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**THE VILLAGE OF SAUK VILLAGE  
COOK COUNTY, ILLINOIS**

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**ORDINANCE  
NUMBER: 23-011**

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**AN ORDINANCE AMENDING THE SAUK VILLAGE EMPLOYEE MANUAL**

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**DERRICK N. BURGESS, MAYOR  
MARVA CAMPBELL-PRUITT, CLERK**

**ARETHA BURNS  
EUGENE CARTER  
ARNOLD COLEMAN  
RAVEN JOHNSON  
DIANE SAPP  
DEBBIE WILLIAMS**

**TRUSTEES**

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Published in pamphlet form by authority of the Mayor and Board of Trustees of the Village of Sauk Village

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**ORDINANCE NO. 2023-011**

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**AN ORDINANCE AMENDING THE SAUK VILLAGE EMPLOYEE MANUAL**

**WHEREAS**, the Village of Sauk Village (“Village”), is a duly organized and existing municipal corporation created under the provisions of the laws of the State of Illinois; and

**WHEREAS**, Section 2-172 of the Village Code of Ordinances adopts the Village Employee Manual by reference; and

**WHEREAS**, the Village President and Board of Trustees deem it to be in the best interest of the Village to amend the Sauk Village Employee Manual to prepare for the Paid Leave for All Workers Act that will take effect on January 1, 2024 and to make other technical changes.

**NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and Board of Trustees of the Village of Sauk Village, Cook County and Will County, Illinois as follows:

**SECTION 1:** That the above recitals are found to be true and correct and hereby incorporated herein and made a part of here of, as if fully set forth in its entirety.

**SECTION 2:** The Village Employee Manual is hereby approved as fully set forth in *Exhibit A*, attached and incorporated herein by reference.

**SECTION 3:** All ordinances, resolutions, motions or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.


**SECTION 4:** If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

**SECTION 5:** This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as required by law.

**ADOPTED**, by the Mayor and Board of Trustees of the Village of Sauk Village, Cook County, Illinois this 22nd day of December 2023, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
BURNS	X			
CARTER	X			
COLEMAN	X			
JOHNSON	X			
SAPP	X			
WILLIAMS	X			
Burgess-Mayor				
<b>TOTAL</b>	6			

**APPROVED** by the Mayor of the Village of Sauk Village, County of Cook, Illinois on this 22nd day of December 2023

  
 \_\_\_\_\_  
 Derrick N. Burgess, Mayor

ATTEST:

  
 \_\_\_\_\_  
 Marva Campbell-Pruitt, Village Clerk



**Exhibit A**

Employee Manual Approval

[Attached on following pages]

VILLAGE OFFICIALS

Village Clerk: Monica Augustin  
Trustee: Eugene Coffey  
Trustee: Dana Seng  
Trustee: Brent Johnson  
Trustee: Kevin Johnson  
Trustee: Kevin Johnson  
Trustee: Kevin Johnson  
Trustee: Kevin Johnson  
Trustee: Kevin Johnson

# SAUK VILLAGE'S MANUAL

## FOR

## "BEST PRACTICES"

# THE ROAD TO A SUCCESSFUL VILLAGE

Senior Police Officer  
Senior Officer  
Senior Officer

Public Health & Safety  
Community Development  
Public Health & Safety  
Community Development

VILLAGE DEPARTMENTS

### EMPLOYEE HANDBOOK - 2023

Finance Department  
Fire Department  
Police Department  
Public Works Department  
Village Administration  
Village Clerk's Office  
EMA/ Homeland Security

### Form of Government

Sauk Village is governed by six elected Trustees and a Mayor. Board of Trustee members are elected for a four- year term and the Mayor is elected for a four-year term. The Board is empowered to adopt local ordinances and pass resolutions. The Board of Trustees conducts all their business during monthly meetings open to the public. Conducts two board meetings per month to do contracts and resolutions; two council meetings are held per month for approval at board meetings.

### Employment at Will

The Village does not offer tenure or any other form of guaranteed employment. Either the Village or the employee can terminate the employment relationship at any time, with or without cause, with or without notice. **This is Employment at Will.** This employment at will relationship exists regardless of any other written statements or policies contained in this handbook or any other Village documents or any verbal statement to the contrary. **Collective bargaining agreement (CBA) staff, must abide by the terms of your contractual agreement to terminate your employment relationship.**



Designed by TownMapsUSA.com

### Handbook Purpose

Sauk Village's Employee Handbook establishes policies, procedures, benefits, and working conditions that will be followed by all Village employees as a condition of

Sauk Village is a community extending from Steger Road to Route 30 and from Burnham Avenue to Cottage Grove Avenue. In recent years, Sauk Village has seen industrial expansion and has earned several awards.

Whether you have just joined our staff or have been at Sauk Village for a while, we are confident that you will find our Village a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of the Village to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resource department. **Neither this handbook nor any other Village document confers any contractual right, either express or implied, to remain in the Village's employ.** Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the Village, or you may resign for any reason at any time. No supervisor or other representative of the Village (except the Mayor and board approval) has the authority to enter any agreement for employment for any specified period or to make any agreement contrary to the above.



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## **Equal Employment Opportunity Statement**

Sauk Village provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Sauk Village complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Village has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

Sauk Village expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of Sauk Village employees to perform their expected job duties is absolutely not tolerated.

## **Anti-Harassment Policy and Complaint Procedure**

Sauk Village is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Sauk Village expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of Sauk Village to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. Sauk Village prohibits any such discrimination or harassment.

Sauk Village encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Sauk Village to promptly and thoroughly investigate such reports. Sauk Village prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

### **Definitions of Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term

concerns with their immediate supervisor, Human Resources or any member of management.

When possible, Sauk Village encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Sauk Village recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Sauk Village encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

If a party to a complaint does not agree with its resolution, that party may appeal to Sauk Village's Human Resource Department, Mayor or anyone in management (Supervisor, Director etc.).

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

### **Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with

The right to terminate the employment-at-will relationship at any time is retained by both the employee and Sauk Village.

**Nonexempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

**Exempt employees** are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Sauk Village has established the following categories for both nonexempt and exempt employees:

- **Regular, full time:** Employees who are not in a temporary status and who are regularly scheduled to work the Village's full-time schedule of 40 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
- **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule but at least 20 hours or less each week. Regular, part-time employees are eligible for some of the benefits offered by the Village subject to the terms, conditions and limitations of each benefits program.
- **Temporary, full time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the Village's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary, part time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than the Village's fulltime schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary casual:** Work week – Anyone may be called from time to time on a casual basis to perform a particular task or job; paid hourly.
- **Acting appointment:** An acting appointment is made when a full-time or parttime employee has been designated to perform the full duties of another position:
  - In the absence of the regular incumbent who is unable to act, or on

To ensure that individuals who join Sauk Village are well qualified and to ensure that Sauk Village maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to Sauk Village. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead Sauk Village to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a statewide/nationwide/international criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record, workers' compensation history, education, employment, license verifications, Form I-9 or credit report may be made on applicants for particular job categories if appropriate and job related.

Sauk Village also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above. The Village will conduct annual background checks on all employees.

### **Falsification of Village Records or Documents**

Falsification of Village records or documents (including any requested/required personal documents) is prohibited. Any knowing or negligent misrepresentation of a material fact or any failure to make a complete disclosure of any requested information are causes for immediate discharge without notice or pay in lieu of notice for employees.

### **Layoff**

Layoff is defined as the cessation of regular employment due to a permanent or temporary reduction in force. Employees laid off due to a reduction in force retain seniority accumulated to the date of layoff, for a period not to exceed one year, but do not continue to accrue seniority during the layoff leave of absence. In the event an employee who is notified of a layoff or who has been laid off transfers to another department, he/she continues to maintain seniority in the department where the layoff occurred for a period of one (1) year from the effective date of the layoff or the transfer, whichever occurs first. Job security should be commensurate with an employee's seniority. If the abilities, skills, training, and other relevant qualifications to fill existing positions are considered equivalent among affected employees, the employee with the

All new, regular employees must serve a probationary period of 12-months. This probationary period gives you time to learn the duties of the job and decide whether the job is right for you. During the probationary period, you must demonstrate your ability to satisfactorily perform the job for which you were hired. If your work is judged to be unsatisfactory, you may be dismissed at any time during the 12-months probationary period.

During the probationary period, if you experience problems in performing the duties assigned to you or you have concerns about your performance, you should discuss these matters with your supervisor.

Employees who have completed their 12-months probationary period and who are subsequently transferred or promoted must serve a one-month qualifying period in the new position. If during this time period it is determined that the employee is not qualified or the employee does not wish to continue in the new position, the employee will be returned to the previously held position, if available, or a comparable one in the department, if available, or be placed on a six-month leave of absence from the former department to be considered for available openings in the department.

### **Political Activities, Gifts and Gratuities**

The term "gift" or "gratuity" means any payment for which the recipient does not provide equal or greater consideration in return.

**The following are specifically identified as gifts:**

- a) Tickets to sporting, entertainment, or other non-fundraising event unless treated as gifts to the Village under the Fair Political Practices Commission's regulations.
- b) Testimonial dinners and events
- c) Business meals unless received in the course of an official fundraising activity.
- d) A gift or gratuity does not include the following:
  - a. Informational material such as books, reports, pamphlets, calendars, periodicals, or other unsolicited promotional material.
  - b. Acceptance of modest entertainment, such as a meal or refreshments, in connection with attendance at professional meetings and similarly sponsored events by industrial, technical, professional, or educational associations, or at public ceremonies in an official capacity.
  - c. Home hospitality.

To avoid the appearance of favoritism, a Village employee may not solicit or accept, directly or indirectly, any gratuity, gift, favor, entertainment, loan, or anything of monetary value from anyone who:

- has, or is seeking, Village business;
- conducts activities that are regulated by the Village, or;

trained for the position. The decision to fill the position without posting requires the joint approval of the Mayor, Department Director, the Director of Human Resources, and the Village Manager. The decision to recruit from the outside at the same time as an internal posting requires approval of Human Resources Department.

### **Application Process**

Qualified and eligible employees who wish to apply for a posted position should:

- Obtain and complete a Job Opportunity Form from Human Resources.
- Obtain signature of their immediate supervisor. This will acknowledge the supervisor's awareness that the employee is submitting his/her name as a candidate.
- Forward the Job Opportunity Form to Human Resources by the closing date specified on the job posting.

### **Internal Transfers/Promotions**

Employees with more than twelve months of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At the same time, the Village may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements.

Sauk Village offers employees promotions to higher-level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the Village's best interest.

To be considered, employees must have held their current position for at least 12 months, have a satisfactory performance record and have no disciplinary actions during the last 12 months. Management retains the discretion to make exceptions to the policy.

### **Reclassification**

A reclassification involves the classification of an existing position into a new job title and/or pay grade due to a significant change in job content. This change must be based on more than an increase/decrease in work volume and pace or the addition/deletion of minor duties. A reclassification may result in the placement of a position in a higher, lower or the same pay grade.

### **Nepotism, Employment of Relatives and Personal Relationships**

- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the Village. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

Sauk Village reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

### **Separation of Employment**

Separation of employment within the Village can occur for several different reasons.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the Village. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Retirement:** Employees who wish to retire are required to notify their department director and the Human Resource department in writing at least 90 days before the planned retirement date.

It is the practice of Sauk Village to give special recognition to employees at the time of their retirement. The recipient must be employed with Sauk Village for ten (10) years to be eligible for a retirement gift. The amount provided for the gift is up to \$300 with consent of the Trustees, based on the employee's uninterrupted fulltime service. The department director should contact the Human Resource

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

## **SECTION 3. WORKPLACE SAFETY**

### **Drug-Free Workplace**

Sauk Village has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Sauk Village is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of Sauk Village. Human Resource is responsible for policy administration.

### **Employee Assistance and Drug-Free Awareness**

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from Human Resources, whose members have been trained to make referrals and assist employees with drug/alcohol problems.

Sauk Village will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

### **Work Rules**

The following work rules apply to all employees:

include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate discharge from employment.

- **Random drug testing:** All employees (full-time). The Village will randomly test employees for compliance with its drug-free workplace policy. As used in the policy, "random testing" means a method of selection of employees for testing, performed by an outside third party (see HR for further details on random drug testing policy).

### **Consequences**

Applicants who refuse to cooperate in a drug test or who test positive will not be hired. Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of management and Human Resources. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

### **Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) should be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

### **Inspections**

Sauk Village reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

### **Crimes Involving Drugs**

Sauk Village prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on Village premises or while conducting Village business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel should be notified, as appropriate, when criminal activity is suspected.

## Violence in the Workplace

Sauk Village has a zero-tolerance policy for violence in the workplace. All employees, visitors, Public Officials, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. Sauk Village resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. Sauk Village treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, Human Resources, member of Sauk Village's Threat Management Team or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident. Employees should promptly inform the Human Resource department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. Sauk Village will not retaliate against employees making good-faith reports. Sauk Village is committed to supporting victims of intimate partner violence by providing referrals to Sauk Village's employee assistance program (EAP) and community resources and providing time off for reasons related to intimate partner violence.

Sauk Village will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Sauk Village will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Sauk Village may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Sauk Village encourages employees to bring their disputes to the attention of their supervisors, management, Mayor or Human Resources before the situation escalates. Sauk Village will not discipline employees for raising such concerns.

## Safety

- All visitors (customers and vendors) to the Village premises.
- All contractors and consultants and/or their employees working on the Village premises.
- All employees, temporary employees and student interns.

Smoking is permitted in parking lots only.

Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.

## OSHA

Under the OSH Act, employers (**management**) are responsible for providing a safe and healthful workplace. OSHA's mission is to assure safe and healthful workplaces by setting and enforcing standards, and by providing training, outreach, education and assistance. Employers must comply with all applicable OSHA standards. Employers must also comply with the General Duty Clause of the OSH Act, which requires employers to keep their workplace free of serious recognized hazards.

All current OSHA standards, provides information on the rulemaking process used to develop workplace health and safety standards, and includes links to all Federal Register notices that are currently open for comment.

## Village Vehicle/Driver's License

Employees assigned to driving duties ("drivers") must at all times meet the following criteria:

- Drivers must have a current, valid driver's license for the state in which they reside in.
- Drivers must maintain a clean driving record, i.e., must remain insurable under our Village's liability insurance policy.
- The Village reserves the right to request proof of insurance and may conduct driver's license checks without written or verbal warning throughout the year.

Any employee driving a Village vehicle or driving on Village business must observe all safety, traffic, and criminal laws of this state. No driver may consume alcohol or illegal drugs while driving a Village vehicle, while on Village business, while in a Village vehicle, or prior to the employee's shift if such consumption would result in a detectable amount of alcohol or illegal drugs being present in the employee's system while on duty. In addition, no driver may consume or use any substance, regardless of legality or prescription status, if by so doing, the driver's ability to safely operate a motor vehicle and carry out other work-related duties would be impaired or diminished. **No driver may pick up or transport non-employees while in a Village vehicle or on Village business, unless there is a work-related need to do so.** Any

## SECTION 4. WORKPLACE EXPECTATIONS

### Confidentiality

Our vendors and other parties with whom we do business entrust the Village with important information relating to their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a "need to know." If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

All inquiries from the media must be referred to the Mayor or Village Manager.

### Conflicts of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of Sauk Village may conflict with the employee's own personal interests. Village property, information or business opportunities may not be used for personal gain.

#### **Conflicts of interest could arise in the following circumstances:**

- Being employed by, or acting as a consultant to, supplier or contractor, regardless of the nature of the employment, while employed with Sauk Village.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for an outside Village.
- Owning or having a substantial interest in a, supplier or contractor.
- Accepting gifts, discounts, favors or services from a customer/potential customer, or supplier, unless equally available to all Village employees.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their manager or Human Resources.

### Outside Employment

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Any individual hired by the Village will be required to provide the Village with their current residence. If an employee relocates, it is the sole responsibility of the employee to update the Human Resource Department with current residential information. No employee is required to reside in the Village as a requirement for employment.

### **Whistleblower**

The Village is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers or employees. This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices.

This policy applies to any matter which is related to the Village's business and does not relate to private acts of an individual not connected to the business of VILLAGE.

If an employee has a reasonable belief that an employee or VILLAGE has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to Mayor. If the employee does not feel comfortable reporting the information to the Mayor, he or she is expected to report the information to the appropriate person.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, VILLAGE will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation. VILLAGE will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the Mayor, the City Manager or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

VILLAGE may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

In addition, VILLAGE will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by VILLAGE or any of its employees of a violation of any applicable law or regulation.

- Employees should not open suspicious e-mails, pop-ups or downloads. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered Village records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside the Village.

### **Right to Monitor**

All Village-supplied technology and Village-related work records belong to the Village and not to the employee. Sauk Village routinely monitors use of Village-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

## **Cellular Phone**

### **Personal Cellular Phones**

While at work, employees are expected to exercise discretion in using personal cellular phones. Personal calls during the work hours, regardless of the phone used can interfere with employee productivity, safety and may be distracting to others. Employees are encouraged to make personal calls during breaks and lunch and to ensure that friends and family members are aware of the Village's policy. (The Village will not be liable for the loss of personal cellular phones brought into the workplace. Cellular telephones may not be used to defame, harass, intimidate, or threaten any other person.) Employees are prohibited from using their cell phones in any illegal, illicit or offensive manner.

### **Personal Use of Village-Provided Communication Devices**

Where job or business needs demand immediate access to an employee a department may authorize issue of a business cell phone, and/or two-way radio for work-related communications. In order to protect the employee from incurring a tax liability for the personal use of equipment, such equipment should be used for business reasons.

All employees understand that while some personal use is inevitable, a Village provided phone is intended for business calls only. Call summary reports (i.e. number of minutes used) are distributed to supervisors on a periodic basis and are to be reviewed for reasonableness. **Employees will reimburse the Village for any overage charges related to personal calls.** The call detail records generated from assigned cell phones are considered records of the Village and may, on occasion, be subject to internal and outside audits by the Village and/or official agencies.

Employees in possession of Village equipment (e.g., cellular phones, radios, etc.) are expected to protect the equipment from loss, damage or theft. Upon resignation,

Below are guidelines for social media use. See full policy for details.

Post only appropriate and respectful content.

- Maintain the confidentiality of Sauk Village's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate inside information to others.
- Do not create a link from your blog, website or other social networking site to the Village's website without identifying yourself as an employee/associate of the Village.
- Express only your personal opinions. Never represent yourself as a spokesperson for Sauk Village. If the Village is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of Sauk Village, fellow associates, 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."

Sauk Village may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

### **Solicitations, Distributions and Posting of Materials**

Sauk Village prohibits the solicitation, distribution and posting of materials on or at Village property by any employee or nonemployee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by Sauk Village management and Village-sponsored programs related to Sauk Village's products and services.

#### **Provisions:**

- Nonemployees may not solicit employees or distribute literature of any kind on Village premises at any time.
- Employees may only admit nonemployees to work areas with management approval or as part of a Village-sponsored program. These visits should not disrupt workflow. An employee must accompany the nonemployee at all times. Former employees are not permitted onto Village property except for official Village business.

## **SECTION 5. COMPENSATION**

### **Performance and Salary Review**

Performance appraisals are conducted on a semi-annual cycle. Employees will receive a performance review on the established date each year. The performance appraisal will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee's personnel file.

Merit increases are based on Village performance and financials and are not guaranteed. A performance review does not always result in an automatic salary increase. The employee's overall performance and salary level relative to his/her position responsibilities are evaluated to determine if a salary increase would be warranted.

Budget allocations for merit increases are planned for and allocated before the start of each calendar year. The annual salary increase program is designed to assist management in planning and allocating merit and promotional increases that reward individual performance, that are market competitive and that are internally equitable.

Salary adjustments are occasionally requested or warranted at times other than the employee's scheduled annual salary reviews. Out-of-cycle salary increases must be preapproved by the department manager, HR and the Village Mayor. Human Resources will review all salary increase/adjustment requests to ensure internal equity and compliance with Village policies and guidelines.

### **Payment of Wages**

Paydays are usually bi-weekly on every other Friday.

Overtime payment, which is included with the nonexempt employee's base salary payment, is also paid bi-weekly with such payment covering hours worked in the prior bi-weekly period.

It is the Village's policy that employee paychecks will only be given personally to that employee or mailed to his/her home address.

If the normal payday falls on a Village-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule.

Employees may be paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice.

### **Review of Merit Increase**

Merit increases require the recommendation of the employee's immediate supervisor and the approval of the Human Resource Department. Employees are to be notified of their merit increase as soon as possible after all employee merit increases for the year have been approved by the HR director.

### **Performance Reviews**

Employee performance is to be formally reviewed at least semi-annually (twice a year). The focus of the review is to discuss the employee's performance for the rating period, review standards for the position, communicate the amount of the employee's merit increase and set goals for the next rating period (see HR for additional procedures for performance evaluations).

### **Time Reporting**

A work hour is any hour of the day that is worked and should be recorded to the nearest tenth of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Monday at 12:01 a.m. and ends Sunday at 12 midnight. The usual workweek period is 40 hours.

Overtime is defined as hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour. Overtime must be approved in advance by the manager to whom the employee reports.

Employees will submit their time record weekly as directed by their manager. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

### **Meal/Rest Periods**

The scheduling of meal periods at Sauk Village is set by the employee's immediate manager with the goal of providing the least possible disruption to Village operations.

#### **Mandatory Meal Period**

Employee meal periods are important to Village productivity and employee health. Employees who work at least 32 consecutive hours will be provided a meal break not to exceed 60 minutes. The meal period will not be included in the total hours of work per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on meal breaks and must clock out for meal periods.

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the Village.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit a Travel Reimbursement Form and supporting documentation to obtain reimbursement of expenses. For more details, refer to the Village's HR Department for detailed travel policies, procedures and authorization and reimbursement forms. The per diem is \$100 per day for reimbursement on Village business travel approved by the supervisor or Mayor.

Exempt employees will be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

### **Compensatory Time**

An employee who has accrued compensatory time and requests use of the time must be permitted to use the time off within a "reasonable period" after making the request. Supervisors may deny the request if the use of compensatory time will "unduly disrupt" the department's operations. Supervisors can require an employee to take compensatory time off to manage the accrual limitation (100 hours).

All compensatory time earned by exempt employees in any workweek must be taken during the two-month period following the end of the workweek during which the compensatory time was earned. Compensatory time accrued is subject to an accrual limitation of 100 hours. Employees cannot accrue compensatory hours in excess of 100 in a two-month period.

### **Authorized Payroll Deductions**

All deductions from an employee's wages should be in accordance with applicable law and, when required, the employee's consent.

**Deductions will be made from employees' wages in the following order:**

1. Social Security taxes
2. Federal and state income taxes
3. Child support
4. Garnishment

Employees are eligible to use personal leave starting on March 31, 2024 or after 90 days of employment, whichever is later.

Personal leave requests that are foreseeable must be made be provided to the Village with at least 7 days notice. Requests that are not foreseeable will be made as soon as is practicable.

Personal Leave requests may be denied by the Village if leave granted during a particular time period would significantly impact the operations of the Employer. Any denials for personal leave requests will be made in writing.

Employees will not be paid for any earned but unused personal leave upon separation from employment. Should an employee be rehired within 12 months of their separation, they will be credited with the paid leave that was accrued and unused. This leave shall be available for immediate use.

The Village will maintain for not less than 3 years a record of each employee's hours worked, the total paid leave accrued by each employee based on hours worked, the paid leave utilized by the employee, requests made for paid leave, written denials, and the remaining paid leave balance for each employee upon separation from employment.

### **Vacation**

Only full-time employees are eligible for vacation leave benefits. Full-time employees are those working 30-plus hours per week. Vacation accrual begins on the first day of full employment. Vacation is accrued according, to the schedule in this policy. Vacation can be used only after it is earned. Vacation leave will not be earned during an unpaid leave of absence.

To schedule vacation time, employees should submit a completed leave form to the supervisor at least two weeks before the requested leave. Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be approved based on a number of factors, including department operating and staffing requirements. The supervisor should return the leave request to the employee within three business days of the date it is submitted indicating that the request has been approved or denied. If the request for vacation leave is denied, the supervisor should provide an appropriate reason on the form returned to the employee.

Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay is not included in overtime calculation and does not include any special forms of compensation such as incentives, commissions, bonuses or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to vacation pay.

Upon hire, Sauk Village provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities Under the Family and Medical Leave Act .

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns or disputes with this policy, you must contact the Human Resource Department in writing.

### **General Provisions**

Under this policy, Sauk Village will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

### **Eligibility**

**To qualify to take family or medical leave under this policy, the employee must meet 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.
- The employee must have worked at least 1,000 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 as hours worked. Consequently, these hours of leave should not be counted in determining the 1,000 hours' eligibility test for an employee under FMLA.
- The employee must work in a work site where 50 or more employees are employed by the Village within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

An employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment, b) military events and activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

*Covered active duty* means:

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.
- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Title 10 U.S.C. §101(a)(13)(B).

The leave may commence as soon as the individual receives the call-up notice. (*Son* or *daughter* for this type of FMLA leave is defined the same as for *child* for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

- Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member.

*Next of kin* is defined as the closest blood relative of the injured or recovering service member.

The term *covered service member* means:

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

- A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

### **Employee Status and 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.

### **Employee Status After Leave**

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

### **Use of Paid and Unpaid Leave**

All paid vacation, personal and sick leave runs concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

### **Intermittent Leave or a Reduced Work Schedule**

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

### **Certification for the Employee's Serious Health Condition**

The Village will require certification for the employee'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.

### **Certification for the Family Member's Serious Health Condition**

The Village will require certification for the 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.

### **Certification of Qualifying Exigency for Military Family Leave**

The Village will require certification of the qualifying exigency for military family leave. 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.

All regular employees employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved.

Please contact Human Resources for more information on request procedures.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will only be considered on a case-by-case basis.

### Bereavement Leave

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately.

Bereavement leave will be granted unless there are unusual Village needs or staffing requirements.

**Paid bereavement leave is granted according to the following schedule:**

- Employees are allowed five days of paid leave in the event of the death of the employee's spouse, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother or stepsister.
- Employees are allowed ten days of unpaid leave for child, stepson, stepdaughter (known as child bereavement leave).
- Employees are allowed three days of paid leave in the event of death of the employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent.
- Employees are allowed up to four hours of bereavement leave to attend the funeral of an employee or retiree of the Village.

### Jury Duty Leave

#### Jury Leave

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor and provide him/her with a copy of the jury summons. The Village will pay regular full-time employees for time off for jury duty up to one week of pay. **Employees should submit their jury duty check to Human Resources or Finance Department upon returning to work.**

### Voting Leave

The Village strives to assist employees to return to work at the earliest possible date following an injury or illness. However, this policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation or covered under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA).

Employees are expected to have reasonable documentation from their physician to return to work. Inquiries about the ADA or FMLA should be directed to the Human Resource Department. An employee maybe required to report to a doctor of the Village's choosing for an examination. Failure to report to such an examination or refusal to take an examination will result in immediate termination of pay, and will constitute grounds for immediate disciplinary action.

### **Victims' Economic Security and Safety Act**

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

VESSA provides that an employee working for an employer with at least 15, but not more than 49 employees, shall be entitled to a total of **8** workweeks of leave during any 12-month period. Employees working for an employer with at least 50 employees are entitled to a total of **12** workweeks of leave during any 12-month period. The total number of workweeks to which an employee is entitled shall not decrease during the relevant 12-month period.

#### **An employee may take VESSA leave to:**

1. Seek **medical attention** for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member;
2. Obtain **victim services** for the employee or employee's family or household member;
3. Obtain psychological or other **counseling** for the employee or the employee's family or household member;
4. Participate in **safety planning**, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
5. Seek **legal assistance** to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

VESSA leave may be taken intermittently or on a reduced work schedule.

rights under this Act have been violated may, within three (3) years after the alleged violation occurs, file a complaint with the Department.

## SECTION 7. BENEFITS

For more information regarding benefits programs, please refer to the Village Summary Plan Descriptions, which were provided to employees upon hire, or contact the Human Resource Department.

### Medical and Dental Insurance

The Village currently offers regular full-time employees regularly scheduled to work 40 hours per week enrollment in medical and dental insurance coverage options after they have been employed for 90 days.

Employees have up to 90 days from their date of hire to make medical and dental plan elections. Once made, elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact Human Resources to determine if a family status change qualifies under the Plan document and IRS regulations.

At the end of each calendar year during open enrollment, employees may change medical and dental elections for the following calendar year. A Human Resource Representative is available to answer benefits plan questions and assist in enrollment as needed.

The Village provides health insurance and dental for full-time employees: **The Village pays 80% of the premiums for family coverage and the employee pays 20% of the premiums for family coverage. The Village pays 85% of the single coverage and the employee pays 15% of the premium coverage for single employees.**

### COBRA

Employees may choose the continuation or waiver of comprehensive medical coverage and dental coverage under COBRA. Specific information will be provided at the exit interview.

The Village shall extend to each Qualified Former Employee the same hospitalization, life, and dental insurance coverage that is currently in place at the time of retirement. The Village shall pay the monthly premium for said insurance coverage on a pro-rated basis until the employee becomes eligible for Medicare benefits, in accordance with the following schedule:

<b>Length of Service</b>	<b>Premium Paid by Village</b>
20 years to 25 years	
25 years to 30 years	
30 years or more	100%

For any employee who was employed on a full-time basis at any time prior to May 14, 1991, and also for any employee who was employed on a full-time basis as a police officer at any time prior to October 15, 1999, the Village shall pay the monthly premium for said insurance coverage on a pro-rated basis until the employee becomes eligible for Medicare benefits, in accordance with the following schedule:

<b>Length of Service</b>	<b>Premium Paid by Village</b>
10 years to 15 years	
15 years to 20 years	
20 years or more	100%

If a Qualified Former Employee elects to continue dependent insurance coverage, he/she shall pay the full cost of said dependent coverage.

The portion of the premiums required to be paid by the Qualified Former Employee shall be paid in a manner prescribed by the Village.

In the event the Village is unable to include a Qualified Former Employee in its hospitalization, life, and dental plan, the Village shall in lieu of making the monthly premium payment, provided for herein, pay directly to the Qualified Former Employee an amount equal to the monthly premium payment being paid for a covered employee without dependent coverage.

Eligibility for this benefit terminates at such time as the Qualified Former Employee becomes eligible for Medicare benefits. (If the Qualified Former Employee is purchasing insurance coverage for his or her spouse through the Village at the time the Qualified Former Employee becomes eligible for Medicare benefits, COBRA provisions will apply to the spouse's coverage. Any further insurance needs, such as Medicare supplements, must be purchased individually by the Qualified Former Employee, and

## **Reason for Policy**

The Village is committed to making the workplace a safe and healthy environment, to preventing work-related accidents, and to the treatment, care and return to work of employees injured on the job.

The Village is required by Illinois Workers Compensation statute to pay for employees' medical treatment and to indemnify employees for wage loss arising from a compensable work-related injury or disease. This policy provides information to employees and supervisors about the requirements and responsibilities relating to the reporting of work-related injuries.

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## **Administrative Procedure**

Reporting and Managing a Workers' Compensation Claim

### **Reporting a Workers' Compensation Injury Employee Responsibilities**

- Immediately - ○ Notify your Supervisor. Your Supervisor will assess the situation, assist with arranging proper medical care where applicable and begin the injury reporting process.
- Promptly cooperate with your Supervisor and the Claims Administrator the completion of all relevant documents.

### **Supervisor Responsibilities**

- Immediately - ○ Assess the incident and assist the Employee in seeking appropriate medical care or necessary treatment for any work-related injury. If an injury is a potential life-threatening emergency, call 911.
- Provide the Employee with the Illinois Injury Form (Illinois Injury 45).
  - Complete the **online First Report of Injury Form** or
  - Complete the **paper First Report of Injury Form** and fax it to the Claims Administrator.
- Within 24 business hours - ○ Complete a Supervisor Incident Investigation Report and email or fax to the Claims Administrator.
- If an Employee reports an on-the-job injury which may not be compensable, the First Report of Injury form must still be submitted. Contact the Claims Administrator with any questions regarding claim compensability.

### **Returning the Employee to Work**

The Medical Provider must complete a Report of Workability (1) and provide it to the Employee and Claims Administrator. The Report of Workability will indicate when the Employee can return to work and whether job modifications are required to accommodate physical restrictions. The Employee will provide a copy of the Report of Workability to the Supervisor.

**Temporary Modified/Restricted Duty:** A work capacity given to an injured worker by their treating physician stating that the employee is not capable of performing their regular job duties, but is capable of working in a modified or restricted capacity within their normal job classification.

**Regular Duty:** A work capacity given to an injured worker by their treating physician stating that the injured worker is capable of returning to work without restrictions or modifications to their normal job classification.

**Policy Statement**

The Village of Sauk Village provides a light duty program for all employees who sustain a workplace injury or illness. The Village will provide modified or light duty assignments, as available, to an employee with an approved workers' compensation claim, once they have been released to temporary modified/restricted work by a licensed medical professional. Placement into a light duty position is on a temporary basis and should never become permanent. Light duty is not guaranteed and may be modified, or ended, at any time, even if the employee's physician has not released him/her to regular duty. Employees who are working a light duty assignment will be held to the same standards of accountability for performance and conduct standards as an employee on regular duty. An employee working on a light duty assignment is to abide by the restrictions imposed by their treating physician and should not exceed those restrictions until released by the doctor. It is also the employee's responsibility to immediately inform their supervisor and the Workers' Compensation Administrator (or HR Leader) of any changes made to their work capacity while working a light duty assignment. If a light duty assignment is offered by the Village, an employee's refusal to accept the offer of light duty may affect the employee's right to workers' compensation benefits and will be determined by the third-party administrator.

Employees do not select or determine their light duty assignments. Light duty assignments are subject to any position within the parameters of the Village of Sauk Village and/or the individual's department. At the discretion of the supervisor, light duty assignments are assigned according to appropriate functions related to administrative duties.

**Enforcement**

Violations of this policy may result in appropriate disciplinary measures in accordance with Illinois Compensation State Laws, Village Policy, any General Rules of Conduct for All Village Employees, and applicable collective bargaining agreements. Employee's do not determine their ability to do or not do light duty. If an employee is found making changes to their work release form or manipulating their workers' compensation status to avoid workers' compensation light duty, this may result to immediate suspension or termination at the full discretion of the immediate supervisor and Mayor.

their health insurance plan. Costs that are not covered are the responsibility of the employee.

## HIPAA

The Village is required by the Health Insurance Portability and Accountability Act (HIPAA) to ensure the privacy and security of all “Protected Health Information” or “PHI” created, received, maintained, or transmitted by or for its health care providers and selfinsured health plans that are subject to HIPAA. This Policy is intended to guide components at the Village that are covered by HIPAA (“HIPAA Covered Components”) to rigorously implement all HIPAA-mandated requirements as they are subject to enforcement by the federal government.

Regardless of where or in what form (paper, electronic or otherwise) Village data is stored, it remains the property of the Village and the Village’s HIPAA Covered Components are responsible for ensuring proper protection.

HIPAA is the acronym for the Health Insurance Portability and Accountability Act that was passed by Congress in 1996. **HIPAA does the following:**

- Provides the ability to transfer and continue health insurance coverage for millions of American workers and their families when they change or lose their jobs;
- Reduces health care fraud and abuse;
- Mandates industry-wide standards for health care information on electronic billing and other processes; and
- Requires the protection and confidential handling of protected health information

### **Grievance Procedure**

**Meaning:** A grievance is generally defined as a claim by an employee that he or she is adversely affected by the misinterpretation or misapplication of a written policy by the Village.

**Procedure:** A grievance procedure is a means of internal dispute resolution by which an employee may have his or her grievances addressed.

**Step 1:** Grievances should be brought to the employee’s immediate supervisor. This may be either an informal process or the beginning of the formal process. The grievance should be submitted in writing using a grievance form (all departments should have the same form).

**Step 2:** The supervisor and the union representative should review the grievance to determine whether it is valid (for non-union employees the supervisor may review the grievance with the Human Resource Director to determine whether it is valid).

Insubordination can be addressed using verbal warnings, written warnings and suspensions, extreme examples of insubordination may warrant immediate dismissal. The Village will discipline employees who are found responsible for such behavior.

Insubordination is disrespectful behavior that is unacceptable and will not be ignored.

## **Purchase Order Policy and Procedure**

### **Purchase Order Policy**

Purchase orders are required for all general purchases of Village equipment, large supplies, product etc. by the vendor or Department Head. All purchase orders must be signed by the Department Head/Director, Finance Director and / or the Mayor.

### **Purchase Order Procedure**

1. Obtain verbal approval from the Finance Director prior to making the purchase.
2. Prepare purchase requisition.
3. Signature is required at the bottom of the purchase requisition. An original signature is required. No stamps are permitted.
4. Obtain Finance officer's signature at the bottom of purchase requisition. If the Finance officer is the purchaser, then the Mayor should provide the second signature.
5. Forward a copy of the requisition to Accounts Payable.
6. Purchase order will be produced by Accounts Payable as soon as a copy is received. Retain a copy for your department records.
7. Receive a copy of the order from Accounts Payable stating the order has been placed.
8. Keep a copy of the requisition with the purchase order. These will be your copies of the documents to keep.
9. When the goods/services are received, sign, date and inform Accounts Payable. This will serve as approval to pay once Accounts Payable received the invoice from the vendor. Please be sure to forward a copy of the receiving/shipping report to Accounts Payable once the goods/services are received.
10. If a partial order is received, indicate the portion received on the receiving/shipping report, make a copy of the report, sign, date and forward copy to Accounts Payable. Retain the original receiving/shipping report until the remainder of the shipment has been received.
11. Immediately upon receipt of goods, notify Finance Department and/or Accounts Payable. This step is critical to the smooth operation of the purchase order system.

resource (HR) department. No formal action will be taken against any person under this policy unless HR has received a written and signed complaint containing sufficient details to determine if the policy may have been violated. The complainant (the employee making the complaint) may obtain the complaint form from the HR department. If a supervisor or manager becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of an employee's coming forward, the supervisor or manager should immediately report it to the HR department.

2. Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, the HR department will notify the Sauk Village's appropriate officials and review the complaint with the Sauk Village's legal counsel.
3. Within five working days of receiving the complaint, the HR department will notify the person(s) charged [hereafter referred to as "respondent(s)"] of a complaint and initiate the investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
4. During the investigation, the HR department, together with legal counsel or other management employees, will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
5. Within 15 business days of the complaint being filed (or the matter being referred to the HR department), the HR department or other person conducting the investigation will conclude the investigation and submit a written report of his or her findings to the Sauk Village.
6. If it is determined that harassment or discrimination in violation of this policy has occurred, the HR department will recommend appropriate disciplinary action. The appropriate action will depend on the following factors: a) the severity, frequency and pervasiveness of the conduct; b) prior complaints made by the complainant; c) prior complaints made against the respondent; and d) the quality of the evidence (e.g., first-hand knowledge, credible corroboration).
7. If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the HR department may recommend appropriate preventive action.
8. Within five days after the investigation is concluded, the HR department will meet with the complainant and the respondent separately, notify them of the findings of the investigation, and inform them of the action being recommended.
9. The complainant and the respondent may submit statements to the HR department challenging the factual basis of the findings. Any such statement must be submitted no later than five working days after the meeting with the HR department in which the findings of the investigation are discussed.

## **Use and Return of Village Equipment**

Employees are trusted to behave responsibly and use good judgment to conserve Village resources. Village resources, including time, material, equipment, and information should be utilized for Village use only. Occasional personal use is permissible as long as it does not affect job performance, cause a disruption to the workplace, or result in an expense to the Village.

In order to protect the interests of the Village and its employees, Sauk Village reserves the right to monitor or review all data and information contained on an employee's Village-issued computer, contained on an electronic device, the use of the Internet, the use of the Village's intranet; with or without employee notice. The use of Village resources to create, access, store, print, solicit, or send any materials that are harassing, threatening, abusive, sexually explicit or otherwise offensive or inappropriate will be grounds for discipline up to and including termination.

During employment, employees may be issued Village property including a computer, laptop, cell phone, IPAD or hand held mobile device. Employees are expected to take proper precautions to care for Village equipment. Upon termination, employees are expected to return all Village equipment in proper working order. Failure to return equipment may be considered as theft and may lead to criminal prosecution.

If equipment is requested to be purchased at a discount price (whatever the used value of the equipment), the employee must meet with their supervisor and/or HR to discuss further the option to purchase the equipment. A signed document of this request is mandatory before the employees keeps any Village equipment.

Questions about the proper use of Village resources should be directed to your supervisor or HR. Any additional questions regarding keeping or purchasing old Village equipment must be discussed with your immediate supervisor and the Mayor.

**Thank you!**  
**Sauk Village's Manual for**  
**"Best Practices"**  
**The Road to a Successful Village**