisors are required to report complaints of harassment or discrimination to the Assistant Village Administrator or the Village Administrator. A supervisor must address an observed incident of harassment or discrimination or a complaint with seriousness, take prompt action to investigate it, report it, and end it, and implement appropriate disciplinary action. This also applies to cases where an employee tells the supervisor about behavior that constitutes sexual harassment, or other harassment or discrimination, but does not want to make a formal complaint. In addition, supervisors must ensure that no retaliation will result against an employee making a complaint of harassment or discrimination.

4.3.5 Responsibility of Individual Employees

Each individual employee and officer has the responsibility to refrain from harassment and discrimination in the workplace and to report incidents of harassment or discrimination. An individual employee who harasses or discriminates against a fellow employee is, of course, liable for his or her individual conduct and will be subject to disciplinary action, up to and including termination of employment.

4.3.6 Complaint Process

While the Village encourages individuals who believe they are being harassed or discriminated to firmly and promptly notify the offender that his or her behavior is unwelcome, the Village also recognizes that such a confrontation may be ineffective or impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, or even when such communication has occurred, the following steps should be taken to report a complaint of harassment or discrimination.

A. Reporting of Incident: All employees and officers are required to report any suspected harassment or discrimination by another person to his or her Department Head, except where the Department Head is the individual accused of harassment or discrimination. In that case, the complaint should be reported to the Assistant Village Administrator or the Village Administrator of the Village. In the case of an instance of sexual harassment, if the victim prefers to report the suspected harassment to someone of the same gender as that of the victim, the complaint can be reported to a Department Head of another Department or the Assistant Village Administrator. The report may be made initially either orally or in writing, but reports made orally must ultimately be reduced to writing.

B. Investigation of Complaint: When a complaint of harassment or discrimination has been reported, the Village Administrator (or Village President, in the event the Village Administrator is the individual accused of harassment or discrimination) or his or her designee will make a determination as to whether a detailed fact-finding investigation is necessary. (For example, if the alleged harasser does not deny the accusation, there would be no need to interview witnesses, and the Village could immediately determine appropriate corrective action.) If a fact-finding investigation is necessary, the Village Administrator or his or her designee will



promptly initiate an investigation of the suspected harassment or discrimination. The fact-finding investigation will include an interview with the employee(s) who made the initial report, the person(s) towards whom the suspected harassment was directed and the individual(s) accused of the harassment or discrimination. Any other person who may have information regarding the alleged harassment or discrimination may also be interviewed.

- C. **Records; Confidentiality:** Employees who report incidents of harassment or discrimination are encouraged to keep written notes in order to accurately record the offensive conduct. Every effort shall be made to keep all matters related to the investigation and various reports confidential. In the event of a lawsuit, however, the Village advises that records it maintains, and the complainant maintains may not be considered privileged from disclosure.
- D. **Timeframe for Reporting Complaint:** The Village encourages a prompt reporting of complaints so that rapid response and appropriate action may be taken. Delayed reporting of complaints will not, in and of itself, preclude the Village from taking remedial action.
- E. **Protection Against Retaliation – Retaliation Prohibited:** The Village will not in any way retaliate or permit any employee, officer or agent of the Village to retaliate against an individual who makes a report of harassment or discrimination or provides information related to such report. Any witness to an incident or participant in any investigation of harassment or discrimination is also protected from retaliation. Retaliation is a serious violation of this policy and should be reported immediately. Any person found to have retaliated against another individual for reporting harassment or discrimination will be subject to the same disciplinary action provided for harassment/discrimination offenders, meaning disciplinary action up to and including termination of employment. No one making a complaint of harassment or discrimination or providing information related thereto will be retaliated against even if a complaint made in good faith is not substantiated. Similar to the prohibition against retaliation as set forth in this policy, whistleblower protection from retaliatory action is afforded under the State Officials and Employees Ethics Act (5 ILCS 430/15-10; 5 ILCS 430/70-5), the Whistleblower Act (740 ILCS 174/15(a)) and the Illinois Human Rights Act (775 ILCS 5/6-101).
- F. **Appeals:** If either party directly involved in a harassment or discrimination investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his/her written comments in a timely manner to the Village President, for review.

4.3.7 Discipline/Sanctions

Disciplinary action will be taken against any employee found to have engaged in harassment or discrimination of any other employee. The extent of sanctions may depend in part upon the length and conditions of employment of the particular employee and the nature of the offense. The Village has the right to apply any sanction or combination of sanctions, up to and including termination, to deal with unreasonable conduct, harassment or discrimination.

Where a hostile work environment has been found to exist, the Village will take all reasonable steps to eliminate the conduct creating such an environment.

4.3.8 False and Frivolous Complaints

If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions, up to and including termination. False and frivolous charges do not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for an individual accused of harassment or discrimination, a false and frivolous charge is a severe offense that can itself result in disciplinary action, including termination.



4.3.9 Education / Training

Education and training for employees and officers at every level of the Village is critical to the success of the Village's policy against harassment and discrimination. This policy will be distributed to all employees and officers of the Village. All employees and officers are required to read and sign a receipt of the Village's policy. In addition, employees and officers will receive annual training regarding the Village's policy. The training shall include, at a minimum, the following: (i) the definition and a description of sexual harassment, unlawful discrimination, and harassment, including examples of each; (ii) details on how an individual can report an allegation of sexual harassment, unlawful discrimination, or harassment, including options for making a confidential report to a supervisor or the Department of Human Rights; (iii) the definition and description of retaliation for reporting sexual harassment, unlawful discrimination, or harassment allegations utilizing examples, including availability of whistleblower protections under the Workplace Transparency Act, the Whistleblower Act, and the Illinois Human Rights Act; and (iv) the consequences of a violation of the prohibition on sexual harassment, unlawful discrimination, and harassment and the consequences for knowingly making a false report. A person who fills a vacancy in an elective or appointed office and all newly hired employees will complete his or her initial harassment and discrimination prevention training program within 30 days after commencement of his or her office or employment.

4.3.10 External Procedures for Filing a Complaint of Harassment or Discrimination

The Village hopes that any incident of harassment or discrimination can be resolved through the internal process outlined above. All employees, however, have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with IDHR or the EEOC must be filed within three hundred (300) days of the incident. In addition, an appeal process is available through the Human Rights Commission (IHRC), after the IDHR has completed its investigation of the complaint.

The Illinois Department of Human Rights (IDHR) may be contacted as follows:

(312) 814-6200
(866) 740-3953

The Illinois Human Rights Commission (IHRC) may be contacted as follows:

CHICAGO (312) 814-6269
TTY (312) 814-4760

The United States Equal Employment Opportunity Commission (EEOC) may be contacted as follows:

(312) 872-9744
(866) 740-3953

An employee who is suddenly transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC may file a retaliation charge with either of these agencies. The charges must be filed within 300 days of the retaliation.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges of assault and battery.

Each Village employee and officer bears the responsibility to refrain from discrimination or harassment in the workplace. Village employees who engage in discriminatory or harassing conduct may be subject to disciplinary action, up to and including termination of employment with the Village. Furthermore, it is the responsibility of all supervisors to make sure that the work environment is free from harassment or discrimination of any kind.



The Village also prohibits retaliation of any kind against anyone who has complained about discrimination or harassment, whether that concern relates to discrimination against or harassment of the individual raising the concern or against another individual.

4.3.11 Whistleblower Protection Policy

The Village encourages its employees to report improper activities in the workplace and will protect employees from retaliation for making any such report in good faith.

In addition, employees can refuse to participate in an activity that would result in a violation of local, state or federal laws, or a violation or noncompliance with a local, state or federal rule or regulation.

4.3.12 Bullying

The Village will not tolerate verbally or physically abusive conduct by anyone which harasses, disrupts, or interferes with another person's work performance or which creates an intimidating, offensive or hostile working environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of all employees, supervisors, elected or appointed officials, vendors, contractors, guests and other regular visitors of the Village. Bullying in the workplace interferes with another person's work performance. It is conduct that can be verbally or physically abusive; therefore it is not tolerated. All employees are expected to stop bullying in the workplace by demonstrating appropriate behavior consistent with these standards, and avoiding engaging in behavior that is inconsistent with these standards.

Bullying refers to actions or conduct, whether verbal or physical, toward or about an individual that has the purpose or effect of substantially interfering with an employee's work or work environment and that adversely affects an employee's ability to contribute to work or the work environment by placing the employee in reasonable fear of physical harm and/or by causing emotional distress. Bullying may occur verbally, physically, in writing (including emails, text messages and online postings) or non-verbally/non-physically (i.e., hand gestures). Bullying may also involve an abuse of power across different classifications of employees (i.e., supervisors, clerks, security personnel etc.)

Bullying includes an individual's repeated, intentional and/or targeted actions directed toward an employee (or a group of employees) that have the purpose or effect of abusing, intimidating, demeaning, degrading, threatening, coercing, and/or humiliating the employee(s). Workplace bullying is often characterized through purposeful use of insulting, hurtful, hostile, vindictive, cruel or malicious behaviors that undermine, disrupt or negatively impact an employee's ability to do their job.

Some examples of bullying include, but are not limited to:

- Persistent or arbitrary criticism; publicizing humiliating or false information about an employee's work or reputation;
- Gossip, rumors and innuendo;
- Tampering with a person's personal belongings or work equipment;
- Excessive teasing;
- Pranks, tricks or practical jokes that have the intent or effect of humiliating or embarrassing a person;
- Yelling or use of profanity or demeaning language; verbal abuse, threats and intimidation;
- Withholding necessary information or purposefully giving the wrong information;
- Setting another employee up to fail; deliberately undermining or sabotaging another employee's work;



- Systemic isolation, exclusion, ignoring or ostracizing of an individual from work, work interactions and the work environment;
- Deliberate, inappropriate or cruel jokes targeted toward an employee or made at an employee's expense;
- Staring, glaring or nonverbal intimidation and displays of hostility.

Any employee who has experienced or witnessed behavior that could constitute bullying should report the behavior to a supervisor or the Village Administrator's Office. The Village will investigate all complaints arising under this policy in accordance with the procedures set forth in section 4.4.6, and if it is determined that any employee has engaged in inappropriate conduct under this policy, management will take appropriate corrective and/or disciplinary action, up to and including termination.

4.3.13 Non-Fraternization Policy

Working relationships can sometimes evolve into personal relationships. When employees are engaged in a personal relationship, a conflict of interest may arise in certain instances. While the Village encourages a collegial and supportive atmosphere at work for its employees, personal relationships between employees may become a concern if they create an appearance of impropriety, impair the work of any employee; involve harassing, demeaning, or creating a hostile working environment for any employee; or disrupt the smooth and orderly flow of work within the office. In order to avoid conflicts of interest, the Village has implemented the following policy.

For purposes of this policy personal relationship includes dating; engagement to be married; cohabitation within the same household and living in a romantic partnership (excludes platonic roommates sharing living expenses); having a romantic or sexual relationship.

An employee may not supervise or hire a person with whom he or she is having a personal relationship. An employee may not work in a position where he or she has influence over the terms and conditions of the employment of a person with whom he or she has a personal relationship.

Employees that are in a personal relationship, regardless of whether one employee has supervisory authority over the other, must immediately report the relationship to their Supervisor, Department Head or the Village Administrator, so that the situation can be evaluated. In case of an actual or potential conflict of interest, the Village will take prompt action. This may include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

If a relationship or social activity between two or more employees: has the potential or effect of involving the employees, their coworkers, or the Village in any kind of dispute or conflict with other employees or third parties; interferes with the work of any employee, creates a harassing, demeaning, or hostile working environment for any employee; disrupts the smooth and orderly flow of work within the office, or the delivery of services to the residents or customers; or tends to place in doubt the reliability, trustworthiness, or sound judgment of the persons involved in the relationship, the employee(s) involved may be subject to counseling and/or disciplinary action, up to and potentially including termination of employment, depending upon the circumstances. The Village also reserves the right to reassign any employee at its sole discretion in the event a conflict to this policy is identified.

No employee may use Village equipment or facilities for furtherance of non-work-related activities or relationships unless done through channels available to the public.

Failure to comply with this policy can lead to discipline, up to and including termination.



4.3.14 Anti-Retaliation Policy

The Village has a strict anti-retaliation policy, which includes employee protections under the Whistleblower Act (740 ILCS 174/15(a)), and Illinois Human Rights Act (775 ILCS 5/6-101). All employees should be advised that retaliation will not be tolerated against any person who has filed a complaint in regards to harassment, discrimination, sexual harassment or bullying; or who assists or cooperates in an investigation of a complaint by someone else, whether internally or with an external agency; or who files a charge of discrimination or harassment; or who otherwise provides information in a proceeding, including in a court, administrative or legislative hearing, related to violations of discrimination or harassment laws. Examples of the types of retaliation that are prohibited include intimidation; discrimination; verbal or physical abuse; adverse actions with respect to pay, work assignments, and other terms of employment; termination of employment; or threats of any such actions. Retaliation will result in severe discipline, up to and including termination. Anyone experiencing or witnessing any conduct he or she believes to be discriminatory or retaliatory should immediately report such conduct using the complaint process set forth in Section 4.4.8.

4.3.15 Americans with Disabilities Act (ADA)

It is the policy of the Village 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 physical or mental disability. The Village also 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 connected with the job. If an employee has a disability and requires a reasonable accommodation in order to perform the essential functions of their job, the employee should contact the Village Administrator's Office to request such an accommodation. The Village will engage in an interactive process with the employee to identify the barriers, if any that are interfering with the employee's ability to perform the essential job functions. As part of the interactive process, the Village may request that the individual provide certain information from their health care provider related to their ability to perform the essential job functions, with or without reasonable accommodation.

SECTION 4.4 PERSONAL SOCIAL MEDIA USE

At the Village, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

GUIDELINES

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Village, as well as any other form of electronic communication.

The same principles and guidelines found in the Village's policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects residents, customers, suppliers, people who work on behalf of the Village or the Village's legitimate business interests may result in disciplinary action up to and including termination.



Know and follow the rules

The same rules found in this Handbook apply to your activities online. Carefully read these guidelines paying specific attention to the Village's Anti-Harassment/Anti-Discrimination/Anti-Retaliation Policy identified in Section 4.4 of the Handbook. Ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow employees, residents, customers, members, suppliers or people who work on behalf of the Village. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage residents, customers, members, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Village policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Village, its residents, fellow employees, members, customers, suppliers, or people working on behalf of the Village.

Post only appropriate and respectful content

- Maintain the confidentiality of the Village's private or confidential information.
- Do not create a link from your blog, website or other social networking site to a Village website without identifying yourself as a Village employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for the Village. If the Village is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Village, fellow employees, residents, members, customers, suppliers or people working on behalf of the Village.
- If you do publish a blog or post online related to the work you do or subjects associated with the Village, make it clear that you are not speaking on behalf of the Village. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Village."



Using social media at work

Refrain from using social media while on work time or on equipment provided by the Village, unless it is work-related as authorized by your manager or consistent with Village policies. Do not use the Village's email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

The Village prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

For more information

If you have questions or need further guidance, please contact the Village Administrator.

SECTION 4.5 DRUG FREE WORKPLACE POLICY

The public has a right to expect Village employees will not report to work under the influence of drugs or alcohol. The Village has a right to expect its employees to report to work ready for duty and to set a positive example for the community. In all instances, employees are expected to maintain a safe workplace and to promote the safety of employees and the public. The Village has adopted a strict drug and alcohol-free workplace policy to provide a safe and healthy workplace for all employees, prevent accidents, and to comply with federal and state health and safety regulations.

The Village of Willowbrook, in compliance with its obligations under the Drug-Free Workplace Act of 1988 and the Illinois Drug-Free Workplace Act, hereby notifies all employees that the Village has a policy of maintaining a drug and alcohol-free workplace and that the unlawful manufacture, dispensing, possession, use or distribution of drugs or alcohol is prohibited on Village premises. All employees must abide by the terms of this policy as a condition of employment with the Village.

Note: Pursuant to federal law, employees in positions requiring a CDL are subject to the Controlled Substance and Alcohol Use and Testing regulations contained in 49 CFR § 382 et seq. Accordingly, such employees are governed by the federal regulations in addition to the provisions of this Village policy.

4.5.1 Definitions

“Drugs” include any controlled substance as listed in the Illinois Controlled Substances Act (720 ILCS 570) or Cannabis Control Act (720 ILCS 550) and substances listed in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. §812, any drug which is not legally obtainable, and/or any drug which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescribed purposes, and/or is not being taken according to prescribed dosages, or any other intoxicating substance. Prohibited substances include, but are not limited to: narcotics (heroin, morphine, etc.), cannabis (marijuana, hashish), stimulants (cocaine, crack, diet pills, etc.), depressants (tranquilizers), and hallucinogens (PCP, LSD, “designer drugs”, etc.).

“Under the Influence of Alcohol” means an alcohol concentration of .02 or more, or actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use, or conduct involving alcohol adversely affecting the employee’s work performance, the safety of the employee, fellow workers, or the public, or the Village’s reputation.



“Under the Influence of Drugs” means a confirmed positive test result for drug use or their metabolites or conduct evidencing apparent impairment such as conduct involving drugs adversely affecting the employee’s work performance, the safety of the employee, fellow workers, or the public, or the Village’s reputation.

“Refusal to submit” means to obstruct the collection process, to submit an altered, adulterated, or substitute sample, or to fail to promptly provide specimen for testing when directed.

“Positive Test Results” means a positive result on both the initial screening test and confirming test.

“Sensitive Positions” are defined as those positions involving functions, duties and responsibilities which have a direct and substantial effect on public health or safety or the health or safety of co- workers.

“Qualifying Patient” is defined under 410 ILCS 130 Compassionate Use of Medical Pilot Program Act as a patient who holds a Registry Identification Card from the Department of Public Health permitting them to obtain and use legally prescribed medical cannabis.

4.5.2 Prohibitions

All employees shall be prohibited from:

- Consuming, possessing, or using alcohol or drugs at any time while on-call or during the employee’s working hours, including breaks, on any of the Village’s premises or job sites, including all Village facilities, properties, vehicles, and the employee’s personal vehicle while engaged in the business of the Village;
- Using, selling, purchasing, manufacturing, dispensing, or delivering any drug during the employee’s working hours, including breaks, while on call or when off duty;
- Being under the influence of alcohol and/or drugs while working or on call;
- Consuming alcohol or using drugs in public, outside of work hours, while in a Village uniform, or attire indicating employment with the Village;
- Consumption, possession, or being under the influence of marijuana, including medical cannabis products, as defined by 410 ILCS 130, during the employee’s working hours, including breaks and while on call;
- Failing to report to their supervisor any known adverse side effects of the medication or prescription drugs which they are taking;

4.5.3 Reporting Requirement

It is the responsibility of the employee to report to their supervisor at the beginning of their shift of any restrictions from prescription drugs that have been prescribed for them by a physician, which could alter their behavior or impair their ability to perform work safely. If the employee finds that their behavior or ability to perform work safely has been compromised, they are to report this to a supervisor immediately. Failure to report the impact or potential impact of prescription drugs on an employee’s ability to safely perform their job duties could subject the employee to discipline.

Employees must also report any criminal convictions the next business day after the conviction and must report any arrest the next business day, or prior to reporting to work, whichever is sooner, for purposes of facilitating investigation into the allegations to determine if there has been a violation of Village policy or other change in eligibility for continued employment.



manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace must notify the Village no later than five (5) calendar days after such conviction, which is defined to include a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

4.5.4 Medicinal Cannabis Use

Effective January 1, 2014, the 410 ILCS 130 Compassionate Use of Medical Cannabis Pilot Program Act allows for the lawful use of medical cannabis for a “Qualifying Patient” whose physician certifies has a debilitating medical condition that the patient would receive therapeutic benefit from medical cannabis.

A “Qualifying Patient” is prohibited from and subject to discharge if they are found using, possessing, or being under the influence of legally prescribed medical cannabis during work hours, on Village property, or anywhere conducting business on behalf of the Village. Unless otherwise noted, “Qualified Patients” are required to comply with this policy, which will apply to Qualified Patients on the same basis as any other employee who violates a provision of this Policy.

A “Qualifying Patient” who is subject to random drug testing or drug testing as part of their required physical will be held to the same standards as employees not in possession of a Registry Identification Card.

4.5.5 Circumstances Requiring Drug and Alcohol Testing

There are several conditions or situations in which an employee will be ordered to submit to an alcohol or drug test. In conducting the drug test, the Village shall use only laboratories that are certified by the Substance Abuse and Mental Health Services Administration.

- Pre-employment Testing: All offers of employment are contingent upon applicants passing a drug test before beginning their employment with the Village. Refusal to submit to testing will result in disqualification of further employment consideration.
- Random Testing: Employees employed in safety sensitive positions may be subject to periodic or random testing. Employees are required to submit for testing when selected.
- Reasonable Suspicion Testing: If the Village has reasonable suspicion to believe an employee is under the influence of alcohol or drugs during the course of the employee’s shift, the Village has the right to require the employee to submit to alcohol and/or drug testing. Under no circumstances will the employee be allowed to drive themselves to the testing facility.

Employees who hold a Commercial Driver’s License (CDL) are subject to drug and alcohol testing under Federal Motor Carrier Safety Administration (FMCSA) regulations. Testing includes:

- Random testing
- Post-accident testing
- Reasonable suspicion testing
- Return-to-duty and follow-up testing

These requirements apply regardless of whether the employee is actively operating a commercial vehicle at the time. Compliance with these federal regulations is mandatory for continued employment in a CDL-required role.

Reasonable suspicion shall be deemed to exist if the facts and circumstances warrant rational inferences by a



supervisor that a person is using and/or is physically or mentally impaired due to being under the influence of a controlled substance. Reasonable suspicion will be based upon the following:

- When a trained supervisor observes that reasonable suspicion exists based on specific, contemporaneous, observations concerning the appearance, behavior, speech or body odors of the employee; and when a trained supervisor has confirmed, with the input of a second trained supervisor, the reasonable suspicion determination;
- When an employee has been arrested or indicted for conduct involving illegal drug and/or alcohol related activity on or off duty;
- When an employee is involved in an on-the-job injury or accident causing reasonable suspicion of drug or alcohol use. Based on the individual circumstances surrounding the accident and the employee's conduct, when an employee is involved in an on-duty accident, while driving their personal or Village vehicle, resulting in a human fatality, or bodily injury with immediate medical treatment away from the scene, or disabling damage to any motor vehicle. The subsequent testing must take place within two (2) hours following the accident.

4.5.6 Use of Legal Drugs

Any employee who works on or near vehicles or machinery, handles hazardous materials or substances of any kind, or has public safety responsibility and who has taken a legal drug (including medical marijuana) must report the use of such legal drug to the Department Director if the legal drug can affect the employee's performance by causing drowsiness or if it alters perception, judgment, or reaction time or prevents the employee from performing his or her job safely. The burden is on the employee to ascertain from his doctor or pharmacist whether or not the legal drug has such a potential side effect and to notify the Department Director to determine if some reasonable accommodation is appropriate. The information will be retained by the Village in a confidential manner and will be disclosed only to persons who need to know. The employee's Supervisor, after conferring with the Department Director, will decide whether or not an employee may safely continue to perform his job while using the legal drug. Failure to declare the use of such legal drugs will be cause for discipline, up to and including dismissal.

4.5.7 Order to Submit to Testing

Employees subject to testing for reasonable suspicion, officer involved shooting or due to an accident shall be driven by a supervisor to a Village designated medical facility. When testing is ordered, the employee may be removed from duty and placed on administrative leave with pay pending the receipt of results. Any refusal to submit to drug or alcohol testing when requested by the Village, will result in discipline up to and including termination, but the employee's taking of the test shall not be construed as a waiver of an objections or rights the employee may have. Employees who hold a Commercial Driver's License may be subject to additional rules and regulations as defined under the Department of Transportation.

4.5.8 Confidentiality

Information and records relating to positive test results, drug dependencies and legitimate medical explanations provided to the Medical Review Officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed where relevant to a grievance, charge, claim, or other legal proceeding initiated by or on behalf of an employee or applicant.

4.5.9 Discipline/Penalties for Violation

- A. An employee who reports to work under the influence of alcohol, controlled substances, or cannabis or who



manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis while on Village property, is convicted of a drug related crime, causes financial or physical damage to the Village, Village property or its employees, or fails to report the use of legal drugs in accordance with this policy, or who otherwise fails to cooperate with this policy will be disciplined and/or must successfully complete a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency and by the Village. On the first occurrence, discipline may consist of suspension with or without pay, termination, and/or successful completion of a drug assistance or rehabilitation program as deemed appropriate by the Village, under the circumstances. The employee shall be terminated on the second occurrence.

- B. The Village shall terminate an employee (a) if the employee refuses to submit to diagnosis, testing or screening upon request of the Village; (b) if the employee tampers in any way with the specimen given to the Medical Facility for purposes of drug screening or testing; (c) if the Medical Facility recommends treatment and the employee refuses to undergo such treatment; (d) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (e) if the employee, who in the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or, (f) if the employee fails to notify their Department Director of an arrest and/or conviction for violating any federal or state Criminal Drug Statute in accordance with this policy.
- C. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the Village (with or without a reasonable accommodation if the individual is disabled). Participation in a treatment program will not, in itself, protect the employee from disciplinary actions. The Village, however, will not take adverse action against an employee solely because he voluntarily and successfully completes medical treatment.

In addition to, or as an alternative to discipline, the Village may require an employee who violates this policy or a convicted employee to successfully complete an appropriate drug or alcohol abuse employee assistance treatment recommendations and any required follow-up testing.

Infractions may also be reported to law enforcement officials when appropriate.

4.5.10 Follow Up Testing

Depending upon the circumstances and the employee's work history/record, the Village may offer an employee who violates this policy or tests positive the opportunity to return to work on a last chance basis pursuant to mutually agreeable terms, which could include, but are not limited to, follow-up testing at times and frequencies determined by the Village. If the employee either does not complete their rehabilitation program or tests positive during, or after completing, the rehabilitation program, the employee may be subject to immediate discharge from employment.

4.5.11 Voluntary Request for Assistance

The Village will assist and support employees who voluntarily seek help for alcohol or drug problems before becoming subject to discipline under this policy. No employee will be disciplined or discharged for voluntarily seeking medical or other professional assistance for alcohol and drug problems. However, the employee must continue to observe all of the Village's policies and rules, including those relating to the use and possession of drugs and alcohol. Seeking professional assistance or participating in a drug and/or alcohol rehabilitation program will not insulate an employee from discipline, up to and including immediate termination, for violation of the Village's policies and rules.

Additionally, the Village may, in its discretion, abstain from implementing an adverse employment action against Employee Handbook



an employee who, prior to a positive test result, voluntarily seeks treatment, counseling or other support for an alcohol or drug related problem, unless the request follows the testing of an employee or unless the employee is found impaired on the job.

This shall not be construed as an obligation on the part of the Village to retain an employee on active status throughout the period of rehabilitation if it is appropriately determined that the employee's current use of alcohol or drugs prevents such an individual from performing regular job duties or whose continuance on active status would constitute a direct threat to the property or safety of others.

The Village may require reassignment with pay of an employee who voluntarily seeks assistance if the employee is then unfit for duty in their current assignment and if another assignment is available in which the employee is qualified and able to perform. The Village shall make available through its Employee Assistance Program (EAP) a means by which the employee may obtain referrals. All such requests shall be confidential and any information received by the Village, through whatever means, shall not be used in any manner adverse to the employee's interest, except reassignment as described above; assignment to inactive status as described above; or discipline for misconduct. When undergoing treatment and evaluation, the employee shall be allowed to use sick leave, and/or paid leave, apply for the catastrophic leave program and/or may be placed on unpaid leave by the Village Administrator's Office or designee pending treatment.

The employee may be required to document that they are successfully following prescribed treatment and may be subject to follow up alcohol and/or drug testing as a condition of continued employment.

SECTION 4.6 DRIVER'S LICENSE AND INSURANCE

All employees who drive Village-owned vehicles or privately owned vehicles to conduct Village business must possess a valid driver's license. Employees who use a privately owned vehicle to conduct Village business must also carry valid insurance in accordance with state law. In the event such an employee's driver's license is suspended, revoked or lost, they are required to notify the Village immediately.

SECTION 4.7 USE OF VILLAGE-OWNED EQUIPMENT, VEHICLES, AND SUPPLIES

Village-owned equipment, vehicles, and supplies are provided by the Village to enable employees to perform their job functions and responsibilities. Unauthorized use of Village-owned equipment, vehicles or supplies is prohibited. Personal equipment, tools, or supplies may not be brought on Village property and used for Village-related business, or stored on Village premises, without prior authorization by the employee's Department Director or designee.

Employees are responsible for the care and conservation of Village equipment, vehicles and supplies. Accidents, breakdowns, or malfunction of any vehicle or equipment shall be reported promptly to a supervisor so the necessary repairs may be made.

Village provided vehicles may be used to travel to destinations up to one hundred (100) miles (one-way) from Willowbrook, if approved by Village Administrator (or designee). Pre-planned trips beyond one hundred (100) miles are to be approved by the Village Administrator (or designee) prior to use. Gasoline purchases are reimbursable when accompanied by a valid receipt. Employee's receiving an automobile allowance from the Village may not use a Village owned vehicle. Exceptions to this policy may be made only by the Village Administrator (or designee).



SECTION 4.8 DRIVER OPERATIONS AND USE OF VILLAGE VEHICLES POLICY

When using Village vehicles, employees are expected to exercise care, perform required maintenance, inspections, and follow all operating instructions, safety standards, and guidelines. Village vehicles shall not be used for unauthorized, non-Village purposes. Any employee who violates this policy or who is responsible for the improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, including excessive or avoidable traffic and parking violations, may be disciplined, up to and including termination.

It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the Village of Willowbrook endorses all applicable state motor vehicle laws and regulations relating to driver responsibility. The Village expects each driver to drive in a safe and courteous manner pursuant to the following safety rules, including the use of a seatbelt at all times. If an employee receives a driving or parking ticket (including a red-light camera violation) while driving a Village vehicle, the employee will be financially responsible for paying the fine timely and court appearances.

Employees must comply with Illinois Vehicle Code (625 ILCS 5/12 – 610.2) and refrain from using an electronic communication device as defined by the Illinois Vehicle Code. Per state law, employees may not send or receive a text message while operating any Village vehicle.

Village-owned vehicles are considered a "workplace" and are subject to conditions of the Employee Handbook, including, but not limited to, smoking and weapons prohibitions and the ability of the supervisor to inspect vehicles at any time.

An employee who is found to have violated this policy shall be subject to discipline.

4.8.1 Take-Home Vehicle Policy

With Department Director or designee approval, there may be occasions where a situation warrants an employee to take a Village vehicle home. The employee may use the Village vehicle only for travel necessary to accomplish official Village business. Employees who are approved to take a Village vehicle home overnight shall lock and secure the vehicle within close proximity to the employee's residence. Employees are prohibited from having passengers (other than employees) in Village vehicles unless the presence of a passenger is specifically required by job function, duties, or circumstances that were beyond the driver's control, or as otherwise approved by the Department Director or designee. Employees are prohibited from allowing others to drive the vehicle.

4.8.2 Accident Reporting Procedures

Employees involved in a vehicle accident while conducting Village business should take the following steps, regardless of whether it is a private or Village owned vehicle, to document the incident:

- Call the local police jurisdiction responsible for completing a motor vehicle accident report. Employees are expected to fully cooperate with local authorities;
- Report details to immediate supervisor immediately and complete appropriate forms within 24 hours, unless otherwise impracticable;
- Report to the supervisor and the Village Administrator's Office in writing how the accident occurred;



SECTION 4.9 COMPUTER HARDWARE, SOFTWARE USE, AND ELECTRONIC COMMUNICATIONS

For the purpose of this policy, a "user" is defined as either an individual employed by the Village or a Village contractor who is employed by a third party. The technology resources provided to all users both internally (networks, servers, workstations, laptops, telephones, databases, services such as the Internet and e-mail, etc.) or externally (such as remote access, tablets, cell phones, antennas, or wireless access points) are the sole property of the Village and are intended for Village business use. Users do not have any reasonable expectation of privacy in the use of Village technology resources, including the creation, entry, receipt, storage, or transmission of data. The Village has the right to monitor all technology, including telephone conversations, text messages, inspect mail or documents sent to you or by you. All data generated by, created, entered, received, stored, or transmitted via the Village's technology resources is Village property, and the Village may, without prior notice, access, search, monitor, inspect, review, or disclose all such data and use of technology resources. Users specifically consent to the access by and disclosure to the Village of information created, entered, transmitted, or received via the Village's technology resources that are stored by a third-party electronic communication service or remote computing service, and have no expectation of privacy in such information.

Any unauthorized or inappropriate use of Village-owned assets may result in disciplinary action, up to and including termination. Anyone using Village technology resources for defamatory, illegal, fraudulent or other inappropriate purposes may also be subject to civil liability or criminal prosecution, where appropriate. If you suspect a user is misusing Village resources, you are responsible for immediately reporting the misuse to your supervisor, Department Director, or the Village Administrator's Office.

4.9.1 User ID and Passwords

All access to Village technology resources is to be defined by a unique User ID combined with a password or a more advanced user access technology approved by the Village Administrator's Office. Passwords are confidential and should be known only to the owner of the user account (for individual User IDs) or those individuals authorized to access or control a shared account (such as a system or shared mailbox).

4.9.2 Use of Village Phones and Personal Cell Phones

Users are often required to use Village telephones (including cell phones) in the course of performing their job duties. Such use should be limited to calls, texts, web browsing, and use of apps that are necessary for the performance of users' duties, and personal use should be kept to a minimum. While it is understandable that users may occasionally need to make brief calls and texts of a personal nature, it is expected that such calls, texts or any other usage will be kept to a minimum. The Village reserves the right to monitor its equipment to ensure telephones are used appropriately for business purposes.

Use of personal cell phones can be disruptive in the workplace. Users are expected to devote working time to performance of job duties, and any use of communications devices during working time for messaging or functions, such as gaming, internet browsing, etc. is prohibited. As a general rule, cell phones and personal devices should be turned off or switched to silent mode during working hours and in work areas. Occasional, limited personal phone calls and messaging may be permitted for brief calls or texts to address personal matters requiring immediate attention, provided such use does not interfere with Village business or the work duties or environment of the individual or any other individual and does not violate Village policies regarding conduct in the workplace. Otherwise, personal use should occur only during non-work time and must be made in a manner that does not disturb individuals who are working.



4.9.3 Use of Hardware and Software

Users may not use the Village network in any way that violates international, federal, state, or local law or regulations or violates any Village policy, standard or procedure. At no time will any user connect to any end-user device that has not been provided, configured and/or approved by the Village Administrator's Office to the Village computing environment. Such devices include but are not limited to: laptops, tablets, personal computers, copiers, networking devices, wireless access devices, personal digital assistant devices, smart phones, etc. In general, use of the Village's technology systems and electronic communications should be job-related and not for personal convenience. Hardware may not be relocated, connected, or disconnected from any personal computer without the prior approval of the Village Administrator or his/her designee.

Only software that has been approved by the Village Administrator's Office shall be installed or executed on any Village computer. It is against Village policy to install, access or execute any software or data that has not been approved for use. Software requests must first be approved by the requester's manager and then be made to the Village Administrator's Office or via an email request to the IT Help Desk. The Information Technology Division will obtain and track the licenses, test new software for conflict and compatibility, and perform the installation. Users are responsible for securing workstations (screen lock or logout) prior to leaving their work area or vehicle to prevent unauthorized access. All Village antivirus, data loss prevention, and other security systems must not be disabled, interfered with, or circumvented in any way. All encryption keys including keyless remote fobs, token, and software access keys must be protected and securely stored to prevent their unauthorized disclosure and fraudulent use.

4.9.4 Use of the Internet

Each user is solely responsible for what they download, and for what they transmit or communicates by electronic mail or the Internet. All Internet use through Village resources is subject to the Village's policy on harassment, discrimination and other applicable State and Federal laws.

4.9.5 Electronic Communications

The Village's telephone, e-mail, computer, voice mail, Internet, smart phones, digital cameras, and other communication systems are not intended for personal use. The Village may monitor any of these systems to prevent abuse and ensure that our communications with vendors, members of the public, and each other are of the highest quality. By using the telephone, e-mail, voice mail, Internet or other modes of communication, you consent to such monitoring. With regard to the e-mail, computer, voice mail, and Internet systems, users are advised that passwords, varying levels of message protection, and other security measures are all accessible by the Village.

Use of Village telephone, e-mail, voice mail, digital cameras, computer, or other communication devices in a manner that does not comply with the Village's equal employment, harassment or other policies or standards of conduct is strictly prohibited.

Users are advised that records related to electronic communications (i.e., calls, text messages, voicemails, or emails) sent from or to and electronic files (i.e., pictures or electronic files) are stored on Village-owned mobile/cellular telephones or other electronic devices are public information, information related to telephone numbers called, length of call, and time and date of call, emails, text messages, voicemails, instant messaging, or digital files or any other information generated by, created, entered, received, stored, or transmitted via the Village's technology resources ordinarily may be obtained through the Freedom of Information Act (FOIA) except in narrowly defined circumstances. Even public records on personal electronic devices may be subject to disclosure under FOIA. Users may be required to provide the Village with access to such devices upon request or administrative order to facilitate compliance with the law.



Users should not click on any links or open any attachments of unsolicited or suspicious looking emails. Users should remove unnecessary attachments, images, logos, jpeg's, gif's, backgrounds, etc., as these items can grow exponentially and require unnecessary electronic storage.

Users are also advised that electronic mail is also discoverable in a lawsuit or investigation and is intended for professional, authorized communications regarding your job duties and responsibilities. Users should consider whether e-mail is appropriate in cases where the subject is sensitive, difficult, complex, or emotional.

SECTION 4.10 TRAVEL AND TRAINING REIMBURSEMENTS

This section explains the policies and procedures employees and elected or appointed Village officials are expected to adhere to when participating in training or other Village business related activities which result in the need for reimbursement of expenses. Records of all travel and training expenses and reimbursements are subject to public disclosure under the Freedom of Information Act (FOIA).

When traveling on behalf of the Village for training or official business, employees and elected or appointed Village Officials ("Officials") (collectively, "Travelers" for the purpose of this policy) are expected to use appropriate services and accommodations for the business to be conducted. Good judgment and ethical practices on the part of each Traveler remain the most important factors in controlling travel expenses. Travel expenses will be reimbursed only when travel occurs within the continental United States, unless specifically approved by the Village Administrator or their designee. Whenever a Traveler, for their convenience, travels by an indirect route or interrupts Village travel for personal travel, the additional expenses related to the personal travel are the responsibility of the Traveler.

4.10.1 Overnight Travel

While the Village recognizes that both the Village and the Traveler receive benefit from the Traveler's affiliation with certain professional memberships and attendance at associated training seminars and conferences, Travelers requesting attendance at training and conferences requiring an overnight stay should make every effort to identify similar training opportunities locally, within the Chicago area.

Pre-Approval

All overnight travel related to Village business shall be approved, in advance, by the Department Director or their designee. This approval may be provided verbally or by completing the "Overnight Travel Pre-Approval Form".

Eligible Expenses

A Traveler will incur a variety of expenses, of which, may be paid for and processed differently depending on the circumstances. The Department Director or their designee may deny reimbursement of all or a portion of the requested expenses, even if said expenses are deemed to be eligible for reimbursement under this policy. Under such circumstances the Traveler is responsible for any expenses in excess of the total amount approved by the Department Director or their designee. Below is a list of the most common expenses that are eligible for reimbursement during overnight travel.

- Registration, conference and seminar fees
- Hotel and Lodging Accommodations
- Transportation
- Per Diem



Registration, Conference and Seminar Fees

The base registration, conference, seminar and banquet fees as stated per the registration program of the conference or seminar are eligible for reimbursement. Any optional or pre- conference registration fees require the approval of the Department Director in order to be eligible for reimbursement. All registration, conference and seminar fees should be paid off an invoice through the regular list of bills process or a Village credit card. When traveling with a spouse or guest the Traveler will be responsible for any additional costs.

Hotel and Lodging Accommodations

The Traveler shall use hotel accommodations that are economical and appropriate for the type and location of travel. At the time of securing hotel reservations, the Traveler should state that he or she is a Village Employee or Official in order to ascertain whether a government rate is available. Lodging expenses shall be reimbursed using the expense reimbursement procedure outlined in this policy.

Transportation

See Mileage and Transportation Expenses in Section 4.11.3.

Per Diem

The Village uses a per diem system as a daily allowance for meal and incidental expenses while traveling overnight for Village business. Village credit cards should not be used for meal expenditures covered by the per diem. Incidental expenses include customary tips for doormen, housekeeping staff, valet parking, etc. and should not be submitted separately for reimbursement. Requests for the per diem must include the date, time, location, and purpose of the overnight travel. The Village will not reimburse the purchase of alcoholic beverages. If an out-of-pocket expense is required, the actual costs for reasonable meals and gratuities will be reimbursed as documented by receipt(s). Reimbursement is limited to the appropriate per diem rate (\$50 per day) if meal and gratuity expenses incurred by the employee are deemed reasonable, as determined by the Village Administrator.

Use of Village Issued Credit Cards

Village issued credit cards should not be used to pay expenses for which the Traveler is seeking reimbursement on the "Overnight Travel Reimbursement Form".

All employees and elected or appointed Village officials are required to pay for training and registration fees by using an invoice through the regular list of bills process or by using a Village credit card. Village issued credit cards may be used to pay for other overnight travel expenses such as lodging or transportation. Meal expenditures under the per diem overnight travel policy should not be charged on a Village credit card, unless a per diem is not used or refused by the Traveler.

4.10.2 Same Day Travel

Same day travel occurs when Travelers have Village business outside of their normal work environment (e.g., seminar in Naperville) and the travel does not require an overnight stay.

Eligible Expenses for Reimbursement

A Traveler will incur a variety of expenses, of which, may be paid for and processed differently depending on the circumstances. The Department Director or their designee may deny reimbursement of all or a portion of the requested expenses, even if said expenses are deemed to be eligible for reimbursement under this policy. Under such circumstances, and when attendance has been approved, the Traveler is responsible for any expenses in excess of the total amount approved by the Department Director or their designee.



Below is a list of the most common expenses that are eligible for reimbursement during same day travel.

- Transportation
- Meal Reimbursement

Transportation

See Mileage and Transportation Expenses in Section 4.11.3.

Meal Reimbursement

The per diem allowance does not apply to same day travel. Therefore, itemized original receipts are required for meal reimbursement requests. A signed credit card receipt must also be included for non-cash transactions. Attach all original documents to the completed "Same Day Travel Reimbursement Form". Meal reimbursements for same day travel will be processed with proper tax withholdings.

Use of Village Issued Credit Cards

Village issued credit cards should not be used to pay for meal expenses during same day travel. For additional information on the appropriate uses of Village credit cards please refer to Section XIX of the Village's Procurement Policies and Procedures & Acceptable Use Guidelines.

4.10.3 Mileage and Transportation

A Traveler may use a variety of modes of transportation depending on the location and circumstances of the travel. The Traveler shall use the most economical and practical mode of travel from both the standpoint of time and cost. Whenever practicable, two or more Travelers attending the same event shall share one (1) vehicle. The Village Administrator must approve potential reimbursement prior to the use of it.

Mileage – Use of a Personal Vehicle

The Village limits reimbursable miles to those miles driven in excess of the number of miles normally traveled as part of an individual's daily commute. Even in cases where the individual uses public transportation and does not drive to work, the Village will only reimburse for miles **driven in excess of their daily commute.**

Example: If John drives 20 miles each way to and from work, his normal commute totals 40 miles round trip:

- **Leaving from home:** If John is required to use his personal car to attend an all-day seminar 30 miles from his home, he will depart from his home and travel 60 miles round-trip. Bob will request reimbursement for the 20 miles he traveled in excess of his normal commute (normal commute is 40 miles round trip).
- **Leaving from work:** Bob drives 20 miles from his home to the office and later attends a meeting off site, which is 10 miles (20 miles round trip) from the office and returns to the office before going home. Bob will request reimbursement for 20 miles.
- **Leaving from off-site meeting:** Bob drives 20 miles from his home to the office and attends a late afternoon meeting which is 15 miles from the office and goes home directly from the meeting and does not return to the office. It is 20 miles from the meeting site to his home. Bob will request reimbursement for 15 miles.
- **Normally use public transportation:** Bob normally takes the bus to work, which is 8 miles (16 miles round trip). Bob has an off-site meeting and needs to drive his personal car. The offsite meeting is 30 miles round trip from his home. Bob will request reimbursement for 14 miles (30 miles – 16 miles = 14 miles).



The Village will reimburse a Traveler for the use of a private vehicle at the then-current standard IRS mileage rate for business travel (<https://www.irs.gov/tax-professionals/standard-mileage-rates>). A printed map showing the most direct route to and from the destination must be provided when seeking reimbursement.

Mileage, within 100 miles of the Village, cannot be claimed when using a Village vehicle for travel, when the employee is provided an auto allowance, or when other modes of transportation, including buses, trains or taxi cabs, are used for travel while conducting Village business. If other modes of transportation are used, such as a train or taxicab, the Village will reimburse the cost if the round trip is longer than the normal commute. Employees who receive an auto allowance will be reimbursed according to the IRS standard mileage rate for any Village business if a personal vehicle was used and the trip was over 100 miles one-way.

Private Insurance Coverage

All Travelers who drive either private or Village-owned vehicles to conduct Village business shall ensure that they have a valid driver's license and that any private vehicle used for Village business is properly registered, insured in compliance with state law, and in safe working condition. If a Traveler is involved in a vehicle accident while driving or traveling in their private vehicle and conducting Village business within the scope of their employment, the insurance policy for that private vehicle will provide primary insurance protection for the Traveler. Therefore, it is essential that the Traveler consult their insurance agent to determine adequate insurance coverage in compliance with state law.

Plane Fare

Air travel will be reimbursed at the rate for coach class only. If the Traveler desires to arrange travel in a class other than coach, the Traveler will pay the difference between the coach rate and that class. If coach class accommodations are not available or impractical for a particular Traveler, and this is so documented, the Department Head and Village Administrator, or their designee, may authorize travel in a class other than coach. The Traveler will pay airfare for the Traveler's spouse or guest regardless of class of service used. The Village will reimburse baggage fees, if reasonably necessary, for business travel.

Rail Transportation

Rail transportation may be approved if there is no significant difference in fare and time between rail and other forms of commercial travel.

Ground Transportation

Travel to and from airports, such as airport limousine, taxicab, ride share or bus transportation, is a reimbursable expense. Road tolls and parking fees are also reimbursable. After reaching the destination, the use of taxicabs or public transportation during overnight travel may also be reimbursable if deemed necessary by the appropriate Department Head, or designee.

Vehicle Rental

After reaching destination by commercial transportation, vehicle rental is permissible when necessary and is the most economical and practical means of transportation, when specifically approved by the Department Head and the Village Administrator or their designee.

4.10.4 Submission of Reimbursement Requests

The appropriate forms and supporting documentation, with the appropriate approval, must be submitted to payroll within thirty (30) days of completing authorized travel. Travelers who fail to submit a properly completed



reimbursement form within thirty (30) days of completing their travel may not be eligible for reimbursement. All forms are located on the Employee Services page of the EIC. Prior to submitting a request for expense reimbursement, the Traveler shall review the contents of the applicable expense reimbursement form to ensure their request complies with this policy.

Required Documentation for Overnight Travel Reimbursement

Prior to submitting their request for expense reimbursement, the Traveler shall review the contents of the "Overnight Travel Expense Reimbursement Form" to ensure that their request complies with this policy.

Requests for reimbursement of overnight travel must include the following:

- "Overnight Travel Pre-Approval Form" completed and signed by the Department Director or their designee (if required by the Traveler's department);
- "Overnight Travel Expense Reimbursement Form" completed and signed by Department Head;
- Applicable, itemized receipts (hotel, transit, other expenses);
- Printed map showing the most direct route to and from the destination when seeking mileage reimbursement; and
- Event program/agenda or other acceptable documentation.

Required Documentation for Same Day Travel Reimbursement

Requests for reimbursement of travel must include the following:

- "Same Day Travel Reimbursement Form" completed and signed by Department Director or their designee;
- Printed map showing the most direct route to and from the destination when seeking mileage reimbursement; and
- Applicable, itemized receipts (transit, meals, and other expenses); and
- Event program/agenda or other acceptable documentation.

4.10.5 Non-Reimbursable Expenses

The Village will not reimburse expenses of the Traveler's spouse, family or guests.

Except as authorized by the Village Administrator, or their designee, the following are travel expenses for which the Village will not provide reimbursement. Travelers will be responsible for covering the costs of all unauthorized travel expenses including, but not limited to:

- Alcoholic beverages
- Personal entertainment, including live shows, movies, videos, or pay-per-view services in a hotel room
- Outings not included as part of the registration fee, including golf, sight-seeing or other activities or excursions
- Admission or membership charges for health clubs
- Cleaning and laundry
- Airline or other trip insurance
- Beautician, barber, manicurist, or shoe shining services
- Repair costs for personal automobiles
- Traffic violations and court costs
- Membership fees in airline clubs



Hours of Work, Compensation, Time Off and Other Prerequisites



SECTION 5.0 TYPES OF EMPLOYMENT

There are three (3) types of employment in the Village. The official starting date of each employment is the date on which the individual begins work.

Full-Time - Refers to employees who are regularly scheduled to work 40 or more hours per week or work period throughout the entire calendar year.

Permanent Part-Time - Refers to employees who work less than the established hours of a full-time employee in a workday, work week, or work period and work throughout the entire calendar year. The benefit eligibility associated with part-time employment may vary depending on the number of regularly scheduled hours.

Temporary Appointment - Refers to employees who work for a specific period, or for a specific purpose, project or group of assignments on a temporary basis and has a start and end date of employment. Temporary and seasonal employees shall have no expectation of future re-employment with the Village and must reapply to be considered for employment after their assignment has ended.

Exempt and Non-Exempt – Tracking of Work Hours

1. Non-Exempt Employees – All non-exempt employees (as defined by the Fair Labor Standards Act, 29 U.S.C. § 201) must track their work hours and submit timesheets to their respective department payroll coordinator.
2. Exempt Employees – Exempt employees (as defined by the Fair Labor Standards Act, 29 U.S.C. § 201) below the Deputy Director level may be required to track their work hours and submit timesheets to their respective department payroll coordinator.

Refer to Section 8.01 for a complete benefit eligibility table by position classification.

SECTION 5.1 WORK SCHEDULE AND BREAKS

5.1.1 Full-time Employees

An employee's normal working hours will be determined by the supervisor, and/or Department Head, and the start and end times of a shift may be subject to change, with little or no notice, based on operational needs. The employee's work schedules may be adjusted to meet the needs and demands of the department.

Meal periods and breaks are paid for full-time employees and are scheduled at the discretion of the supervisor. Employees may be required to take their breaks at varying times, as departmental operations may dictate. Meal breaks shall not be regularly scheduled at the beginning or end of a work shift. An exception, as determined by the supervisor, may be when an employee is directed to work during the normal meal period. All breaks should be taken away from the employee's desk/workstation, unless the supervisor has approved that breaks may be taken at workstations. If a workstation is visible to the public, all breaks should be taken away from the respective workstation.

Employees must work seven (7) hours to be eligible for a paid meal break. For the purpose of determining eligibility for a meal break, time worked is considered actual work time and does not include the meal break itself or other types of accrued leave. Meal breaks are intended to be provided only to employees who are working at least seven (7) hours.

5.1.2 Remote Work Policy for Non-Union Employees

(A) Policy

The Village of Willowbrook supports remote work where it is found to have a mutual benefit for the Village and the employee. Successful remote work requires collaboration between employees and their supervisors. Each group is responsible for contributing to a successful program.



(B) Purpose

The remote work program option is a management tool that can be utilized to increase productivity, provide flexibility in work environments, assist in maintaining safety and spatial guidelines, and accommodate the special needs of the Village and an employee on a regular or temporary basis. The expectation is that remote work will not have an adverse impact on the Village's commitment to high levels of service.

(C) Definition

- (1) Remote work is defined as work that can be accomplished from a remote location. While working remotely, the employee is accessible, productive, and works their regular schedule unless the employee's Department Head/Director agrees to an alternative schedule.
- (2) Remote work is not an entitlement; it is a special program option to be used at the Department Director's discretion and where IT software and equipment needs can be easily facilitated. It may be discontinued at any time, for any reason, at the sole discretion of the Village and in no way alters the terms and conditions of employment with the Village of Willowbrook.

(D) Eligibility

- (1) Eligibility for remote work is based on both the position and the employee and the organizational impact. Not every position or every employee is suited for remote work. Once remote work is approved, the first two (2) months shall be considered a trial period. Remote work is voluntary, and no employee shall be required to work remotely, absent an emergency (e.g., pandemic). There may be special circumstances where their Department Head/Director may approve employees who do not normally work remotely but are otherwise eligible to do so in emergency situations.
- (2) An employee may be considered ineligible for remote work in the event remote work can be demonstrated to have resulted in diminished individual or organizational performance, or continuation of remote work will interfere with the employee's ability to attain or return to a fully successful performance level. Employees who do not meet performance and/or conduct expectations or have a disciplinary history for work performance issues may not be eligible to work remotely.
- (3) Considerations for determining which positions are eligible for remote work will be primarily based on productivity and will include but are not limited to:
 - (a) The proposed remote work assignment supports the current business operations;
 - (b) There is a benefit to the business operation;
 - (c) Productivity can be documented and quantified to ensure work is performed at the same or higher levels;
 - (d) Whether the job responsibilities can reasonably be fulfilled when working remotely;
 - (e) Whether requests for immediate Village assistance can be addressed on days on which the employee is working remotely;
 - (f) Whether an employee can perform job responsibilities without access to equipment, materials, and files that can only be accessed at a Village of Willowbrook facility;
 - (g) The extent to which an employee's remote work will not affect the ability of other Village departments to provide services and/or to conduct business;
 - (h) Whether an employee has supervisory or leadership responsibilities that require a village presence for those that remain on-site.



- (i) Whether an employee has emergency management responsibilities that require a Village presence; and
- (j) The extent to which security issues require the job responsibilities to be conducted at a Village of Willowbrook facility.

(E) Requesting Remote Work

- (1) Employees interested in remote work shall submit a written request to their department director. The discussion between the employee and supervisor should address, among other operational and organizational impacts, an assessment of the position, employee characteristics, and the remote worksite location. After that discussion, the employee and the employee's department director must mutually agree upon an arrangement. Any changes to the written arrangement must also be documented in writing and approved by the Department Head/Director and Village Administrator.

(F) Approval/Denial of Remote Work

- (1) The Village Administrator will decide whether a position and/or employee is suitable for remote work.

(G) Responsibility of Supervisors

- (1) The Supervisor and/or Department Head/Director and employee will formulate objectives, expected results, and evaluation procedures for work completed while working remotely. The Supervisor and/or Department Head/Director and employee will discuss at pre-determined intervals to review the employee's work performance (i.e., weekly or biweekly meetings). Supervisors and/or Department Heads/Directors are responsible and accountable for treating all remote work and non-remote work employees the same in acts involving managerial discretion, including but not limited to:
 - (a) Distribution of assignments among all employees in the work unit;
 - (b) Use of appropriate work tracking and communication tools regardless of whether they work remotely;
 - (c) Good performance management practices, including appropriate formal and informal feedback, are essential for all employees to work effectively;
 - (d) Other issues involving managerial discretion, including training, reassignment, promotions, reduction in grade, retention, and removal of employees.

(H) Responsibility of Employees

- (1) While working remotely, employees are in an official duty status. Failure to adhere to applicable policies may result in, among other things, the imposition of specific limitations on remote work, the termination of remote work, and/or other consequences.
 - (a) It is the employee's responsibility to ensure that the appropriate alternative worksite provides the work environment, connectivity, technology, resource access, and security consistent with the work effort in which the employee is engaged. Supervisors and/or Department Heads/Directors retain the authority to overrule an employee's selection of a particular appropriate alternative worksite location if, in the supervisor's opinion, that location is not a business appropriate location and/or fails to provide a working environment compliant with the conditions outlined in this policy.
 - (b) Employees are expected to procure and provide internet service appropriate to complete the work at their own expense.
 - (c) Employees are responsible for meeting organizational requirements, including but not limited to all requirements regarding communication, accessibility, and collaboration.



(d) Employees are responsible for maintaining flexibility and responsiveness to the needs of the supervisor and organization. As with all work, employees are accountable for required individual contributions via their efforts with their coworkers and must communicate and collaborate as appropriate with coworkers, ensuring that remote work supports the work of the Village and does not result in diminished individual or organizational performance.

(I) Work Site

- (1) Any remote worksite that is not a part of an established Village location or facility is considered a remote work site. The remote work site is required to be a designated workspace that is quiet and free of distractions.
- (2) A remote work site may be either the employee's home or an alternative approved location. Any change in remote work site location shall be discussed and approved by a Supervisor and/or Department Head/Director. More specific conditions relating to employees working from a remote work site are subject to the approval of the Department Head/Director or designee.
- (3) The Village is not responsible for operating costs, home maintenance, property or liability insurance, or other incidental expenses (utilities, cleaning services, etc.) associated with the use of the employee's remote work site. Furthermore, employees shall not conduct any unauthorized external (non-Village) work during their remote work schedule.

(J) Technology, Equipment, and Supplies

- (1) The Village may provide core technology for remote workers, including:
 - (a) Laptop computer
 - (b) Meeting collaboration and shared screen tool (e.g., Microsoft Teams)
 - (c) VPN access to Village file shares
- (2) Employees are responsible for providing their own office furniture and ancillary office equipment, peripherals, and supplies. Employees may be required to provide their own telephone for accessibility and for multi-factor authentication to Village files.
- (3) The following conditions shall apply to the use of computers, software, other Village equipment, and internet access, and all users will comply with the following guidelines:
 - (a) When employees are provided Village equipment and/or software to work remotely, the Village resources at the remote work location may not be used for personal use.
 - (b) Employees are not allowed to duplicate Village-owned software. Employees must abide by the licensing regulations and restrictions for all software under license to the Village.
 - (c) A computer used for Village business must be plugged into a surge protector and have current virus protection maintained.
 - (d) Village computers must be routinely rebooted.
 - (e) Restricted-access materials shall not be removed from the Village's on-site work location or accessed through the computer unless approved in advance by the Department Head/ Director and the appropriate security access administrator.
 - (f) Employees shall promptly notify their supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances.



(g) The Village reserves the right to monitor an employee's access and ensure compliance with the Remote Work Policy.

(K) Security

- (1) Failure to exercise due care in safeguarding the Village's confidential and proprietary information is a job performance matter and may result in disciplinary action, up to and including termination.
- (2) The primary worksite location is required to have password protected WIFI. When working from a location without a secure WIFI, it is preferred the employee use a mobile hot spot.
- (3) Employees will protect Village information from unauthorized disclosure or damage and comply with federal, state, and Village rules, policies, and procedures regarding public and official records disclosure. Work done at the employee's remote worksite is regarded as an official Village business. Sensitive information, including Personal Identifiable Information (PII), shall not be sent or transferred via unencrypted email. All records, documents, and correspondence must be safeguarded for return to the Village, either in paper or electronic form. Hard copies of Village documents, including sensitive or personal information, shall not be removed from Village premises without a supervisor's approval.
- (4) Release or destruction of records should be done only in accordance with statute and Village policy and procedure and with the knowledge of the employee's Department Head/Director. Electronic/computer files are considered Village records and shall be protected as such.

(L) Pay, Leave, Hours of Work, and Official Responsibilities

- (1) The employee's Supervisor/Department Head/Director is responsible and accountable for supervising work in accordance with the Fair Labor Standards Act (FLSA). All employees (working remotely or not) are required to follow the Village's policies for requesting and obtaining approval of leave or any change to the work schedule. Employees and supervisors shall abide by the following:
 - (a) Remote work is work time (hours of duty) and cannot be used for any purposes other than official duties.
 - (b) Even when an employee is approved for remote work, the Village's workplace policies are still in full effect.
 - (c) Employees utilizing remote work are eligible for breaks in accordance with Village policy.
 - (d) All overtime of non-exempt employees must be requested by the employee and approved by their supervisor prior to the hours being worked.
 - (e) All time worked must be reported accurately and in accordance with the respective department's timekeeping and reporting procedures and those in the employee handbook.

(M) Expansion of Remote Work Due to Emergencies

- (1) The Village of Willowbrook reserves the right to allow employees to temporarily work from home for circumstances such as inclement weather, pandemics, special projects, or business travel to promote continuity of operations by allowing employees to continue their work at an approved alternative worksite. Requests to work remotely under emergency conditions are approved on an as-needed basis by each Department Head/Director, subject to the approval of the Village Administrator, with no expectation of ongoing continuance and focuses first on the operational needs of the Village.



The Corporate Authorities of the Village of Willowbrook reserve the right to modify and/or terminate the Village of Willowbrook Remote Work Policy for non-union employees at any time. The Corporate Authorities shall determine any such modification or termination of this policy to be in the best interest of the Village of Willowbrook.

5.1.3 Part-Time Employees

Part-time employees receive unpaid meal breaks, which shall not be less than thirty minutes in length and shall not be regularly scheduled at the beginning or end of a work shift, unless authorized by the supervisor. All breaks should be taken away from the employee's desk/work station, unless the supervisor has approved that breaks may be taken at work stations. If a work station is visible to the public, all breaks should be taken away from the respective work station.

Employees who work more than seven (7) hours will receive an uninterrupted 30-minute unpaid break. This break is to be given within the first five (5) hours of work. For the purpose of determining eligibility for a 30-minute break, time worked is considered actual work time and does not include the unpaid break itself or other types of accrued leave.

5.1.4 Hours of Operation

There may be occasions when Village Hall closes or reduces normal operations. If an employee requests to take one of these days off, they must use a full day of accrued leave. Leave will not be pro-rated based on hours of operation. The Village is under no obligation to inform employees in advance of unscheduled closings or reduced operations.

5.1.5 Public Works First Responder Designation

Public Works employees are designated as essential personnel and are considered first responders for operational and emergency response purposes. Employees are expected to be available for emergency callouts, severe weather events, and infrastructure failures 24 hours a day, 7 days a week, including weekends and holidays.

5.1.6 Public Works Standard Hours

The typical work schedule for full-time employees is 7:00 a.m. to 3:30 p.m., Monday through Friday. During each shift, employees receive two 15-minute paid breaks and one 30-minute unpaid lunch. Breaks and lunch periods should be taken in a way that supports ongoing operations and service to the community. On occasion, employees may request to work through a break or lunch; however, this should be discussed in advance with a supervisor, and approval must be granted. Working through scheduled breaks does not automatically permit early departure unless specifically authorized.

SECTION 5.2 COMPENSATION

Respective pay rates are determined on an individual basis and may be modified at any time by the Village based upon a number of considerations, including but not limited to, job duties, market data, individual job performance, attendance record and conduct. Any questions regarding pay matters should be directed to the Village Administrator. For non-union employees, pay will be in accordance with the salary pay plan that was approved by the Board of Trustees in 2020 and amended in 2023. With respect to any advancement within the pay plan, it will be based on the existing practice of recognition on individual ability and exhibited job performance in relation to the employee's job description. All salary increases are subject to favorable financial considerations as determined by the Village board.



When warranted, the Village Administrator may make a recommendation to the Village Board regarding adjustments to the Pay Plan. The recommendation shall occur prior to May 1. The Village Administrator's recommendation may take into consideration economic indicators selected by the Village, regional surveys, and the Village's ability to pay for such adjustments.

Village employees are paid bi-weekly on a two (2) week pay cycle for all hours worked, there are 26 pay checks during the calendar year. The payroll calendar is located on the Employee Services.

No advances on future wages will be made under any circumstances.

5.2.1 Overtime

Overtime becomes effective after a full-time or part-time, non-exempt employee has worked more than 40 hours in their regularly scheduled workweek. Paid breaks and lunches shall be considered hours worked for the purpose of determining eligibility for overtime.

Employees eligible for overtime will be paid at a rate of one and one-half (1.5x) times their regular rate of pay for all overtime hours worked including those on Saturday and Sunday.

All overtime must be authorized in advance by a supervisor. The Village does not allow non-exempt employees to work "off the clock" without compensation. Non-exempt employees must record all hours of work, including work performed away from the Village, on their time sheets and receive prior authorization if performing work outside of the employee's assigned work hours.

5.2.2 Compensatory Time

Full-time, non-exempt employees may elect to earn compensatory time, also referred to as "comp time". The accrual of comp time requires the prior approval of the employee's supervisor. Absent such approval, the employee shall not receive comp time but shall instead receive cash compensation for their overtime hours.

When an employee qualifies for and elects to receive compensatory time for overtime, compensatory time for overtime in excess of forty (40) hours in a workweek will be recorded at the rate of one and one-half (1 ½) times the number of hours (or a fraction thereof) worked in excess of forty (40).

An eligible employee can only carry 40 hours maximum of comp time at any given point in time; the balance of hours carries over from year to year. The Village reserves the right to require employees to cash out the balance of hours or to use the balance of comp time. Any hours in excess of 40 hours are automatically cashed out pursuant to periodic audits by the Village of comp time balances. Employees seeking to use comp time must seek the approval of their respective supervisor. Comp time may be used in 30 minute increments.

Part-time employees are not eligible to earn comp time and must receive pay for all overtime worked.

5.2.3 Public Works Call-Out, Remote Response, and On-Call Pay

Employees designated as on-call will receive a \$50 weekly stipend in recognition of their availability outside of normal working hours.

Employees called in outside of their regular schedule will receive a minimum of two (2) hours of pay at the applicable rate. Employees who respond remotely to work-related phone calls or SCADA system alerts will receive a minimum of one (1) hour of pay at the applicable rate.



Overtime opportunities will be distributed based on operational qualifications and seniority. Repeated refusals to respond to emergency call-outs may affect future eligibility for voluntary overtime.

If the Village is unable to meet operational needs with available staff, it reserves the right to utilize outside contractors to ensure essential services are maintained.

SECTION 5.3. TIME OFF WORK

5.3.1 Leave to Vote

Employees whose work hours begin less than 2 hours after the polls open and end less than 2 hours before the polls close, are allowed two hours off work with pay between the time of opening and closing of polls to vote. Employees shall submit the request for time off from work to vote to his or her supervisor at least the day before the election and the supervisor may specify the hours the employee may be absent.

5.3.2 Jury Duty

The Village strongly encourages employees to fulfill their civic obligation to serve on jury duty.

The Village will provide regular pay to all employees for work hours missed due to jury duty. An employee called for jury duty must present their supervisor with a copy of the jury summons in advance of the jury duty dates. Employees are permitted to keep any payment received from the court.

5.3.3 Child Birth/Adoption Leave

The Village offers permanent full-time and part-time employees who have a set schedule, regardless of gender, eighty (80) hours of paid leave in connection with the birth or adoption of a their own child. This benefit time is intended to be used immediately following the birth/adoption, or as soon as practical thereafter. As outlined in the Village's FMLA policy, this paid time runs concurrently with eligible FMLA benefit time.

5.3.4 Nursing Mothers in the Workplace Act

In accordance with State law, the Village will provide break time for nursing mothers by providing reasonable paid break time each day to an employee who needs to express breast milk for her infant child. The break time may run concurrently with any break time already provided to the employee.

The Village will also make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a toilet stall, where an employee described can express her milk in privacy.

5.3.5 Bereavement Leave

(A) In order to assist full-time and eligible part-time employees who have a set schedule, and have experienced a death in their immediate family, the Village has established a paid bereavement leave benefit. In the event of a death in the immediate family, an eligible employee will receive paid time off of three (3) working days, to be used within 12 months of the death of their immediate family member to handle family affairs. Employees who must travel greater than 300 miles (one way) to attend the service and attend to family affairs may be granted up to two (2) additional working days of paid time off if approved by the Village Administrator's Office.

For purposes of the paid benefit under this paragraph (A), immediate family includes husband, wife, civil union partner, certified domestic partner, father, mother, daughter, son, sister, brother, grandmother, grandfather, grandson, granddaughter, first cousin, niece, nephew, aunt, uncle, stepmother, stepfather, stepson, stepdaughter, stepbrother, stepsister, step grandparent. In addition, any of the above listed related to your spouse or child, i.e., your spouse's uncle.



(B) The Village will also comply with the Illinois Family Bereavement Leave Act (820 ILCS 154) ("FBLA") that provides eligible employees up to 10 days of unpaid leave associated with the bereavement of a "covered family member" as defined under the FBLA, and a pregnancy loss as well as circumstances related to unsuccessful assisted reproduction and failed adoptions.

(1) Under the FBLA, eligible Employees shall be entitled to use a maximum of 2 weeks (10 work days) of unpaid bereavement leave to:

- (a) attend the funeral or alternative to a funeral of a covered family member;
- (b) make arrangements necessitated by the death of the covered family member;
- (c) grieve the death of the covered family member; or
- (d) be absent from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

(2) Bereavement leave under Paragraph (B) must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or the date on which an event listed under paragraph (B)(1)(d) occurs.

(3) An eligible employee shall provide the Human Resources Division with at least 48 hours' advance notice of the eligible employee's intention to take bereavement leave, unless providing such notice is not reasonable and practicable.

(4) The Village may require reasonable documentation to support leave under the FBLA, including:

- (a) a death certificate;
- (b) a published obituary;
- (c) or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.
- (d) For leave resulting from an event listed under paragraph (B)(1)(d), reasonable documentation shall include a form, to be provided by the Illinois Department of Labor, to be filled out by a health care practitioner who has treated the eligible employee or the eligible employee's spouse or domestic partner, or surrogate, for an event listed under paragraph (B)(1)(d), or documentation from the adoption or surrogacy organization that the eligible employee worked with related to an event listed under paragraph (B)(1)(d), certifying that the eligible employee or his or her spouse or domestic partner has experienced an event listed under paragraph (B)(1)(d). The Village may not require that the eligible employee identify which category of event the leave pertains to as a condition of exercising rights under this Policy.

(5) In the event of the death of more than one covered family member in a 12-month period, an eligible employee is entitled to up to a total of 6 weeks of FBLA leave during the 12-month period.

(6) This policy does not create a right for an eligible employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act (FMLA) of 1993/Admin. Policy 98-04 (29 U.S.C. 2601 et seq.).

(7) Employees afforded paid leave under paragraph A of this policy, must use said leave concurrently with the leave provided under the FBLA. Employees may also elect to substitute any other paid benefit leave for an equivalent period of leave provided under the FBLA.



(8) Perceived violations of the FBLA/this policy should be reported to the Village Administrator so that the Village may review the situation and take appropriate action to redress any violation. An eligible employee who believes his or her rights under the FBLA have been violated may, within 60 days after the date of the last event constituting the alleged violation for which the action is brought, file a complaint with the Illinois Department of Labor or file a civil action in the circuit court.

5.3.6 Observed Holidays

Generally, when the holiday falls on a Sunday, the holiday will be observed the following Monday. When a holiday falls on a Saturday, the holiday will be observed the preceding Friday. The Village observes the following as holidays each year:

New Year's Day (January 1)	Veteran's Day (November 11)
President's Day	Thanksgiving Day
Good Friday (half day)	Day after Thanksgiving
Memorial Day	Christmas Eve (December 24)
Juneteenth (June 19)	Christmas Day (December 25)
Independence Day (July 4)	New Year's Eve (December 31)
Labor Day	

Full-time and eligible part-time employees who have a set schedule receive paid holidays. Full-time employees are provided the day off with pay; eligible part-time employees will receive holiday pay if the observed holiday falls on their regularly scheduled work day.

Holiday pay for non-exempt employees is calculated based on the employee's straight-time hourly rate of pay as of the date of the holiday, multiplied by the number of hours the employee would have worked per their set schedule on that day. For the purposes of determining eligibility for overtime, hours in which holiday pay is received are not considered hours worked.

The Village Hall is closed for business on observed holidays; there may be occasions where the Village will require certain employees to work on a holiday due to operational need. Any non-exempt employee required to work on an observed holiday will be paid one and a half their straight-time hourly rate of pay for all hours worked on the holiday. For example, the 4th of July falls on a Monday and Employee A would normally have worked 8 hours. Employee A will receive 8 hours of holiday pay at their straight time hourly rate. Employee A is also required to actual work 4 hours on the 4th of July and will be paid one and a half times their straight time hourly rate for 4 hours. The end result is 8 hours of straight time and 4 hours at two times ($1 \frac{1}{2} \times$) their straight time hourly rate.

5.3.7 Personal Leave

The Village provides full-time employees with 40 hours of Personal Leave for personal, including medical, reasons. However, employees have the flexibility to use Personal Leave for scheduled, non-emergency purposes. Employees will be granted 40 hours of Personal Leave on May 1 of every year and will expire on April 30.

If an employee is hired between May 1 and December 31, they shall be granted 32 hours of Personal Leave. If an employee is hired between January 1 and April 30, they shall be granted 20 hours of Personal Leave. Upon separation, employees will not be paid for unused Personal Leave.



Requests to use Personal Leave are subject to supervisor approval and shall be provided by the employee to their supervisor as soon as the employee is reasonably aware that they will not be reporting to duty and in any event no less than one (1) hour prior to the employee's scheduled starting time for each day/shift a personal day is used, unless notification of subsequent successive days/shifts is waived by the supervisor. The one (1) hour minimum reporting time shall not supersede a Departmental policy or protocol, which requires a call-in period beyond one (1) hour.

Personal Leave may be used in one (1) hour increments. Unused Personal Leave is forfeited at separation and at the end of each fiscal year. Unused Personal Leave cannot be converted into accumulated compensatory time as defined by the Fair Labor Standards Act. Personal Leave must be used during the calendar year during which it was granted and cannot be carried over into the following year.

5.3.8 Vacation

The Village grants paid vacation to full-time employees based on a fiscal year schedule (commencing on May 1). Although vacation time accrues gradually over the course of the fiscal year (rather than all at once on May 1), the Village may allow employees to take vacation time that has not yet accrued but will accrue later in that same fiscal year. Employees will be provided pro-rated vacation time prior to their first May 1 as a Village employee. Vacation for the calendar year during which the employee commences work will be determined by dividing the employee's annual vacation day allotment by the number of full months left in that year rounded to the nearest full day. All employees hired prior to the passage of this employee handbook will continue to receive their vacation increases based on their anniversary date. Any employee hired after the passage of this handbook will have their vacation days awarded to them every fiscal year.

The following schedule is used for determination of earned vacation days:

Years of Service	Hours Per Year
1-2	80
3	88
4	96
5	120
6	140
7-10	160
11-14	180
15 or more	200

If you wish to take a vacation and have accrued vacation days available, you must notify your supervisor indicating your desired vacation dates as far in advance as possible so that the supervisor can arrange to distribute your work load to others in your absence. While the Village will make every effort to grant your vacation request, it is possible that your request will be denied depending on service demands. Additionally, the Village may cancel previously approved vacation requests and/or require that vacation be taken on certain days, depending on service demands. When two or more employees in the same department desire the same vacation period and service demands permit only one to take a vacation at the desired time, it shall be the supervisor's discretion to determine which request will be granted or denied, after giving consideration to operational needs, and overall fairness.

If an observed holiday falls within a vacation period, the holiday will not be charged as a vacation day.



For the purposes of determining eligibility for overtime, hours in which vacation time is used are considered hours worked. Vacation time cannot be converted into compensatory time as defined by the Fair Labor Standards Act.

Vacation Time Use, Carryover and Annual Buyback Program

Employees must use vacation time in no less than one (1) hour increments and are required to "use or lose" one-half of the vacation days that they earn each year. This means that if an employee will earn, for example, ten vacation days over the course of the calendar year, he or she must use five of those vacation days during that same calendar year or they will be lost, and the remaining five days can either be used, saved, carried over into the next year in the employee's vacation day "bank" or cashed out (see definition below).

Employees may not accumulate more than 30 days' worth of unused vacation time in their vacation day bank. Accordingly, in situations where an employee carries days over, and the days he or she carried over will take the bank balance over 30, the employee will be required to "cash out" however many days must be removed to keep the maximum bank balance at 30. Employees have two options with regard to the distribution of time that is cashed out: (1) deposit into the employee's 457 account (retirement account); or (2) cash payment (through a payroll check reflecting any applicable withholdings). While employees must cash out any carried over vacation time that will cause their bank balance to exceed 30 days, they are also free to cash out carried- over vacation days when their bank balance is below 30 days at the beginning of each fiscal year. The following examples illustrate the application of the Village's vacation carryover policy:

Example 1 (no cash out required): Employee "A" had six days in her vacation bank on April 30 of Year One, which she carried over into Year Two. Over the course of Year Two, she earns another ten vacation days (five of which she must use or lose) and finishes Year Two with six days in her bank and another five days unused. The unused five days are added to her bank on May 1 of Year Three, which brings her vacation bank balance to 11. Since this number is below the maximum balance allowed, Employee "A" is not required to cash out any of her accumulated days on May 1 of Year Three – although she may do so if she wishes.

Example 2 (mandatory cash out): Employee "B" has 28 days in his vacation bank on April 30 of Year One. Over the course of Year Two, he earns another 20 vacation days, ten of which he must use or lose. At the end of Year Two, he has 28 days in his bank and another ten days unused. The unused days are added to his bank on May 1 of Year Three, bringing his vacation bank balance to 38. Because his balance cannot exceed 30 days, he must cash out eight days' worth of his vacation time on May 1 of Year Three. After doing so, he still has 30 vacation days in his bank that are available for use.

5.3.8.1 Public Works – Availability Status During Vacation Leave

Vacation time is granted in full-day or hourly increments based on the approved request (e.g., 8 hours for a full day). Vacation leave does not extend beyond the specific hours granted. For example, if vacation is taken on a Friday, only that Friday is covered — the weekend remains standard time off and is not considered part of the vacation.

Employees requesting vacation leave must indicate whether they are available or unavailable for call-in during that time:

- If you indicate you are unavailable, the Village will respect your status and you will not be called in.
- If you indicate you are available, you may be contacted and expected to report to work in the event of an emergency or operational need.

This designation allows the Village to maintain operational readiness while honoring employee time off.



Public Works Seasonal Scheduling

Vacation requests should be submitted with as much advance notice as possible. Employees are encouraged to notify their supervisor at least five (5) days in advance of the requested time off. Approval of leave is contingent upon staffing levels and operational needs.

During peak periods such as winter storms, summer construction, and seasonal leaf collection, the number of employees approved for leave may be limited to ensure adequate coverage. Employees may be required to declare their availability status during such periods, especially when designated as on-call.

5.3.9 Sick Leave

The Village provides full-time employees with sick leave in the following circumstances:

- The Employee is ill or injured, or for the purpose of receiving medical care, treatment, diagnosis or preventative medical care.
- A member of the employee's family is ill or injured, or to care for a family member receiving medical care, treatment, diagnosis or preventative medical care.
- The employee, or a member of their family, is the victim of domestic violence, as defined in section 103 of the Illinois Domestic Violence Act of 1986, or is the victim of sexual violence or stalking as defined in Article 11, 12-7.3. 12-7.4. and 12-7.5 of the Illinois Criminal Code of 2012; the employee's place of business is closed by order of a public official due to a public health emergency, or he or she needs to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency. For the purposes of this section, "public health emergency" is an event that is defined as such by a Federal, State or Local government, including a school district.
- Additionally, sick leave may be taken for the purposes of child bonding under the FMLA.

A qualifying family member includes child, legal guardian or ward, spouse under the laws of any state, domestic partner, parent, spouse or domestic partner's parent, sibling, grandparent, grandchild, or any other individual related by blood or whose close association with the Covered Employee is the equivalent of a family relationship. A child includes not only a biological relationship, but also a relationship resulting from an adoption, step-relationship, and/or foster care relationship, or a child to whom the Covered Employee stands in loco parentis. A parent includes a biological, foster, stepparent or adoptive parent or legal guardian of a Covered Employee, or a person who stood in loco parentis when the Employee was a minor child).

Non-Permitted Uses

Sick leave may not be used for absence due to a work-related injury for which compensation has been provided to the employee under the Worker's Compensation Act. If an employee's illness or injury exceeds the amount of available sick leave, the employee may elect to use other types of leave time available to them.

Conversion of vacation, compensatory time, personal days, or any other paid time off benefit into the sick leave accrual bank is prohibited.

Rate of Accrual

Eligible full-time employee shall earn sick leave at a rate of ninety-six (96) hours per year, earning eight (8) hours per month. Grandfathered part time employees will receive a pro-rated amount of sick leave each month. Earned sick leave shall be credited at the end of each month.



New Hires

New full-time employee beginning employment from the 1st through the 15th day of the month will be credited with eight (8) hours or four (4) hours, respectively, of sick leave for that month of service. Employees beginning the 16th through the end of the month will be credited with four (4) hours of sick leave for that month of service. Sick leave shall not be earned during any lay off or any extended unpaid leave (more than 30 days of absence), excluding FMLA leave.

Notification Requirements

Notification of an absence qualifying for the use of sick leave shall be provided by the employee to their supervisor as soon as the employee is reasonably aware that they are or will be unable to report to duty, and in any event no less than one (1) hour prior to the employee's scheduled starting time for each day/shift the employee is absent, unless notification of subsequent successive days/shifts is waived by the supervisor. The one (1) hour minimum reporting time shall not supersede a Departmental policy or protocol, which requires a call-in period beyond one (1) hour.

Sick Leave Usage Increments

Sick leave may be taken in 30-minute increments after the first hour.

Sick Leave Abuse

The Village may require an employee to submit documentation signed by a licensed health care provider for their own illness or the illness of a family member when sick leave is used, and the employee is absent more than three (3) consecutive work days.

The Village may use any reasonable measures to verify the proper use of sick leave including, but not limited to: (a) requiring employee to submit a medical certification; (b) requiring the employee to submit to physical exam at Village's expense; (c) requiring the employee to submit full details in writing explaining their absence; and (d) wellness checks conducted by a supervisor. It is at the Village's discretion to solicit more information in regard to an employee's absence.

Where the Village suspects sick leave abuse or a pattern of sick leave usage has developed, it may require that any absence be accompanied by a physician's written certification indicating that the employee has been examined, and that the employee was unable to perform the duties of the position during the period of absence. Patterns of abuse may include but are not limited to, calling in sick on days previously requested off but were denied, consistently calling in sick on Mondays and/or Fridays, calling in sick before or after a holiday, calling in sick before or after a scheduled vacation, etc. Upon reasonable evidence of abuse of sick leave, the employee shall not be paid for such leave taken and shall be subject to appropriate disciplinary action.

Sick Leave Carryover and Annual Buyback Program:

There shall be no right to receive pay in lieu of taking sick leave. The maximum that an employee can bank is 1,600 hours.

5.3.10 Catastrophic Leave

The Catastrophic Leave Program is designed to assist employees who have exhausted all of their granted, earned, and accrued leave due to a serious or catastrophic illness, injury or condition of the employee or of a member of their immediate family. For the purposes of this policy, a member of the employee's immediate family is their spouse or child.



This program allows other employees (referred to as "donating employees") to make voluntary donations of granted, earned, and accrued leave to a general pool of hours (referred to as "the general pool") that will be made available to any eligible employee who requests and is approved for Catastrophic Leave (referred to as "receiving employees") under the parameters defined in this policy. The Village reserves the right, in its sole and absolute discretion, to determine eligibility for participation, as well as continued participation, in the Catastrophic Leave Program including, but not limited to, the receipt or donation of leave. The Village reserves the right to discontinue the Catastrophic Leave Program in its sole discretion, with or without notice.

The Catastrophic Leave Program, including the administration of the general pool of hours, review of requests, and determination of eligibility, will be the responsibility of the Village Administrator or designee(s).

Eligibility

An employee shall be eligible to receive leave from the general pool provided their application meets the requirements below:

- Permanently employed by the Village, accrues paid leave (including PTO), has a set schedule, and has been employed by the Village for at least 12 consecutive months.
- Either the receiving employee has sustained a serious or catastrophic non-job-related illness, injury or condition or a member of the employee's immediate family has sustained a serious or catastrophic illness, injury or condition that requires absence of the receiving employee from work for a prolonged period. For the purposes of this policy, a member of the employee's immediate family is their spouse or child.
- The employee must have exhausted all granted, earned, and accrued leave time prior to receiving donated leave under this program.

Benefit Levels and Leave Usage

An employee whose application is approved will be allowed to participate in the program under the following guidelines:

- A maximum of eighteen (18) weeks of Catastrophic Leave may be received within a rolling twelve (12) month period. The hourly equivalent of eighteen (18) weeks will be calculated based on the individual employee's regular work schedule. The recipient will not be allowed to retroactively use donated time in lieu of previously unpaid time.
- Donated time may be used intermittently, as supported by medical documentation.
- If applicable, donated time will run concurrent with an eligible employee's leave allotment under the Family and Medical Leave Act ("FMLA").
- An employee using Catastrophic Leave under this policy will continue to be covered under the Village's group health insurance plan under the same conditions as coverage would have been provided if they had been continuously employed during the leave period. If all leave is extinguished, including Catastrophic Leave, and the employee enters an unpaid status, any continuation of benefits will follow procedures set forth in relevant Village policies.
- Employees on continuous and intermittent Catastrophic Leave will continue to accrue and be granted leave as if they were working in their full capacity. Leave that is accrued and/or granted while on Catastrophic Leave must be used prior to any continued use of Catastrophic Leave.



Requesting Donated Leave

The requesting employee must submit a request to the Village Administrator's Office. The employee is required to provide a physician's statement or other documentation necessary to establish the need for the prolonged absence. It is incumbent upon the employee to provide all necessary documentation and facts deemed necessary for the Village to properly evaluate their eligibility to participate in the Program. In the event the employee is unable to participate in this process, a family member may do so on their behalf. In all cases, the Village Administrator or their designee(s) has the final authority to approve or deny all requests.

Donating Leave

An employee shall be eligible to donate granted, earned, and accrued leave to the general pool provided their donation meets the requirements below.

- A minimum of eight (8) and a maximum of eighty (80) hours may be donated at any one time.
- Donating employees must retain a remaining balance of at least fifty percent (50%) of their current total accrued leave balance, respectively, at the time of their donation. For example, if an employee's total accrued leave balance is one hundred (100) hours, the maximum eligible for donation is fifty (50) hours.
- Donations are anonymous, irrevocable, and will not be returned to the donating employee.
- Donations may not be claimed as an expense, tax deduction or a charitable contribution.
- Leave donated will be accepted on an hour-for-hour basis. There will be no adjustment based on the pay level of the donor or recipient.

Returning to Work

An employee must return to work when they are deemed medically able to do so, as determined by their physician (or in the case of an immediate family member, their physician). When an employee returns to work after the use of donated time for their own illness, injury or other medically necessary reason, they must bring a release from their physician stating that they are able to return to work. The Village reserves the right to require an employee to undergo an examination by the Village's occupational health provider to verify fitness to return to work. If deemed necessary by a physician, an employee may return to work on a part-time basis or intermittently. In the event the recipient returns to work, and did not use all of the donated time, they may request to retain a portion, not to exceed forty (40) hours, for future use. This request will be reviewed and approved or denied by the Village Administrator or their designee. Any additional time remaining in the recipient's bank beyond what they are approved to retain will be returned to the general pool for use by future eligible recipients. Under no circumstances will the recipient be allowed to liquidate Catastrophic Leave hours for cash. This includes but is not limited to participation in the Village's annual sick and/or vacation buy-back program and/or payment of granted, earned, and accrued leave upon separation of employment.



Abuse of Catastrophic Leave

The Village reserves the right, in its sole and absolute discretion, to determine when an employee is abusing rights and privileges under this Catastrophic Leave Program and, in such event, to discontinue the employee's participation in and eligibility for catastrophic leave benefits.

5.3.11 Victims' Economic Security Safety Act

The Illinois legislature has enacted 820 ILCS 180 Victims' Economic Security and Safety Act (VESSA). VESSA provides that employees who are victims of domestic or sexual violence or have a family or household member who is a victim of domestic, sexual or gender violence, may under certain circumstances, take up to 12 weeks of leave from work on an unpaid basis during any 12-month period in order to address these issues. Please contact the Village Administrator's Office for more information about taking leave as provided by VESSA.

5.3.12 Illinois School Visitation Rights Act

This Act provides that employees may take up to eight (8) hours of unpaid leave per school year, with no more than four (4) hours being taken in one day for the purpose of school conferences, behavioral meetings, or academic meetings related to the employee's child. An employee requesting leave under this Act must provide a written request for the leave at least seven (7) days in advance, except in the case of emergencies. This leave is intended to be used as a last resort by employees who have no other paid (vacation or personal) leave available and who have made every attempt to schedule the visit during non-working hours. The employee must provide their supervisor with documentation of the visit as provided by the school administrator within two

(2) working days of the school visitation. This is unpaid leave; however, the Village will attempt to make reasonable efforts to accommodate an employee who wishes to make up the time, provided it is conducive to normal Village operations.



Other Types of Leave



SECTION 6.0 FAMILY MEDICAL LEAVE

The purpose of this policy is to provide employees with a general description of their Family and Medical Leave Act (FMLA) rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law 29 U.S.C. 2601, et seq.

6.0.1 General Provisions

Under this policy, the Village of Willowbrook will grant up to 12 weeks of leave during a 12-month period to eligible employees for qualifying reasons. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified by this policy.

6.0.2 Eligibility

To qualify for FMLA under this policy, the employee must meet all of the following conditions:

- The employee must have worked for the Village for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week and;
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave in the calculation to determine number of hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

6.0.3 Qualifying Events for Family Medical Leave (FML)

To qualify as FML under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that newborn.
- The placement of a child for adoption or foster care and to care for the newly placed child.
- A qualifying military exigency arising from the employee's spouse, son, daughter, or parent's active military duty or impending call or order to active duty.
- To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin.
- To care for a spouse, child or parent with a serious health condition (described below).
- An employee may take leave because of a serious health condition that makes him or her unable to perform the functions of their position.

6.0.4 Serious Health Condition

A serious health condition is defined as a condition that requires:

- Hospital Care: Inpatient care at a hospital, hospice or residential medical care facility, including any period of



incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider; **or**

- **Inc incapacity Plus Treatment:** A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves all of the following:
 - treatment two or more times by a health care provider, by a nurse or physician's assistant under the direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider within the first 30 days of incapacity unless extenuating circumstances exist; **and**
 - treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the health care provider; **and**
 - the first or only in-person visit to a health care provider must occur within seven days of the first day of incapacity; **or**
- **Pregnancy:** Any period of incapacity due to pregnancy or for prenatal care; **or**
- **Chronic Conditions Requiring Treatment:** A chronic condition that requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider continues over an extended period of time and may cause episodic rather than a continuing period of incapacity; **or**
- **Permanent/Long-Term Conditions Requiring Supervision:** A period of incapacity that is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; **or**
- **Multiple Treatment (non-chronic conditions):** Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by provider of health care services under orders of, or in referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.

6.0.5 Duration of Leave and Measurement Period

An eligible employee is entitled to up to 12 weeks of FML for the reasons listed in Section 6.0.3 during a 12-month period. The Village will measure the 12-month period as a “rolling” 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Village will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of FML the employee is entitled to take at that time.

Spouses working for the same employer limit their combined leave to a total of 12 weeks during any 12 month period for the birth of a child, or to care for a child after birth, placement of a child for adoption or foster care or to care for a child after placement, or to care for each employees parent with a serious health condition.

When one spouse uses a portion of the total 12 week FML entitlement as outlined above, each spouse remains entitled to use the difference between the amount he/she has individually taken and 12 weeks of leave for other forms of FML.



6.0.6 Procedure for Requesting FML

It is the responsibility of the employee to request FML by providing verbal or written notice of the need for the leave to the Village Administrator's Office, Department Head or designee. Within five business days after the employee has provided this notice, the Village Administrator's Office, Department Head or designee will complete and provide the employee with the Department of Labor Notice of Eligibility and Rights informing an employee whether or not they are eligible for FML.

Employees seeking to use FML are required to provide 30-day advance notice of the need to take FML when the need is foreseeable and such notice is practicable. If leave is foreseeable less than 30 days in advance, the employee must provide notice as soon as practicable - generally, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice to the employer as soon as the employee learns of the need for leave. Absent unusual circumstances, employees must comply with the Village's notice requirements for reporting absence from work. Failure to comply with the notice requirements for reporting may result in a denial or delay of an FML designation.

When an employee seeks leave, due to a FML-qualifying reason for which the Village has previously designated the employee FML-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FML.

In all instances, the employee must answer questions and provide sufficient information to allow the Village to determine whether an absence is for a FML-qualifying reason. Failure to provide such information can result in a delay or denial of FML coverage.

6.0.7 Village Notice of Eligibility

When an employee requests FML or the Village acquires knowledge that leave may be for a FMLA purpose, the Village must notify the employee of their eligibility to take leave and inform the employee of their rights and responsibilities under FML. When the Village has enough information to determine that leave is being taken for a FML-qualifying reason, the Village must notify the employee that the leave is designated and will be recorded as FML.

Key employees of the Village are those who are among the highest paid ten percent (10%). These key employees will be notified of their status as a "key employee" in the DOL Notice of Eligibility.

6.0.8 Certifications

The Village will require certification for the employee's or for a family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition. If an employee provides an incomplete or insufficient certification, the employee will be required to resolve any deficiencies in the medical certification.

The Village may directly contact the employee's or family member's health care provider for verification or clarification purposes. This contact will be made by a Village health care professional, an HR professional, leave administrator or management official – not by the employee's direct supervisor. The employee may be required to consent to disclosure of the information to the Village pursuant to HIPAA Medical Privacy Rules, and if the employee fails to provide such consent, the Village may deny FML where the certification is unclear.



The Village has the right to ask for a second opinion if it has reason to doubt the certification. The Village will pay for the employee to get a certification from a second doctor, which the Village will select. The Village may deny FML to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the Village will require the opinion of a third doctor. The Village and the employee will mutually select the third doctor, and the Village will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FML pending the second and/or third opinion.

The Village may also require certification for a qualifying exigency or for leave to care for a covered service member or veteran.

6.0.9 Intermittent Leave or a Reduced Work Schedule

The employee may use FML intermittently where medically necessary or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule.

For the birth, adoption or foster care of a child, the Village and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

Employees on intermittent leave have the sole responsibility to properly notify the Village of upcoming intermittent leave use. If an employee needs intermittent or reduced schedule leave for planned medical treatment, the employee must attempt to schedule treatment outside of working hours as to not unduly disrupt operations. If the leave is foreseeable, employees must provide 30 days advance notice or as soon as practicable for intermittent leave that is foreseeable. Employees on intermittent leave must still abide by the leave reporting process as outlined in the

The Village Administrator's Office or designee will request FML usage monthly for tracking purposes. FML usage will be reported to the employee upon their request.

The Village may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or, if allowed, to care for a child after birth, or placement for adoption or foster care.

6.0.10 Designation of FML

Upon notification by the employee to the Village, the Village will preliminarily notify the employee who has properly requested leave whether the request has been granted within five business days of learning the reason for the request. Within five business days after the employee has submitted the appropriate certification form, the Village Administrator's Office or his designee will complete and provide the employee with a written response to the employee's request for FML using the DOL Designation Notice.

6.0.11 Recertification

The Village may require recertification for leave due to an employee's serious health condition every 30 days. The Village may require recertification of employee or family medical leave at any point when circumstances have changed significantly, the Village receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of their leave. The Village may require, at its own discretion, recertification



every six months in connection with an FML medical leave, or more frequently as permitted by law. The Village may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

6.0.12 Employee Benefits During Leave

While an employee is on leave, the Village will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Under current Village policy, the employee pays a portion of the health insurance premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. After 30 days of unpaid leave the employee contribution of the health insurance premium will continue to be made at the employee's expense, however, the employee must make this payment, either in person or by mail. The payment must be received in the Village Administrator's Office by the first (1st) day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage. If mutually agreed upon, requests for alternative payment options or extended timeframes may be approved.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Village will require the employee to reimburse the Village the amount it paid for the employee's health insurance premium during the leave period.

If the employee participates in voluntary benefits that require payment, the employer will continue making the necessary payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay their portion of the voluntary benefits, or the employer may elect to maintain such benefits during the leave and pay the employee's benefit costs. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's benefit costs, whether or not the employee returns to work.

Consistent with the Village policy regarding all types of leave, employees on unpaid FML will not continue to accrue leave time (vacation, sick or other leave types) or other benefits during any period of the leave (service credit towards Longevity and 25 Year Service Payment). In addition, employees will not be paid for holidays that occur during the unpaid leave. Please note that an employee's pension system may offer additional benefits while on unpaid leave.

6.0.13 Use of Paid and Unpaid Leave

An employee who is taking FML must use all paid vacation, personal, compensatory, sick leave and other types of leave prior to being eligible for unpaid leave. An employee who has had their leave designated under FML may use sick time if the circumstance qualifies for the use of sick leave. Additional documentation may be required to verify sick leave is appropriate. All paid leave shall run concurrently with FML.

6.0.14 FML and Worker's Compensation

Work related injuries resulting in a qualifying condition under the FML will be designated as FML leave and will be counted toward the total 12-week FML entitlement.

6.0.15 Intent to Return to Work

The Village will require an employee on FML to report regularly on their leave status and intent to return to work. Employee Handbook



6.0.16 Return to Work and Fitness for Duty

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from their health care provider. This requirement will be included in the employer's response to the FML request. Upon return from FML, an employee who takes FML will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The employee will not lose unused benefits that accrued prior to the leave of absence.

The Village may choose to exempt certain key employees from this requirement and not return them to the same or similar position. Key employees are those who are among the highest paid ten percent (10%) of the employees employed by the Village. The Village will notify such employees of their "key employee" status and the conditions under which job restoration may be denied, if applicable.

SECTION 6.1 MILITARY FAMILY LEAVE

Military Family Leave under the Family and Medical Leave Act (FMLA) includes two provisions, Qualifying Exigency Leave and Military Caregiver Leave. Although FMLA leave is unpaid, employees will be required to use accrued leave, if it is available. After exhausting all accrued leave the Military Family Leave may be unpaid.

Eligibility: To qualify for Medical Family Military Leave under the FMLA policy, the employee must meet all the conditions as defined in the Family and Medical Leave Act policy Section 6.0.2 in addition to the conditions listed in the applicable sections below.

6.1.1 Qualifying Exigency Leave

If an employee's spouse, parent, son or daughter is a military member who is on covered active duty with the Armed Forces or has been notified of an impending call or ordered to covered active duty and the employee qualifies for Family Medical Leave (FML) they may be entitled to take up to a total of 12 weeks of unpaid leave under the FML for qualifying exigencies.

Covered active duty includes duty of a member of a regular component of the Armed Forces during deployment to a foreign country, and duty of a member of a reserve component of the Armed Forces during deployment to a foreign country under a call or order to active duty in support of specified contingency operation. Certification of such leave is required.

Deployment to a foreign country means deployment to areas outside the United States, outside the District of Columbia, or outside any Territory or possession of the United States

Categories of Qualifying Exigencies: An employee is entitled to use qualifying exigency leave for the following purposes (refer to Federal FMLA guidance for additional information regarding qualifying circumstances) for:

- Short notice deployment
- Military events and related activities
- Childcare and school activities
- Financial and legal arrangements
- Counseling
- Rest and recuperation
- Post-deployment activities
- Parental care
- Additional activities



Duration of Leave and Measurement Period of Exigency Leave: The employee is entitled to up to 12 weeks of FML during a “rolling” 12-month period measured backward from the date an employee uses any leave for the exigencies listed above. The leave may be taken intermittently as defined in the FMLA policy Section 6.0.9.

Military Exigency Leave will be counted towards an employee’s annual 12-week FML allotment. An employee may take leave for other qualifying reasons under the FMLA to the extent the combined leave does not exceed 12 weeks during the rolling 12-month period. To request FML unrelated to Military Exigency Leave, see in the FMLA policy Section 6.0.6.

Under the Illinois Family Military Leave Act (IFMLA), an eligible employee who is the grandparent of a person called to military service lasting longer than 30 days pursuant to a state or federal deployment order may also be entitled to up to 15 days of unpaid family military leave during the time the deployment order is in effect. The number of days provided to an employee under the IFMLA shall be reduced by the number of days of leave provided under FMLA. Although IFMLA leave is unpaid, employees will be required to use accrued leave, if it is available. After exhausting all accrued leave, the IFMLA may be unpaid if the employee has exhausted all available vacation and personal time.

Requesting Military Exigency Leave Procedures: In accordance with FMLA policy Section 6.0.6, it is the responsibility of the employee to request Military Exigency Leave by providing verbal or written notice of the need for the leave to the Village Administrator’s Office Director or designee. Within five business days after the employee has provided this notice, the Village Administrator’s Office Director or designee will complete and provide the employee with a Notice of Eligibility as defined in the FMLA policy Section 6.0.7 and the DOL Certification of Qualifying Exigency for Military Family Leave form WH-384.

The Village will request certification form WH-384 and a copy of the military member’s active-duty orders (or other documentation issued by the military). The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in the denial of continuation of leave. The Village may request authentication and confirmation by directly contacting the Department of Defense to request verification that the military member is on covered active duty. The Village may also contact directly any third parties necessary to verify the validity of the request. This contact will be made by the Village Administrator’s Office Director or designee, leave administrator or management official – not by the employee’s direct supervisor.

Employee Benefits on Exigency Leave: Employees on Exigency Leave will be provided with employee benefits as defined in the FMLA policy Section 6.0.12.

Pay Status on Exigency Leave: Employees will be required to use accrued vacation, personal and eligible sick time (as long as the reason for the absence qualifies for the use of sick leave per the Village’s policy, or applicable CBA) during Exigency Leave as defined in the FMLA policy Section 6.0.13.

6.1.2 Military Caregiver Leave

If an employee is the spouse, parent, son, daughter or next-of-kin of a covered service member or veteran and the employee qualifies for FML they may be entitled to take up to a total of 26 weeks of unpaid leave under the FMLA to take care of their military relative if they have a qualifying serious injury or illness. See Department of Labor FMLA regulations for definitions of familial relationships, including next-of-kin.

A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness.



A covered veteran is a former member of the Armed Forces (including a member of the National Guard or Reserves), who was discharged or released under conditions, other than dishonorable discharge, and was discharged within a five-year period before the eligible employee first takes leave under the Military Caregiver provision who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. See Department of Labor FMLA regulations for service members discharged prior to March 8, 2013.

Serious injury or Illness of a Current Service Member

A serious injury or illness - is one that was incurred in the line-of-duty while on active duty that may cause the service member to be medically unfit to perform the duties of their office, grade, rank, or rating. A serious injury or illness also includes injuries or illnesses that existed before the service members' active duty and that were aggravated by service in the line-of-duty or active duty.

Serious injury or illness of a Veteran

A serious injury or illness is one that was incurred in the line-of-duty while on active duty in the Armed Forces or that existed prior to and was aggravated by service in the line-of-duty while on active duty and is either:

- A continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Services and rendered the service member medically unfit to perform the duties of their military position; or
- A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50% or greater, and the need for military caregiver leave is related to that condition; or
- A physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service, or would do so absent treatment; or
- An injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Any one of these definitions meets the FMLA's definition of a serious injury or illness for a covered veteran regardless of whether the injury or illness manifested before or after the individual became a veteran.

Duration of Leave and Measurement Period of Military Caregiver Leave

The employee is entitled to up to 26 weeks of Military Caregiver Leave for the reasons listed above. The leave is to be completed within a single 12-months beginning from the first day of Military Caregiver Leave. The leave may be taken intermittently or on a reduced schedule for planned medical treatment appointments for the covered service member or where there is a medical necessity for the service member to have periodic care, as supported by a certification. Spouses are limited to a combined total of 26 workweeks of leave, in conjunction with other limits on combined leave under the FMLA policy, if each spouse is a parent, spouse, son or daughter, or next of kin of the service member.

Military Caregiver Leave may be counted against an employee's annual 12 week FMLA allotment. An employee may take leave for other qualifying reasons under the FMLA during the 12 month measurement period that the employee is eligible for Military Caregiver Leave; however, combined leave under the FMLA is limited in two key regards:

- (1) An employee may not take more than 12 weeks of leave for any reason other than Military Caregiver Leave; and



(2) Any Military Caregiver Leave that is taken cannot exceed the difference between 26 weeks and the amount of leave taken within the employee's 12 week FMLA allotment for other qualifying reasons. To request FMLA leave unrelated to Military Caregiver Leave, see in the FMLA policy Section 6.0.6.

Requesting Military Caregiver Leave Procedures

In accordance with the FMLA policy Section 6.0.6, it is the responsibility of the employee to request Military Caretaker Leave by providing verbal or written notice of the need to the Village Administrator's Office Director or designee. Within five business days after the employee has provided this notice, the Village Administrator's Office Director or designee will complete and provide the employee with a Notice of Eligibility as defined in the FMLA policy Section 6.0.7 and the DOL Certification for Serious Injury or Illness of Covered Service member WH-385 or Certification for Serious Injury or Illness of a Veteran for Military Caregiver WH-385-V.

The Village will request certification form WH-385 and/or form WH-385-V. The employee must respond within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in the denial of continuation of leave. The Village may request authentication and clarification by directly contacting the covered injured or ill service member's military unit or other health care provider and may require confirmation of the covered family relationship to the seriously injured or ill service member. This contact will be made by the Village Administrator's Office or designee, leave administrator or management official – not by the employee's direct supervisor. The employee's covered injured or ill service member may be required to consent to disclosure of the information to the Village pursuant to HIPAA Medical Privacy Rules, and if the covered injured or ill service member fails to provide such consent, the Village may deny FML where the certification is unclear. Where applicable, in lieu of certification, an employee may submit invitational travel orders or invitational travel authorization issued to a family member. The Village may require authentication and clarification of this documentation and may require confirmation of the employee's relationship to the seriously injured or ill service member.

Employee Benefits on Military Caregiver Leave

Employees on Military Caregiver Leave will be provided with employee benefits as defined in the FMLA policy Section 6.0.12.

Pay Status on Military Caregiver Leave

Employees will be required to use accrued vacation, personal and eligible sick time (as long as the reason for the absence qualifies for the use of sick leave per the Village's policy) during Military Caregiver Leave as defined in the FMLA policy Section 6.0.13.

SECTION 6.2 MILITARY ASSIGNMENT LEAVE

Village employees who are members of the uniformed or military services shall be extended employment rights as set forth in the Illinois Services Employment and Reemployment Rights Act (ISERRA) (330 ILCS 61/1-1 et seq.), the Uniformed Services Employment and Reemployment Rights Act (USERRA) (38 USCA 4301, et seq.) and all other applicable state and federal laws. This policy is not intended to grant any rights or impose any responsibilities in excess of those contained in state and federal law.

If an employee needs leave for uniformed or military service, the employee shall provide notice to their Department Head and the office of the Village Administrator, along with a copy of their orders for service, as soon as they become aware of their need for leave. The Village will provide leave for uniformed or military service in accordance with the requirements of state and federal law.



During periods of uniformed or military leave, the Village's health-plan benefits will continue in accordance with state and federal law. For periods of leave for active duty, the Village shall continue to pay the employer's share of the full premium and administrative costs related to the continuation of health-plan benefits.

During periods of military leave for annual training, employees shall continue to receive full concurrent compensation for up to 30 calendar days per year. During periods of leave for active service, employees shall receive differential compensation, meaning pay due when the employee's rate of compensation for military service is less than his or her daily rate of compensation as a public employee. In the case of differential pay, the employee shall receive his or her regular compensation as a public employee minus the amount of base pay for active service. Differential compensation for voluntary active service is limited to 60 workdays in a calendar year. Employees may elect, but are not required to, the use of accrued vacation, annual or similar leave with pay in lieu of differential compensation during any period of military leave. Differential compensation will not be paid for active service without pay. Employees who have exhausted concurrent compensation for annual training, may receive differential pay for annual training, as set forth and limited by law.

For more information regarding the benefits and requirements related to military leave, please contact the Village Administrator.

SECTION 6.3 WORKER'S COMPENSATION

Any Village employee who is injured in the performance of their duties is entitled to seek benefits under the Worker's Compensation Act. Employees are expected to immediately report any injury to their supervisor, no matter how minor. An injured employee is required to submit a written report of any on-the-job injury to their immediate Supervisor as soon as possible to file an application with the Village Administrator's Office for Worker's Compensation benefits. In addition, the employee may be eligible for their pension disability benefit.

In accordance with the Illinois Workers' Compensation Act, the Village maintains workers' compensation insurance. The Illinois Worker's Compensation Act provides a system of benefits to most employees who experience work-related injuries and occupational diseases. Workers' compensation benefits are subject to change as a result of changes in the law.

For more information regarding Workers' Compensation benefits, employees should contact the Village Administrator.

The Village reserves the right to manage incidents involving workers' compensation to the fullest extent permitted under the law. Employees found to be defrauding the Village with respect to workers' compensation claims will be subject to disciplinary action, up to and including termination. Also, employees who fail to comply with requests and/or orders from the Village while absent from work due to a workplace injury or illness will be subject to disciplinary action, up to and including termination, as well as other sanctions or actions permitted under the law.

If the injury or illness is defined as a serious health condition under the FMLA and the employee is eligible, the worker's compensation leave and FML will run concurrently.

SECTION 6.4 TEMPORARY LIGHT DUTY ASSIGNMENTS

To aid a temporarily injured/ill employee through the transitional period toward full recovery, the Village may offer temporary light duty assignments in circumstances where light duty work is available. Light duty assignments are not available in connection with and are not intended to cover permanent disabilities, therefore will not be made available to employees with permanent restrictions.



Temporary light duty assignments may include work within the employee's normal duties, duties normally performed by another person within the department, duties in another department, or a combination thereof. For the light duty assignment to be offered, the employee must have the skills to perform the assignment and the assignment must accommodate the employee's medical restrictions. Employees on light duty are not permitted, under any circumstances, to perform any work that violates their return-to-work restrictions. Light duty assignments may be modified as necessary at the supervisor's discretion, as long as the work restrictions are enforced. The Village reserves the right to deny light duty (work related or non-work related).

6.4.1 Secondary Employment While on Light Duty

Unless approved in advance, an employee on light duty may not engage in other employment during the light duty period. If an employee engages in other employment during the light duty period, the employee will have violated the terms of this light duty policy and will be deemed to have voluntarily terminated their employment with the Village. In the event secondary employment is approved while an employee is on light duty for a work-related injury, the employee must continue to comply with all medical restrictions both in and outside of their employment with the Village.

6.4.2 Requesting Light Duty

Before a light duty assignment will be considered, an employee must submit a work status note to their supervisor and the Village Administrator's Office, which has been completed and signed by the employee's treating physician, or Independent Medical Examiner, on their company letterhead. The medical note must answer the following questions:

- Is the employee's medical condition/work restrictions temporary?
- When is the employee expected to be able to return to full, unrestricted duty?
- When is the employee next scheduled to be evaluated?
- What, if any, workplace accommodations can the Village provide (other than light duty) that would aid the employee in performing the essential function of their job?
- What is the employee's work restrictions?

Light duty cannot be offered if the medical note does not provide the requested information. If additional clarification is needed regarding the employee's restrictions, the Village Administrator's Office will seek clarifications either through the employee or the physician who provided the note. Once all restrictions have been clarified, the Village Administrator's Office will coordinate with the employee and their supervisor to explore work availability that is consistent with the given restrictions. Please note, light duty may not be approved immediately, pending the need for additional clarification from the employee's treating physician. During this period the employee is required to use the appropriate accrued leave until the request can be evaluated. Light duty may be denied if there is no work available that matches the employee's skill set and current work restrictions.

An employee working in a light duty capacity will continue to receive the wages earned before requesting light duty and are generally not scheduled for overtime.

6.4.3 Returning to Work

In order to return-to-work without restrictions from a temporary light duty assignment, an employee must submit a work status note providing medical clearance from their treating physician or from an Independent Medical Examiner. The Village may direct an independent medical examination if it suspects the injured employee cannot fulfill the duties as described in the employee's job description.



6.4.4 Work-Related Injury/Illness

It is the policy of the Village to provide light duty work, if available, to employees with work-related injuries/illnesses of a temporary nature, as an option to assist in the recovery process. If work is available, it may be offered for up to six (6) weeks in a rolling- year for the same condition, unless extended by the Village in its sole discretion in accordance with the individual's work restrictions.

For work related injuries/illnesses, state worker's compensation laws generally require an employee to work, if work is available. If available work is not accepted by the employee, workers' compensation benefits may not be paid, depending on the applicable worker's compensation law. This may limit the amount of short-term disability benefits an employee is eligible to receive. The employee cannot use sick leave when refusing a light duty assignment and is required to use all applicable accrued leave before entering into an unpaid status.

All work-related injury/illness light duty information will be maintained by the Village Administrator's Office in the workers' compensation file.

6.4.5 Non-Work-Related Injury/Illness

Light duty, for a non-work-related injury/illness, may be offered for up to six (6) weeks in a rolling- year for the same condition, unless extended by the Village in its sole discretion in accordance with the individual's work restrictions.

If the light duty assignment is not otherwise extended, the employee will be treated for all purposes as if the restrictions are permanent, until such time as the employee submits verification from the treating physician or the independent medical examiner that the restrictions have materially changed or have been eliminated.

Light duty certification from the treating physician will be required every thirty (30) days regardless of the timeframe given on the original medical clearance note. Failure to re-certify may result in the denial of continued or extended light duty work.

If the light duty assignment is refused, an injured/ill employee has the option of using their accrued time or taking unpaid leave in accordance with the FMLA, if the employee otherwise meets the requirements for such leave. If the employee has exhausted their light duty period, they will be placed on FML (if eligible) and/or may apply for disability leave.

All light duty information will be maintained by the Village Administrator's Office in the employee's respective medical file.



Employee Benefits and Separation of Employment



SECTION 7.0 EDUCATIONAL ASSISTANCE PROGRAM

Under this program, the Village will assist employees in bearing the cost of academic degree seeking programs that have some apparent beneficial relationship to the performance of the employee's duties. All academic programs must be accredited by the U.S. Department of Education or the Council for Higher Education. Online courses offered by an accredited university or college may qualify. The Educational Assistance Program will reimburse the employee for the costs of tuition expenses on an annual basis. Books, fees and other educational expenses are not eligible for reimbursement.

Annual funding of this program is not guaranteed. The amount of funds available in a particular year to an individual employee will be determined by the Village Administrator's Office. The program has been designed to ensure that all qualified employees have equal access to reimbursement funds.

7.0.1 Eligibility

All full-time and eligible part time (refer to Section 8.0.1 Employee Benefit Eligibility) employees who have completed one year of service are eligible for participation. Full time employees may receive up to \$5,000 annually and eligible part-time employees may receive up to \$3,500 annually for tuition reimbursement.

7.0.2 Initial Application and Course Updates

An eligible employee seeking participation on the Educational Assistance Program must complete an "Educational Assistance Application" prior to initiating their course work. After the application has been processed, the employee will be notified of whether they have been approved to participate and at what reimbursement level.

Employees who are approved for participation in the program must complete and submit an "Education Assistance Course Update Form" no later than thirty (30) days prior to the start of each course.

7.0.3 Reimbursement Level

The extent of the Village participation in the cost of an employee's tuition is determined by the degree to which the academic program is related to the employee's duties, as determined by the Village Administrator.

- For programs that are directly job-related, the Village will reimburse tuition costs up to \$5,000 on an annual basis (eligible part-time \$2,625).
- For those courses that are indirectly (but reasonably) job-related, the Village will reimburse tuition costs up to \$2,625 on an annual basis (eligible part-time \$1,312).
- If a specific course is required under a degree program, but is non-credit worthy, the Village will reimburse tuition costs up to \$2,625 on an annual basis (eligible part-time \$1,312).
- If a program is unrelated to an employee's job duties, the Village will not reimburse any of the tuition costs.
- Ineligible courses and programs include, but are not limited to seminars, workshops or short courses of a few days duration and/or degree programming at professional schools such as law school, medical, dental or veterinary school.
- Technical courses that are required and/or recommended for performing an employee(s) job (e.g., certifications) should be budgeted within the individual departmental training budget.



7.0.4 Criteria to Determine Job Relatedness

Several criteria are used to determine whether an academic program is directly or indirectly related or unrelated to an employee's position and responsibilities. The following factors will be examined in relation to each application for educational assistance funds:

- The immediate benefit which the program would provide to the employee;
- The immediate effect which it would have on their on-the-job performance;
- The recommendation of the employee's Department Director in regard to the particular application and the employee's overall educational pursuits;
- The employee's written explanation of the benefits (both personal and job-related) provided by the program;
- The individual's satisfactory work record.

In the event that the course for which educational assistance funds are requested is not directly related to the employee's present position and responsibilities, the application will be evaluated in terms of the benefits the course would provide by preparing the employee for another position within the organization for which he or she may be eligible (e.g., a management degree program which provides supervisory training for an employee in a non-supervisory position who may possibly be placed in a managerial role).

Employees are encouraged to meet with their Department Director and the Village Administrator's Office prior to starting a program leading to a degree, since requested funding for such a program will extend over a period of years.

7.0.5 Criteria for Reimbursement of Tuition Costs

The Village will reimburse tuition costs when the employee demonstrates that they have successfully completed the course with a passing grade of "C" or better. If an employee fails to complete a course under the Educational Assistance Program without a satisfactory reason, or if the employee fails to receive a grade of "C" or better, the employee may be disqualified from further participation in the Educational Assistance Program.

7.0.6 Requesting Tuition Reimbursement

Payment will be on a reimbursement basis only. Participating employees will receive all of their qualifying reimbursement payments via payroll. Employees will receive a separate check based upon their standard pay method for the tuition expense according to the normal payroll cycle. Requests for reimbursement shall be made within a reasonable timeframe of completing the course they are seeking reimbursement. To request reimbursement, complete and submit the "Educational Assistance Repayment Agreement." Notice: requests for reimbursement submitted after the last payroll of the year, will go towards your allotment for the year in which the funds are actually received by the employee.

7.0.7 Terms of Repayment Agreement

If an employee voluntarily terminates employment within one year of receiving education assistance funds, the Village will seek to recoup fifty (50) percent of the previous twelve (12) month's tuition reimbursement payment from the employee. The employee agrees to consent to the deduction of any amounts owed at the time the employee terminates employment, even if such deduction is greater than 15 percent of the employee's final pay. If the repayment amount is greater than the employee's final compensation, the employee will agree to repay within 30 days of termination.



SECTION 7.1 FRINGE BENEFITS

Except for benefits specifically stated in a collective bargaining agreement, employee benefits described herein are established by and may be amended by the Village.

The Village provides full-time employees with a comprehensive benefit package. If eligible, the Benefit Plan allows employees to select benefit options for medical, dental, vision and life insurance coverage as well as flexible spending plans.

The Village reserves the right to change or terminate vendors, benefit levels, benefit offerings, policies and procedures, with or without notice. In all instances the actual plan documents govern terms of participation and eligibility. Please refer to the current year's Open Enrollment Guide located on the Employee Services Page of the EIC for the most up to date information regarding benefits. Employee wages and fringe benefits are reviewed and approved by the Village Administrator and Board of Trustees as a matter of routine in concert with the Village's annual budget approval process.

Employee wages and fringe benefits are reviewed and approved by the Village Administrator and Board of Trustees as a matter of routine in concert with the Village's annual budget approval process.

7.1.1 Employee Assistance Program

The Village of Willowbrook provides an Employee Assistance Program (EAP) for all Village employees. The EAP provides employees with a confidential, convenient, no cost opportunity to resolve personal problems including, but not limited to: marital and family issues, alcohol and chemical dependencies, financial and legal stress, depression and emotional difficulties.

Participation in the EAP does not jeopardize job security or career opportunities. Likewise, participation does not exempt employees from their normal job requirements, nor does it allow exceptions to standard work practices and policies.

The Employee Assistance Program (EAP) is administrated by an outside provider as a mechanism for dealing with employees' and their families' personal problems. The program is available as an aid to those employees and family members who voluntarily wish to use the program for resolving a personal problem. These problems may include emotional illnesses, alcoholism, drug dependence, marital or family discord, stress disorders, legal difficulties or financial matters. All employees and their extended family members may use this program.

The general purpose of the program is to ensure that any employee and employee family member having a personal problem affecting work or home life will receive careful consideration and an offer of confidential professional assistance in the areas of stress disorders, mental or emotional illness, alcoholism, drug abuse, marital or family distress, or financial, legal or other related concerns.

Referral procedures will be designed to facilitate (a) self-referrals, (b) supervisor/management referrals, (c) medical referrals, and (d) family referrals to the EAP. When necessary, a medical leave of absence may be granted for treatment or rehabilitation on the same basis as is granted for other health problems.

The decision to request or accept assistance through the EAP is a voluntary, personal choice of the individual.

All information relating to an employee's EAP participation is strictly confidential. Only the EAP provider maintains EAP records. The EAP provider does not release specific information about an employee's use of EAP services unless the employee gives his or her advance written consent.



Voluntary self-referred employees or family members seeking assistance will be able to do so with complete anonymity.

Expenses incurred for diagnosis and treatment of alcoholism, drug abuse, or medical or psychiatric problems will be reimbursed in accordance with the provisions of the Group Insurance Program applicable to the employee.

The EAP is a prepaid service offered by the Village to employees and their spouse, and depending on their program, others in the employee's household as covered by their benefits plan. There is no cost to employees for utilizing the EAP service. However, if an employee is referred to additional resources for help and the employee elects to use those resources, the resulting co-payments and fees, if any, are the employee's responsibility.

7.1.2 Health Insurance

The Village provides a competitive health insurance benefit plan for eligible employees. Information regarding coverage type, plan highlights, summary plan descriptions, and insurance carrier contact information is located on the Employee Services Page of the EIC.

7.1.3 Health Insurance Opt-Out Program

Eligible employees who provide proof of alternative qualifying group health coverage may elect to opt out of the Village's group health insurance plan. Employees who elect this option will receive a taxable opt-out incentive of \$7,000 per fiscal year, payable in accordance with the Village's regular payroll cycle.

7.1.4 Vision Insurance

The Village offers vision insurance to full-time and eligible part time employees. Employees choosing vision insurance pay the full cost of the premium.

7.1.5 Dental Insurance

The Village provides a competitive dental insurance benefit plan for eligible employees. Information regarding coverage type, plan highlights, summary plan descriptions, and insurance carrier contact information is located on the Employee Services Page of the EIC.

7.1.6 Flexible Spending Account (FSA)

The Village administers an IRS Section 125 Flexible Spending Plan. The rules governing the Plan are contained in the Plan Document. Employees may elect to make pre-tax contributions, through payroll deductions, to medical, vision, transit, parking and dependent care expense accounts.

Per Federal law and applicable plan documents, changes in the allocation may only be made during the open enrollment period prior to the beginning of the plan year, unless the employee experiences a qualifying event as defined under federal law, which may include marriage, legal separation, divorce, death of a spouse or child, pregnancy, birth or adoption of a child, a change in employment status for the employee's spouse, or the termination of insurance coverage provided by a spouse's own employer.

The IRS limits, and updates annually, the amount employees can deposit into their FSA accounts. Employees who have qualifying expenses should contact the claims administrator for procedures and documentation needed for reimbursement of qualifying expenses.

Section 125 Internal Revenue Service code states, "Flexible spending accounts are 'use-it-or-lose-it' plans." This means that amounts in the account at the end of the plan year cannot be carried over to the next year and Employee Handbook



are subject to the grace period provisions outlined below. The Village is not permitted to refund any part of the balance back to the employee. (*More information regarding IRS Section 125 regulations is available at <http://www.irs.gov/publications>.*)

There is a grace period of up to 2½ months after the end of the plan year (January 1 – December 31). Any qualified medical expenses incurred during the plan year can be paid from any amounts left in the account at the end of the previous year. Claims incurred through March 15 of the following year may be covered by the previous plan year's contributions. Deadline for submitting and substantiating claims is March 31 of the following plan year.

7.1.7 Life and AD&D Insurance

Life and AD&D insurance is provided to full-time and eligible part-time employees during their tenure of employment.

7.1.8 Additional Life and AD&D Insurance

The Village offers additional, voluntary life insurance to full-time and eligible part time employees. Upon hire, employees may enroll for a guaranteed issue amount. Enrollment after the time of hire may be subject to medical underwriting and review.

7.1.9 Defined Contribution Retirement Savings Plan

The defined contribution retirement plan is a voluntary program. Contributions made by employees to the defined contribution retirement plan are administered through payroll deduction and income taxes are adjusted accordingly each pay period. Enrollment, contribution amounts, and status of participation may change throughout the year and be adjusted at any time, provided the proper process to request the payroll change has been followed. There is no minimum contribution, but applicable IRS maximums may apply and vary by age.

7.1.10 Pension Benefits

Employees (non-sworn) who work 1,000 hours per year or more are eligible for pension benefits through the Illinois Municipal Retirement Fund (IMRF). Full-time, eligible sworn employees are eligible for a respective police or fire pension. Under Public Act 100-0281, some sworn police officer positions may be eligible for a defined contribution plan in lieu of participation in an Article 3 pension. Please contact your respective pension directly for more information.

7.1.11 IMRF Supplementary Life Insurance –IMRF Members Only

The IMRF offers voluntary life insurance coverage to its members through the National Conference on Public Employees Retirement Systems (NCPERS). The monthly participation premiums are made via payroll deductions. The effective date for this plan is the first of the month following your first payroll deduction.

7.1.12 IMRF Voluntary Contribution – IMRF Members Only

IMRF's Voluntary Additional Contribution (VAC) program is an easy way to help you save additional retirement income. Voluntary Additional Contributions are limited to a maximum of 10% of your IMRF reportable earnings. Please refer to the IMRF website for more information regarding the restrictions of withdrawing your VAC and how interest is applied to your account.

7.1.13 Consolidate Omnibus Budget Reconciliation Act

The Consolidates Omnibus Budget Reconciliation Act (COBRA) requires group health plans to offer continuation coverage to covered employees, former employees, spouses, former spouses, and dependent children when group health coverage would otherwise be lost due to certain events. Those events include but are not limited to:



- A covered employee's death;
- A covered employee's job loss or reduction in hours for reasons other than gross misconduct;
- A covered employee's becoming entitled to Medicare;
- A covered employee's divorce or legal separation, and
- A child's loss of dependent status (and therefore coverage) under the plan.
- A permanent move to a new state; or a move within a state can be a qualifying event

COBRA requires that continuation coverage extend from the date of the qualifying event for a limited period of 18 or 36 months. The length of time for which continuation coverage must be made available depends on the type of qualifying event.

SECTION 7.2 SEPARATION OF EMPLOYMENT

7.2.1 Notice of Separation

An employee who voluntarily resigns or retires from Village employment is expected to give advance notice of not less than two calendar weeks. Separating employees should consult with the Village Administrator's Office prior to separation in order to receive information regarding pension, health insurance and similar administrative matters.

All notices of intent to resign should first be filed in writing with the Department Director, who will notify the Village Administrator's Office.

7.2.2 Separation Date

An employee's separation date is the last day they received pay for hours worked. Hours worked shall include the use of granted, earned or accrued time.

7.2.3 Statement of Pay and Benefits

The Village Administrator's Office will prepare a statement of the employee's final hours worked, and the payment of ancillary benefits. If possible, the employee will be provided with a chance to review this statement prior to the final payment being issued.

7.2.4 Health Insurance and Pension Benefits at Separation

Health insurance coverage ends at the end of the month in which the employee separates. The employee is responsible for communicating directly with their respective pension and completing the appropriate notifications and forms. The local Social Security Office should be contacted with questions about a pension for the retiree, spouse, or dependent children or Medicare eligibility.

7.2.5 Sick Leave Buyback at Retirement

At retirement, eligible full-time employees may be paid at their straight time hourly rate for 50 percent of unused and unpaid sick leave hours accrued not to exceed 1,600 hours.

Employees who participate in the Illinois Municipal Retirement Fund (IMRF) have an additional option of converting all unused and unpaid sick leave to pension service credit. **Only unused and unpaid sick days may be converted to IMRF service credit.**



7.2.6 Death Benefit

In the event that a full-time employee dies while employed, the Village will make payment for 25 percent of accumulated unused sick leave at the rate of pay for that employee at the time of death. Additionally, in the event of the death of an employee, the Village will extend one month's salary.

7.2.7 Exit Interview

It is important for the Village to be informed of separating employees' opinions of their employment with the Village. The separating employees may be asked to participate in a confidential interview with the Village Administrator's Office or their designee prior to their last day of employment. The exit interview is voluntary and has no effect on the compensation or the benefits due an employee by virtue of separation. The exit interview will be scheduled after the Village has officially received a written notice of resignation from the employee.

7.2.8 Return of Village Property

An employee who has separated from Village service will be held responsible for the return of all Village property, keys, records and/or uniforms in their possession at the time of separation. Failure to return property may necessitate Village action for recovery.

7.2.9 Unemployment Benefits

When an employee quits, is discharged, or is laid off for an expected duration of seven (7) days or more, the employee is directed to refer to the pamphlet, entitled "What Every Worker Should Know About Unemployment Insurance," which pamphlet is attached hereto as Appendix A. Questions regarding the eligibility for benefits should be directed to the local Illinois Department of Employment Security office.



Appendix A What Every Worker Should Know About Unemployment Insurance

State of Illinois

Department of Employment Security



What Every Worker Should Know About Unemployment Insurance

Notice to Employers

When workers are laid off for a period of seven days or more or are separated from the payroll for any reason, employers are required to provide them with a copy of this publication. If it is not practical to provide copies at the work site, the publication should be mailed to employees' last known address within five calendar days of separation. Enter the firm's name and address in the space below:





The Illinois Department of Employment Security (IDES) administers the unemployment insurance program for the State of Illinois. You are entitled to unemployment insurance benefits while you are unemployed if you meet the legal requirements. Benefits are financed by employer payroll taxes – not by any deductions from your wages.

Who Qualifies for Unemployment Insurance?

1. To qualify, you must have earned at least \$1,600 during a recent 12-month period (known as the base period) and you must have earned at least \$440 outside of the base period quarter in which your earnings were the highest. If you do not qualify under the standard base period, IDES may use the most recent four completed quarters as an alternate base period.

<i>If your Benefit Year begins:</i>	<i>Your Base Period will be:</i>	<i>Your Alternate Base Period will be:</i>
<i>This Year Between: Jan. 1 and March 31</i>	<i>Last Year Between: Jan. 1 and Sept. 30 and the year before between Oct. 1 and Dec. 31</i>	<i>Last year between: Jan. 1 and Dec. 31</i>
<i>This Year Between: April 1 and June 30</i>	<i>Last Year Between: Jan. 1 and Dec. 31</i>	<i>Last year between: April 1 and Dec. 31 and this year between Jan. 1 and Mar. 31</i>
<i>This Year Between: July 1 and Sept. 30</i>	<i>Last Year Between: April 1 and Dec. 31 and this year between Jan. 1 and March 31</i>	<i>Last year between: July 1 and Dec. 31 and this year between Jan. 1 and June 30</i>
<i>This Year Between: Oct. 1 and Dec. 31</i>	<i>Last Year Between: July 1 and Dec. 31 and this year between Jan. 1 and June 30</i>	<i>Last year between: Oct. 1 and Dec. 31 and this year between Jan. 1 and Sept. 30</i>

If you have been awarded temporary total disability benefits under a workers' compensation act or other similar acts, or if you only have worked within the last few months, your base period may be determined differently.

2. Your employer must be subject to the State's unemployment insurance law. Among the types of work not covered are certain agricultural, domestic, railroad and government work, and certain work done for one's family and on commission.
3. You must either be entirely out of work or be working less than full-time because full time work is not available. Your earnings must fall below a certain threshold determined at the time you file your claim.
4. Your unemployment must be involuntary. You may be disqualified if you:
 - a. quit your job voluntarily without good cause attributable to your employer;
 - b. were discharged for misconduct in connection with your work;
 - c. were discharged for a felony or theft in connection with your work; or
 - d. are out of work because of a labor dispute.



5. You must be able and available to work. Benefits are not paid for any period in which you are on vacation, when your principle occupation is that of a student (you may be eligible if you are attending a training course approved by the IDES Director) or while you engage in any other activity that makes you unavailable for work. Benefits are not paid for any day or days on which you are unable to work because of illness, disability, family responsibilities, lack of transportation, etc.
6. You must be actively seeking work and willing to accept any suitable job offered. You must keep a log of your job search activities in every week for which you claim benefits. If your eligibility is challenged, you may be required to produce that document.

Illinois Employment Service Registration Requirement:

You must complete registration with Illinois Employment Services at IllinoisJobLink.com before unemployment insurance benefits can be paid. Once completing your registration at IllinoisJobLink.com, you can create a resume and search for work.

Information Needed to File for Benefits:

- Your Social Security Number and Name as it appears on your Social Security card;
- Your Driver License / State ID (this will provide your weight, which is required when filing);
- If claiming your spouse or child as a dependent, the Social Security Number, date of birth and name(s) of dependent(s);
- Name, mailing address, phone number, employment dates, and separation reason for all the employers you worked for in the last 18 months;
 - Wage records (W-2 form, check stubs, etc.) from these employers may be necessary.
- If you worked since Sunday of this week, the gross wages earned this week;
 - You must report all gross wages for any work performed, full or part-time;
 - Gross means the total amount earned before deductions, not “take home pay”, including wages in the form of lodging, meals, merchandise or any other form;
 - Gross wages must be reported the week in which they are earned, not the week in which you receive the wages;
 - If your gross wages earned in any week are less than your weekly benefit amount, you still may be eligible to receive a full or partial benefit payment);
- Records of any pension payments you are receiving (not including Social Security);
- If you are not a United States citizen, your Alien Registration Information;
- If you are a recently separated veteran, the Member 4 Copy of the DD form 214 / 215;
 - Other copies of the DD Form 214 / 215 are acceptable, but the Member 4 copy is the most commonly available.
- If you are separated from work as a civilian employee of the federal government, copies of your Standard Form 8 and Personnel Action Form 50.



When and Where to File:

File your claim for unemployment insurance benefits during the first week after you have become unemployed. We recommend filing for benefits online at ides.illinois.gov, or you may file in person at a local IDES office. Check our website for office locations.

Please review the **Unemployment Insurance Benefits Handbook** for additional requirements and more detailed information. This and other publications are available online at ides.illinois.gov.

If you have additional questions, please call **IDES Claimant Services** at **(800) 244-5631** or **TTY: (866) 488-4016**.

The law provides jail sentences and fines if you attempt to obtain benefits fraudulently by withholding pertinent information or by making false statements with your claim.

IDES is an equal opportunity employer and complies with all state and federal nondiscrimination laws in the administration of its programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact the manager of the IDES office nearest you or the IDES Equal Opportunity Officer at (312) 793-9290 or TTY: (888) 340-1007.

Note: The information contained in this brochure is subject to change at any time. For the latest information, visit the IDES Web site at www.ides.illinois.gov.

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Appendix B Merit Pay Plan for Non-Union Personnel – Salary Administration Guidelines

SALARY ADMINISTRATION GUIDELINES

Philosophy and Objectives

Philosophy

Position responsibility and market information are the key considerations in determining employee salaries. The purpose of the Village's compensation program is to attract, retain, and motivate employees by offering pay opportunities commensurate with their position's internal and external value.

Objectives

The objectives of the Village's compensation program are:

- To clearly define the essential functions of each position through written job descriptions.
- To reinforce employee perception of fair compensation between classifications and with comparable classifications outside the organization.
- To establish a program that is understandable to employees, fiscally sound and cost-effective, and easily administered and maintained.
- To establish a pay grade for each job classification that is based on a systematic blending of the position's internal worth to the organization and its external value in the market.
- To provide a methodology that allows Willowbrook to determine market-based adjustments consistent with the Village's ability to pay.

Compensation Philosophy

Willowbrook's compensation program design is based on the following values:

1. Competition

The Village generally seeks to provide total compensation opportunities (direct pay, indirect pay, career opportunities) that are a blend of those offered by its competitors.

2. Pay Grades

Each job classification in the organization will be assigned to a pay structure that will have a pay grade defined by minimum and maximum dollar limits. The pay grade defines the pay opportunities for the job.

Pay structures will be reviewed periodically and revised to reflect the organization's changing competitive position, economic conditions, and compensation objectives. This review will be subject to the budgetary guidelines established by the Village.



3. *Job Descriptions*

Each position title in the Village will have a written description. Descriptions should generally be reviewed on an annual basis by staff within the Village Administrator's Office.

4. *Job Evaluation*

Each position will be placed in a pay structure with a grade level and accompanying salary range. The Village Administrator is responsible for position evaluation and placement in the appropriate pay structure.

5. *Administration*

The Village Administrator and Mayor will manage and administer the pay program. These responsibilities include:

- Recommending changes in the basic philosophy and objectives of the compensation policy, which ensure compliance with all relevant laws and regulations.
- Ensuring that job descriptions are current and accurate.
- Conducting salary surveys and/or reviewing published salary survey data to recommend increases or decreases in personnel budget and structure adjustments.
- Coordinating the implementation and periodic review of the Salary Administration Guidelines.



PAY GRADE SYSTEM

In order to appropriately compensate employees with varying levels of responsibility, experience, and educational achievement, the Village utilizes a pay grade system, which includes all full-time positions. The plan consists of 8 pay grades and the Village Administrator is not assigned to a pay grade. The Village Administrator's pay will be solely based on reviews from the Board of Trustees. This series of pay grades and ranges are uniform to facilitate organizational unity and equity between employees who serve in similar positions throughout the organization.

The Pay Grade System may be adjusted to maintain market competitiveness. The rate by which the Pay Grade System is adjusted is subject to the approval of the Board of Trustees.

The Village has adopted a set of benchmark organizations that can be used when collecting market data. The benchmark organizations should be reviewed and adjusted as necessary from time to time. The current benchmark organizations are:

- Oak Brook
- Burr Ridge
- Clarendon Hills
- Darien
- Winfield
- Itasca
- Warrenville

POSITION CLASSIFICATION PLAN

The Position Classification Plan provides a systematic arrangement of positions in the pay grade system. In evaluating each position, a quantitative point factor comparison method is used. The factor comparison method cross-compares all jobs on each level of each factor, using seven (7) factors. Jobs of a different character or in different organizational units are compared against all other jobs on all factors.

Each position is classified based on supervisory responsibility, the level of educational achievement or equivalent work experience necessary for the position to provide the knowledge, ability, and skill required for successful work performance. The seven factors used to evaluate each position are as follows:

1. Decision Making and Independent Judgment
2. Work Experience – Years of Experience Needed to Perform the Job
3. Education
4. Responsibility for Policy Development
5. Planning
6. Working Conditions
7. Use of Technology/Specialized Equipment



GENERAL ADMINISTRATION

The Village Administrator shall be responsible for the implementation and administration of the Pay Grade System defined herein. The Village Administrator will recommend and seek approval for any changes to the Pay Plan from the Board of Trustees.

Pay for Performance

Pay for Performance is the mechanism that utilizes the Pay Grade and Position Classification systems to evaluate and compensate employees based on job performance. It is comprised of three components: (1) Employee Performance Review; (2) Base Pay; and (3) Merit Incentive Pay.

- Employee Performance Review – The intent of an employee performance review is to provide an opportunity for the supervisor and employee to discuss and review annual performance to determine progress made from the previous year. It shall be the responsibility of the Village Administrator to make sure that all employees receive, at a minimum, an annual performance review. Prior to the start of the fiscal year, the Village Administrator shall meet with each Department Director and other necessary staff members to develop goals, objectives, and specific projects to be completed by the department and/or each employee in the upcoming year. Subsequently, each Department Director, manager, and supervisor shall meet with the employees they supervise to review the individual employee's performance during the previous year as well as specific goals or objectives for the upcoming year.
- Base Pay - Each employee shall receive base pay in accordance with his/her respective position classification within the Pay Grade System. Only base pay is included within the pay range. The Village Administrator with approval from the Mayor and Board of Trustees shall set base salary ranges for all employees within the limits of the Pay Grade System

BASE PAY ADJUSTMENTS: Base pay adjustments shall be approved by the Village Administrator and Mayor based on the Department Directors' recommendations. Evaluation of employee base salaries shall be completed on an annual basis. The base pay of each employee may only be adjusted based on factors such as economic conditions, employee reclassification, annual employee performance review, or other factors determined by the Village Administrator and the Mayor.

MERIT INCENTIVE PAY: In addition to base pay adjustments, employees will be eligible for a one-time merit incentive based on annual performance reviews. Any changes to base pay and a potential one-time payment are based on merit and are intended to do the following:

- Recognize and reward employees for exemplary and outstanding performance, beyond normal performance expectations.
- Encourage employees to pursue professional development to strengthen both the individual and the organization.
- Recognize a program modification or service level enhancement; i.e., the Village saved money or increased a service level at no cost;
- Recognize a one-time accomplishment of a special project;
- Recognize a special contribution to the overall betterment of the organization.



VILLAGE OF WILLOWBROOK
FULL-TIME EMPLOYEE PAY PLAN STRUCTURE
EFFECTIVE MAY 1, 2024

Pay Grade	Position(s)	Min.	Max.
1	Customer Service Representative	\$50,000	\$70,000
2	Administrative Services Coordinator, Executive Secretary/Deputy Clerk, Police Records Clerk, Administrative Analyst, etc.	\$55,000	\$85,000
3	Maintenance Worker (Public Works)	\$60,000	\$87,000
4	Recreational Services Coordinator / Community Service Officer / Management Analyst	\$60,000	\$90,000
5	Assistant to the Village Administrator	\$75,000	\$105,000
6	Public Works Foreman	\$75,000	\$115,000
7	Deputy Directors / Superintendent of Senior Services / Superintendent of Public Works / Deputy Chief of Police	\$90,000	\$148,000
8	Department Heads	\$115,000	\$175,000