



# Human Resources Manual

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# I. CHAPTER 1 - INTRODUCTION

## A. WELCOME TO THE VILLAGE OF LOMBARD

As a new employee, you are joining a team whose members are working together to provide quality service to the residents and businesses of Lombard. Lombard is a growing community with excellent schools, beautiful parks, lovely homes, many businesses and a large regional shopping mall. The Village is easily accessible with four (4) State highways and two (2) toll roads. The Union Pacific Railroad and Metra serve Lombard with a station located in the downtown area.

This manual has been prepared to assist the employees in understanding and carrying out their duties, responsibilities and privileges as Village employees. It should be understood that where there is a conflict between this manual and the union contracts covering Police, Fire, Village Hall and Public Works employees, said union contracts shall take precedence over this manual. Please read the manual and retain it for future reference. If you should have any questions pertaining to this manual, please discuss them with your supervisor or contact Human Resources. The HR Manual can also be found on the intranet.

The Village has always taken pride in the abilities and accomplishments of its employees. It is the Village's policy to pay wages and benefits that are competitive with the market and that recognize the value of its employees. It is also Village policy to communicate directly with employees and to work together to resolve employee concerns as they arise.

Employees shall be courteous to the public and tactful in their work duties, ensuring the utmost patience. In performance of those work duties, employees must not express any prejudice concerning race, religion, politics, national origin, disability, life-style or similar personal characteristics. Upon request from the public, employees shall supply their name in a courteous manner.

The Village of Lombard has a Village Board-Manager form of government. This provides for a professional Village Manager appointed by the Village Board of Trustees. The Village Board consists of a Village President (elected by all residents), a Village Clerk (elected by all residents), and six trustees (elected by district).

The Village Manager is responsible to the President and Board of Trustees for the official business-like operation of the day-to-day affairs of the Village. In addition to specific responsibilities to the Village Board, the Manager establishes certain operating procedures and personnel rules, and is the final authority regarding all personnel matters of employees, except as otherwise provided by State Law or the Village Board.

The administrative organization of the Village is structured into functional work groups called departments. Departments may be further organized into smaller units known as divisions or bureaus

**DISCLAIMER:** *While the Village has made a considerable effort to provide clear and accurate information, the contents of this handbook should NOT be understood to create any sort of employment contract, whether expressed or implied. Accordingly, either you or the Village can terminate your employment at any time and for any reason or no reason. Further, any policy, rule, or statement contained herein may be changed or rescinded, with or without notice, at the sole discretion of the Village. Employees are required to abide by Village Administrative policies, Board policies and applicable departmental policies and standard operating procedures. This Human Resources Manual is not intended to replace*

*or supersede collective bargaining agreements that may cover many of your terms and conditions of employment.*

## II. CHAPTER 2 - PERSONNEL POLICIES

### A. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Village of Lombard is an equal opportunity employer. In this regard, the Village hires employees and manages its work place without discriminating on the basis of actual or perceived race, sex, national origin, religion, age, marital status, sexual orientation, handicaps or disabilities, or unfavorable discharge from the military (except dishonorable discharge) in accordance with federal, state and local laws. Employment opportunities are open to all qualified individuals.

#### 1. Anti-Harassment Policy

The Village is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, the Village will not tolerate harassment of employees by anyone, including any supervisor, co-worker, elected or appointed official or vendor of the Village.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's actual or perceived protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, veteran status, citizenship status, or other legally protected group status. The Village will not tolerate harassing 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.

#### 2. Sexual Harassment Policy

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors or other physical, verbal or visual conduct based on sex constitutes sexual harassment when:

- a) submission to the conduct is an explicit or implicit term or condition of employment.
- b) submission to or rejection of the conduct is used as the basis for an employment decision, or
- c) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment is conduct based on sex, whether directed toward a person of the opposite sex or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body.

### 3. Reporting Procedures

Such conduct, when experienced or observed, must be promptly reported in confidence to the employee's supervisor, the Director of Human Resources or any other member of Village management whom the employee would feel comfortable contacting. If the complaint involves an employee's supervisor, then the employee may go to another supervisor, the Director of Human Resources or the Village Attorney.

Supervisory personnel shall take appropriate action when they become aware of potential sexual harassment. Supervisors must report all complaints or witnessed occurrences of harassment, discrimination or retaliation to the Director of Human Resources promptly. A supervisor's failure to report conduct that is inconsistent with this policy that the Supervisor is aware of may constitute a violation of this policy.

An investigation will be made immediately concerning any allegation of harassment in as confidential a manner as possible.

To the maximum extent possible, the Village will strictly maintain the confidentiality of all complaints. Information will be held in confidence and will be disclosed only on a need-to-know basis in order to investigate and resolve the complaint or as required by law.

The Village does not condone any form of retaliation against any employee for making a good-faith complaint of harassment; or for assisting or cooperating in an investigation of a complaint by someone else, whether internally or with an external agency; or for filing a charge of discrimination or harassment; or otherwise providing 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. Any employee who feels he or she has been retaliated against should immediately notify any individual identified in the complaint procedure above.

The Village's policy is to investigate all such complaints thoroughly and promptly. If an investigation confirms that a violation of this harassment policy has occurred, the Village will take corrective action, including such discipline, up to and including immediate termination of employment, as is appropriate. Additionally, in investigating complaints of harassment under this policy, the Village may impose discipline, up to and including termination of employment for inappropriate conduct that comes to the Village's attention, without regard to whether the conduct constitutes a violation of law or this policy.

It is critical in establishing a workplace free of harassment that an individual who experiences or witnesses an incident perceived as being harassing has access to a mechanism for reporting such incidents. At the same time, the purposes of this policy are not furthered where a complaint is found to be false and frivolous and made to accomplish some other end than stopping harassment. A complaint that is



determined to be false and frivolous can result in a severe level of discipline or discharge. A false or frivolous complaint does not refer to complaints made in good faith that cannot be proven.

If you believe that you have been the subject of harassment or retaliation for complaining about harassment, you also have the right to file a charge of civil rights violations with the Illinois Department of Human Rights and, if substantial evidence to support the charge is found to exist, to have such an opportunity as is provided by law and applicable regulations to engage in conciliation with the Village and/or have the charge heard in a public hearing before an Administrative Law Judge of the Illinois Human Rights Commission. For further information, you may call or write to the Illinois Department of Human Rights, 100 W. Randolph Street, Room 10-100, Chicago, Illinois 60601, (312) 814-6200, or the Illinois Human Rights Commission, 100 W. Randolph Street, Room 5-100, Chicago, Illinois 60601 (312) 814-6269 or the EEOC at 230 Dearborn Street, Suite 1866, Chicago, Illinois 60604 (1-800-669-4000).

#### **4. Elected Official Complaint Process**

Because the Village promotes civility and respectful interactions at all levels of the organization, it is critical that elected [and appointed] officials understand their responsibility to comply with this policy. Elected [and appointed] officials are also expected to treat each other in a manner consistent with this policy. Any elected [or appointed] official who believes they have experienced prohibited conduct by another elected [or appointed] official that is inconsistent with this policy may notify the Village Manager. After receiving the complaint, the Village will initiate an investigation through the use of an independent investigator experienced in investigating workplace harassment complaints.

### **B. DRUG FREE WORK-PLACE POLICY**

The Village of Lombard is committed to maintaining a work place that is free from the effects of drug and alcohol use. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. 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.

#### **1. Prohibited Conduct**

In accordance with the Illinois Drug Free Workplace Act and Federal Drug-Free Work Place Act of 1988, Village employees shall not manufacture, distribute, dispense, possess or use drugs, unauthorized prescription drugs, alcohol or controlled substances on the premises of any Village building or facility (unless authorized), in Village-owned vehicles or during working hours or while on call.

Likewise, employees also are prohibited from being under the influence or effects of drugs, controlled substances, or unauthorized prescriptions on the premises of any Village building or facility (unless authorized), in Village-owned vehicles or during working hours or while on call or from being under the influence or effects of alcohol on the premises of any Village building or facility (unless authorized), in Village-owned vehicles or during working hours or while on call. This policy prohibits the possession or use of cannabis in the workplace or being under the influence of cannabis, including as a “qualifying patient” under the Illinois Compassionate Use of Medical Cannabis Pilot Program Act during the work day or work activities. This policy further prohibits the consumption, possession, sale, purchase or delivery of cannabis or cannabis-infused substances by law enforcement officers, paramedics or firefighters even when off duty. Compliance with this policy is a condition of employment. Sanctions for violation of this policy extend to and include termination of employment and referral for prosecution consistent with applicable local, state and federal law.

This policy does not apply to the lawful use of prescription drugs under the supervision of a licensed health care professional and within the limits of a valid prescription. An employee who has been prescribed drugs is required, however, to consult with his or her doctor or pharmacist about the prescribed medication’s effect on the employee’s ability to perform his or her job safely and to immediately disclose to his or her supervisor any medication-related work restrictions. While employees are required to disclose any medication-related work restrictions, employees should not disclose the type of drugs they have been prescribed or the underlying medical conditions or disabilities unless directed to do so by their doctors or pharmacist or asked to do so by the Village.

As part of our drug free work-place policy, it is the policy of the Village to conduct drug testing during the post offer, pre-placement physical examination required for all Village positions. It is also the policy of the Village to conduct drug/alcohol testing where it has reason to believe that an employee may be under the influence or effects of alcohol, drugs or other controlled substances. Employees subject to D.O.T. testing shall be tested in accordance with D.O.T. regulations in addition to the testing and discipline provisions of this policy. Refusal to submit to testing will result in disciplinary action, up to and including termination of employment. Where an employee is subject to discipline solely due to the Village’s determination that the employee is impaired by the use of cannabis in the workplace, the Village will offer the employee an opportunity to respond to the determination regarding impairment.

As a condition of initial or continued employment, employees shall abide by the terms of this policy and shall notify the Human Resources Department of the Village of Lombard of any criminal drug statute conviction, guilty or nolo contendere plea for a violation occurring in the work place no later than five days after such conviction or plea.

The drugs prohibited under this policy include any controlled substance listed in the Illinois Controlled Substances Act or Cannabis Control Act, and substances listed in Schedules I through V of the Federal Controlled Substances Act. Among other substances, it includes narcotics (heroin, morphine, etc.), cannabis (marijuana, hashish), stimulants (cocaine, crack, diet pills, etc.), depressants

(tranquilizers), and hallucinogens (PCP, LSD, “designer drugs”, etc.), 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. An employee shall be considered to be under the influence of alcohol if there is a concentration of .02 or more based upon the grams of alcohol per 100 millimeters of blood. Results showing an alcohol concentration of .0199 or less shall be considered negative. An employee shall be considered to be “under the influence of drugs” if the employee has a confirmed positive test result for illegal drug use or their metabolites, or has engaged in conduct evidencing apparent impairment such as conduct involving drugs adversely affecting the employee’s work performance or the safety of the employee, fellow workers, or the public. The Village utilizes laboratories certified as Substance Abuse and Mental Health Services Administration (SAMHSA) providers applying federal cutoff concentrations.

## 2. Consequences of Positive Test Results

- a) Applicants who refuse to cooperate in or fail to pass a post-offer, pre-employment drug test will not be hired.
- b) Employees who refuse to cooperate in a required test, who test positive more than once, or who use, possess, distribute, purchase, sell, manufacture or dispense illegal drugs on Village premises or work sites will be disciplined, up to and including termination of employment.
- c) Employees who possess or consume drug paraphernalia or alcoholic beverages on Village premises or work sites will be disciplined, up to and including termination of employment.
- d) Employees who have been convicted of, sentenced for, or pled no contest to, a drug crime committed on Village premises or work sites, will be disciplined or terminated.

## 3. Requests for Assistance

Employees who suffer from problems relating to drug and alcohol use are encouraged to seek assistance from the Employee Assistance Program (EAP) or an appropriate professional before the problem leads to disciplinary action. An employee’s voluntary decision to seek appropriate professional assistance will not be used against an employee in any disciplinary action. Any assistance, however, will not exempt an employee from disciplinary action in the case of a violation of the Village’s policy.

## C. **WORKPLACE VIOLENCE POLICY**

The Village of Lombard has a zero tolerance policy towards violence or threats of violence in the workplace. The Village of Lombard is committed to maintaining a

workplace that is free from violence and the threat of violence. There will be zero tolerance for acts of violence or threats of violence committed by or against Village employees or elected or appointed official, whether working or not working, on or off Village property.

Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest, and prosecution.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts against Village employees shall be removed from the premises as quickly as safety permits, and shall remain off the premises pending the outcome of an investigation. The Village will initiate an appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved. Nonemployees engaged in or threatening violent acts against Village employees or on Village premises will be reported to the proper authorities and fully prosecuted as appropriate.

#### 1. **Employee Reporting Duties**

Any violent incidents or threats must be reported to the Village Manager, Director of Human Resources or a Department Head, who shall promptly investigate all such reports and take appropriate disciplinary and legal action. Employees are responsible for notifying a designated management representative of any behavior they have witnessed which:

- a) is regarded as threatening or violent; and,
- b) has occurred in the workplace, during activities related to Village employment, which may be at sites other than the workplace, or is job related.

Employees are responsible for notifying management regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior, and the person or persons who were threatened or were the focus of the threatening behavior. Designated management representatives include the employee's immediate supervisor, the Department Head or Human Resources Department. Complaints involving the employee's immediate supervisor should be directed to either the Department Head or Human Resources. In the event that a violent action is actually occurring, every effort should be made to contact the Police Department as quickly as possible. Those employees involved in a Workplace Violence incident, will be asked to complete a confidential Workplace Incident Report form (**Exhibit 1**) which will be used by Human Resources to investigate the incident. No employee acting in good faith, who reports real or implied threats or violent behavior will be subject to retaliation or harassment based upon their report.

All individuals who apply for or obtain a protective or restraining order which lists Village locations as being protected areas, must provide to their supervisor a copy

of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

The Village understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s). To the maximum extent possible, the Village will maintain the confidentiality of all complaints. Information will be held in confidence and will be disclosed only on a need-to-know basis in order to investigate and resolve the complaint, or as required under applicable law. No other Village policy, practice, or set of procedures will be enforced or interpreted in a manner inconsistent with the terms and provisions of the Workplace Violence Policy.

## 2. Workplace Violence Prevention Act

In accordance with the Workplace Violence Prevention Act 820 ILCS 275, the Village may seek an order of protection to prohibit violence or threats of violence made against an employee in certain circumstances in accordance with the Act.

### **D. POLICY AGAINST WEAPONS AND FIREARMS**

As part of our commitment to a safe workplace, the Village maintains a policy prohibiting any individual, including any employee, from possessing, carrying, displaying, brandishing, discharging or otherwise having control of or using firearms or weapons on his person in any Village buildings. Village employees are similarly prohibited from possessing, carrying, displaying, brandishing, discharging or otherwise having control of or using firearms or weapons in the performance of duties or when performing work on behalf of the Village, whether on or off of Village property, and the prohibitions of this policy extend to Village vehicles. The prohibitions of this policy extend to concealed firearms, meaning a loaded or unloaded handgun carried on or about that person completely or mostly concealed from view of the public or in the vehicle of that person, even if an individual has a permit for “concealed carry” pursuant to Public Act 98-0063, the Firearm Concealed Carry Act.

A Village employee with a valid license to carry a concealed firearm who chooses to carry that firearm while driving to and from work and park in a Village owned or leased parking lot, must secure his or her firearm and ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle or in the vehicle’s trunk while in the parking area, in accordance with State law.

### III. CHAPTER 3 - REQUIREMENTS FOR EMPLOYMENT

#### A. REQUISITION & RECRUITMENT OF NEW EMPLOYEES

##### 1. Policy

It shall be the policy of the Village of Lombard to recruit and select the most qualified persons based on merit, for positions in the Village's service. Individuals may be recruited for position vacancies from a geographic area as wide as necessary to assure obtaining well-qualified candidates.

##### 2. Administration

To initiate the hiring process, the supervisor must complete a personnel requisition form for submittal to the Department Head. The Department Head will review the requisition and, if approved, will sign and forward the requisition to the Director of Human Resources. The Director of Human Resources will then forward the request to the Village Manager for final approval.

When the requisition is signed and approved by the Village Manager, the Director of Human Resources will begin the process of recruitment for the position. Only the Human Resources Department is authorized to recruit employees. This will be done in conjunction with the affected department.

The exception to this procedure would be the hiring of Department Heads who may be recruited in a different manner, as well as sworn Police and Firefighter personnel who are recruited and hired by the Board of Fire and Police Commissioners.

In case of bargaining unit positions in the Public Works Department, the in-house ad will be sent from the Human Resources Department for posting in accordance with the contract.

The Human Resources Department will receive all resumes and applications for employment (except for Police and Fire). When the ad closes, copies of the application will be forwarded to the requesting department. The requesting department will review desired applicants with the Human Resources Department and advise when available to conduct the interviews. The Human Resources Department will schedule and participate in the interviews.

Any written test to be given to applicants (along with specific answers) shall be prepared and submitted to the Human Resources Department for review in advance of scheduled interviews, allowing time to ensure proper compliance and adequate scope for evaluating employees.

Prior to making any offer of employment, the department will consult with the Human Resources Department to determine that all legal and administrative requirements have been met. In addition, the Employment Authorization Form must be completed and filed with the Human Resources Department.

**B. APPLICATION**

All applicants for employment shall submit an application on forms provided by the Village of Lombard. All requested information shall be completed to the best of the applicant's ability. Applications are available at [www.villageoflombard.org](http://www.villageoflombard.org) when there are positions open.

**C. METHOD OF SELECTION**

All employment selections will be made according to the ability to perform the essential functions of the job and merit, to be determined when possible and practical through an examination process. Examinations shall normally be on a competitive basis in a manner to be determined by the Human Resources Department with concurrence of the Village Manager.

**D. BACKGROUND INVESTIGATION**

A background investigation shall be completed on every prospective employee prior to appointment.

A prospective employee may be fingerprinted as a prerequisite to employment. Applicants must be able to demonstrate that they possess, or qualify to possess, a valid Illinois driver's license if the nature of their position or assignment requires the operation of Village-owned vehicles. Drivers license status and previous driving history will be verified with the Secretary of State.

**E. EMPLOYMENT EXAMINATIONS**

1. The examination process for any job classification may include, but not be limited to, one or more of the following parts as determined to be appropriate by the Village.

- **Written Test** - this part, when required, shall include a written demonstration designed to show the familiarity of an applicant with the knowledge required in the position classification to which appointment is sought.
- **Oral Interview** - this part, when required, shall consist of personal interviews with applicants for position classifications where ability to deal with others, to meet the public, or other personal qualifications are to be determined. An oral interview may also be used in applicant assessment when a written test is unnecessary or impractical.

- **Performance Test** - this part, when required, shall include tests of performance or skill to determine the ability and skills of applicants to perform the work involved.
  - **Assessment Center** - this part, when required, shall consist of tests intended to measure the performance of applicants in simulated work related circumstances.
  - **Physical Test** - this part, when required, shall test the applicant's physical agility to perform the essential functions of the job. The score achieved on this test may be given a weight in the examination or may be used in excluding from further consideration applicants who do not meet the minimum required standards.
  - **Candidate Profile** - this part, when required, shall include any test to determine mental alertness and general capacity of applicants to adjust their thinking to new problems or to ascertain special character traits and aptitudes.
2. As directed by the essential functions of the job in question; education, experience, knowledge, character and physical agility may be considered, and weights may be assigned to each factor based upon the recommendations of affected Department Heads.
  3. Any individual requiring a reasonable accommodation to take one or more of the applicable employment examinations should request such accommodations three days prior to the test, upon the presentation of appropriate documentation.

## **F. MEDICAL EXAMINATION**

1. Employment with the Village of Lombard is contingent upon the results of a post-offer medical examination, which includes a drug screen. Such results will be reviewed only as they apply to the essential duties of the specific position to be filled. This examination will be administered by a licensed physician designated by the Village, at Village expense.
2. Periodic medical examinations shall be given to the following groups:
  - a) All Commissioned Fire & Police Employees shall be examined not less than once every three years. Prior to taking said physical, the employee shall execute a Health Insurance Portability and Accountability (HIPPA) release form so that the physician and/or medical facility can tender a copy of the results of said physical to the Village. The Village shall designate the type of physical to be given and the physician or medical facility to be used.
3. A special medical examination may be requested for any employee when, in the opinion of the Department Head, a potential safety hazard exists, either to the employee or to the other employees caused by the employee's medical



condition. Please refer to the Loss Prevention Manual, Chapter 7, for more detailed information. Failure on the part of the employee to submit to such an examination may be grounds for termination.

4. Employees in the Public Works Department who possess a commercial drivers license are subject to drug and alcohol testing in accordance with the Village of Lombard's DOT Driver Policy Summary which became effective January 1, 2008, and the same may be changed from time to time by the Village.
5. The foregoing medical examinations shall be conducted for the purposes of ensuring the safety and continuing health of Village employees. The results of such medical examinations shall not be grounds for any personnel action, unless any medical condition so identified affects the employee's ability to perform his or her job with or without reasonable accommodation. In such instances, the Village shall attempt to provide a reasonable accommodation for such medical conditions.

#### **G. INTERVIEW AND MOVING EXPENSES**

1. The Village Manager may authorize reimbursement of expenses to applicants and appointees for the following:
  - a) An individual's trip for a personal interview or for reporting to duty upon appointment to Village service. Reimbursement expenses may include an allowance for transportation, meals and lodging.
  - b) Actual cost of moving household goods and family to place of domicile upon acceptance of a position with the Village. Normally, this reimbursement shall not be made until the employee has commenced employment with the Village.

#### **H. CITIZENSHIP AND RESIDENCY**

1. Except for those positions covered by the Board of Fire and Police Commissioners, United States citizenship is not a prerequisite for Village employment. However, proof of citizenship or of an alien's residency status and ability to work while in the U. S. is required as mandated by Federal Law.
2. The Fire Chief and Police Chief of the Village of Lombard shall be required to reside within four (4) miles of any point on the corporate boundary of the Village.
3. Any other employee of the Village of Lombard is allowed to establish residency anywhere within the State of Illinois, but must be reasonably accessible to the Village so that the employee is able to properly and adequately carry out his or her job duties or functions. Any member of the Fire Department may, in addition to residing anywhere in Illinois, reside in Lake County, Indiana or Kenosha County, Wisconsin, but must be reasonably accessible to

the Village so that said member is able to properly and adequately carry out his or her job duties or functions.

## **I. EMPLOYMENT OF RELATIVES**

Unless the Village Manager shall determine that the best interest of the Village shall be served, the Village shall not consider an applicant for regular employment if the applicant bears any of the following relationships to an elected or appointed officer, or an employee: parent, brother, sister or child.

## **J. BUILDING ACCESS AND CONTROL**

### **I. POLICY**

The following policy outlines security measures specifically designed to govern access control to Village of Lombard owned facilities. This policy applies compliance and established protocol to minimize the risk associated with intentional or unintentional acts or breaches of access against the Village of Lombard.

### **II. ELIGIBILITY**

All employees under Village of Lombard jurisdiction including temporary and contractual personnel and Elected Officials as defined within the policy.

### **III. GUIDELINES**

#### **A. Control Procedures**

In order to effectively manage Access Control to the Village of Lombard and to protect the safety of all employees and the visiting public, the following procedures shall be adhered to:

1. All personnel shall be issued an ID card upon hire. An ID card shall consist of a photo ID for identification. The ID card shall also be utilized as the employee's access card for approved access to the facilities.
2. It is not permitted to share ID cards.
3. The Access Control System should contain programming information to limit access areas and timings, as designated by the employee's manager.
4. The issued ID card shall contain sufficient information to identify the individual (i.e.: name, photograph, department).
5. The Human Resources Department shall be notified of all separations and terminations of employees and temporary workers to deactivate the card. The Human Resources Department is responsible for collecting the ID card upon separation.

#### **B. Access Card Issuance**

Requests for new ID cards must be accompanied by an "Access Application Form" available from the Human Resources Department.

All requests for the production of a new access card or modification of an existing card shall be provided by:

1. Human Resources or the Employee's Supervisor for new employees.
2. Employee's Supervisor for transferred employees or for current employees requiring access modification.
3. The Department Head or designee for vendor or contractors.

It is the responsibility of the Human Resources Department to enter the new employee data into the access control system following the guidelines of the system and this policy.

If an employee forgets their card at home they must get a temporary card from the Human Resources Department which will need to be returned by the end of the day. If the temporary card is not returned there will be a five (5.00) dollar fee charged to the employee and taken out of the employee's next pay check.

#### C. Temporary Personnel/Volunteers

1. In some scenarios, temporary personnel, vendors or volunteers (referred to as temporary employees) may be required to support Village operations. Temporary personnel that frequent the Village Facilities or are assigned to the Village Facilities shall be eligible to receive Access Cards.
2. The Department Head, or designee, responsible for the relationship shall complete an Access Application form and authorize the required access. This form shall be provided to the Operations Superintendent.
3. All temporary cards shall have a maximum length of 90 days prior to automatically expiring. This will ensure limited exposure to temporary personnel who are no longer servicing the Village of Lombard. In all separations and terminations, the Operations Superintendent should be notified.
4. The length of expiry on any temporary card may be extended with the written approval (i.e.: e-mail) of the Department Head, or designee's. This extension request will then be filed with the temporary employee's original access application form by the Operations Superintendent.

#### D. Key Issuance

1. The Operations Superintendent shall maintain a listing of issued keys and share this listing with Human Resources on a frequent basis. Facilities Management manages key issuance in some buildings.
2. Procedures for issuing keys should mirror that of access control cards, in that a Key Request form should be completed by the Department Head or designee. The issuance

of physical keys should be limited and highly scrutinized, as the management of lost, stolen or unreturned keys is a difficult process.

3. Keys that control the perimeter of any building shall not be issued unless required specifically for an individual's job function, or as approved by the Department Head. Issuance of such keys will be to departments only – not to an individual, unless approved by the Operations Superintendent. Perimeter keys, when issued, should remain in a departmental lock box or other secure area, and should not be taken home by personnel.
4. Temporary employees, contract employees and/or volunteers shall not be issued keys on a permanent basis. Should physical key use be required to fulfill a job function, keys should be managed within the department and signed in/out to the temporary employee on an as-needed basis.

#### E. Resignations and Terminations

1. Operations Superintendent shall be notified in writing email), where possible, of a termination or separation slated to take place. As this is a sensitive area for Human Resources, Management and the Employee, caution should be used in the handling and timing of the deactivation of a terminated employee's Access Card.
2. Once a termination has taken place, the Access Card shall be collected by the Department of Human Resources. The Access Card shall be returned to the Operations Superintendent, all access to the Access Card removed and the card destroyed.
3. If the terminated employee did not have his/her ID card on their person, the Human Resources Department shall ask that the ID card be mailed back to the Village. The Operations Superintendent shall be notified, and will remove all access associated with the card.
4. If the Human Resources Department was unable to retrieve the card for any other reason, the Operations Superintendent shall be immediately notified, and the above steps shall be followed.
5. Terminated employees should not be allowed back into the workspace following the termination for any reason.

#### F. Lost or Stolen Access Cards/Badges

1. Access Cards act as keys, and should be treated as such if lost or stolen.
2. Lost or Stolen Access Cards must be reported to the Human resources Department immediately. Lost or stolen Access Cards shall have access removed from the card. The "tracking" feature shall be enabled on any lost/stolen card in hopes that any unauthorized use can be discovered by Operations Superintendent personnel and/or CCTV.
3. If a card is damaged while on the job, the Human Resources Department should be notified immediately for the issuance of a new card. The damaged card must be returned to the Operations Superintendent or Human Resources.

4. If an employee fails to report a lost or stolen card they may be subject to disciplinary action.
5. There shall be a five (\$5.00) dollar fee associated with lost or stolen Access Cards after the first time the Access card is lost. This deduction will be taken out of their next pay check.
6. If the ID card that was lost is later found, it should be turned into the Human Resources Department to be destroyed. Employees may not possess more than one ID card.

G. Exceptions

Exceptions to policy are not possible unless approved, in writing by the Village Manager or designee.

K. **SEARCH POLICY**

The Village of Lombard reserves the right to search lockers, desks, filing cabinets, computer files/e-mails and personal belongings located on Village property at any time.

If personal belongings are to be searched, the Village will make every effort to have the employee present. Such searches will be conducted only if there is reasonable suspicion of employee related problems, such as missing money, tools, equipment, etc., or substance abuse.

Searches of offices, desks, filing cabinets, or computer files may be made to retrieve a file, Village property, or for any of the above stated reasons.

L. **ORIENTATION PROGRAM**

It is the purpose of the Village of Lombard's New Hire Orientation Program to facilitate the new employee's adjustment to the Village and to his or her job, as well as to clarify the individuals' role in the organization as a whole.

- **Human Resources** will convey information on the New Hire Orientation Checklist, provided as **Exhibit 3**.
- The **department/supervisor** will conduct the orientation activities as instructed by the Supervisor's Orientation, provided as **Exhibit 4**.

## IV. CHAPTER 4 - GENERAL EMPLOYMENT CONDITIONS

### A. CATEGORIES OF EMPLOYMENT STATUS

1. An employee's employment status shall be determined by using the following criteria:
  - **Regular Full-Time** - Employment for a full work week in accordance with the schedule adopted by the Department Head. Every regular full-time employee shall serve an introductory period after original or promotional appointment.
  - **Regular Part-Time** - Employment requiring less than eight (8) hours per day, not to exceed forty (40) hours per week, on a regular basis.
  - **Temporary Contract Employees** – Employment for a full work week for a specific period of time, or for the duration of a specific purpose, project, or group of assignments pursuant to a specific contract.
  - **Temporary Part-Time** - Employment for a specific period of time, or for the duration of a specific purpose, project, or group of assignments.
  - **Seasonal** - Employment in a position which is available at regular intervals but does not last over an extended period of time. Seasonal employees may either be part-time or full-time during their employment.
2. Employment status shall be used to determine eligibility for fringe benefits, among other things.

### B. INTRODUCTORY PERIOD

1. Once appointed, an introductory period of nine (9) months will be required for all regular full-time or regular part-time employees.
2. In the event of lateral transfers, an introductory period of nine (9) months is required unless specifically waived by the Village Manager. This introductory period is intended as a period of adjustment and training in the new position.
3. Introductory periods shall be required for initial appointments and promotions (except as otherwise provided by State Statute). The purpose of the introductory period is to test the qualifications of the employee to perform satisfactorily under actual working conditions, and to determine whether or not the employee should be considered for a regular position. For an initial appointment an evaluation will be completed after one (1) month and six (6) months, in addition to the formal evaluation completed prior to nine (9) months.

4. The performance evaluation will be forwarded to Human Resources with one of the following recommendations:
  - a) That the introductory period be extended,
  - b) That the employee be dismissed,
  - c) That the employee be accepted as a regular employee, or
  - d) In the case of a promotion, that the employee be returned to his/her former position, if still available.

**The successful completion of the introductory period should not be construed as creating a contract or as guaranteeing employment for any specific duration.**

#### **C. PAY & CLASSIFICATION PLAN**

1. The Village determines the pay of its regular full-time employees by means of a range schedule that is based upon a position classification plan used by the Village in conjunction with market place pay levels. Pay is determined upon the recommendation of the Village Manager with the approval of the Village President and Board of Trustees.
2. Rates of Pay for employees other than regular full-time employees shall be established by the Village Manager. Consideration shall be given so that the hourly rate will be generally consistent with that being paid in the community for comparable activities and skills.

#### **D. APPOINTMENT RATE**

The minimum rate of pay for regular full-time employees as determined by the salary ranges adopted in the annual salary ordinance for a position shall be paid upon appointment, except in cases where a Department Head with the approval of the Village Manager can justify that an employee who, because of an unusual history of quality experience or exceptional training, should receive a higher starting salary.

#### **E. SALARY INCREASES**

1. The Village shall provide all salary increases based upon performance. Said increases shall only be awarded after the completion of an employee performance evaluation. Raises shall be granted to eligible employees in accordance with the Village ordinance.
2. An employee may receive an annual salary increase based upon a performance evaluation rating of at least a Meets Expectations. Such increase will be as

approved by the Village Board. An employee's salary increase shall not exceed the established salary range for his/her position.

3. Any newly hired or newly promoted employee who, on January 1, has not completed nine (9) months of employment in the new position will not be eligible for a performance increase until the completion of the nine (9) months. If the appraisal indicates a rating of at least a Meets Expectations, the employee may be granted a performance increase effective with the beginning of the pay period following his/her nine-month anniversary upon the written request and recommendation of the Department Head. If the Village Board approves an increase in the salary range, the newly promoted employee will be granted a salary increase on January 1<sup>st</sup>, equal to the amount of the range increase granted for his/her position. If employee is below the minimum range of pay for the position, the employee will be brought to the minimum of the pay range.
4. Employee's not eligible for a salary increase due to a Below Expectations rating from a performance appraisal shall be re-evaluated within six (6) months. An employee who improves may be entitled to a salary increase equal to the amount of the range increase for his/her position, if a range increase was approved, effective with the beginning of the pay period following the improved performance evaluation.
5. On a case-by-case basis, the Village Manager may find it appropriate to authorize a one-time payment above and beyond the increase provided by a performance evaluation review. Such increases are in recognition of extraordinary performance or special contributions that have significant and long lasting positive impact on the organization. Efforts deserving of this recognition shall be exemplified by extended periods of extra work that require off-hour response, input and participation of the employee under stressful and challenging conditions not typically expected in their job description. Any one-time payment shall not alter the employee's anniversary date or eligibility for future merit reviews and shall not exceed \$1,000 and shall require approval by the Village Board.
6. The Village Manager may authorize five (5) percent additional compensation on a short-term basis when an employee takes on additional duties.

**F. VILLAGE OF LOMBARD NON-UNION EMPLOYEE MERIT POOL GUIDELINES**

**Introduction:**

It is the desire of the Village of Lombard to administer a range movement and compensation program for non-union employees that will retain and recruit highly competent employees. To meet this end, the Village will maintain compensation ranges that are commiserate with the level of responsibility inherent in the position, and are competitive with that paid for similar positions by comparable local government employers. Therefore, it is the goal of the Village to ensure both internal and external equity for all non-union positions is maintained. The Human Resource Department will maintain a compensation schedule for all non-union employee classifications. Salary and wage adjustments are not automatic, but will be based on



evaluations and budgetary considerations and are within the sole discretion of the Village Manager.

1. Purpose:

- a) To reward employees beyond the limits of the Official Pay Plan for clearly demonstrating outstanding performance on the job.
- b) Merit increases are intended to:
  - Acknowledge or recognize exemplary or outstanding accomplishments over and above normal job responsibilities;
  - 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; and
  - Assist in accelerating range movement for employees.

2. Scope:

- a) All regular non-union Village of Lombard employees are eligible for additional merit pay based on their performance in the preceding twelve (12) months.
- b) The additional merit increases provided for herein may be eliminated by the Village Manager at any time without notice.

3. Procedure:

- a) A merit increase request:
  - Must be submitted by the respective Department Head to the Director of Human Resources by the deadline established during the annual review process;
  - A memorandum to the Director of Human Resources should detail the specifics and justification for the request;
  - This memorandum *should* include a copy of the employee's performance evaluation and the amount requested (not to exceed 2.0%);
  - A personnel action form (PA) should accompany the memorandum which indicates the amount of the merit pay request. The action date on the PA should be the second to the last Tuesday of the year; and
  - If an employee does not merit considerations of a merit increase, no memorandum is required.

- b) After review and recommendation from the Director of Human Resources, the Village Manager shall approve, modify, or disapprove the proposed merit pay within his/her sole discretion.

4. Compensation:

- a) Additional merit pay shall be awarded upon the sole discretion of the Village Manager.
- b) Maximum merit pay will be subject to budget appropriation and Board of Trustee approval.
- c) The merit increases are not guaranteed. Merit increases are based on budget approval from the Board of Trustees and based on the employee's evaluation.

**G. MERIT ONE-TIME LUMP SUM PAYMENT**

The Merit One-Time Lump Sum Payment is established to reward employees who are ineligible for a merit pay increase due to reaching their maximum salary range. It is designed to encourage high performing employees who have been employed with the Village for many years to continue to achieve above average performance.

To qualify for a merit one-time lump sum payment, an employee must meet the following criteria:

- Not governed by a collective bargaining agreement or other employment contract.
- Must be earning position's maximum wage.
- Must receive at least a meets expectation on their most recent performance evaluation.

The merit one-time lump sum payment will be determined based upon budget approval by the Board of Trustees and paid in a lump sum following the approval of the employee's performance evaluation by the Department Head. The additional merit one-time lump sum payment provided for herein may be eliminated by the Village Manager at any time without notice.

In the event that the employee is not at the maximum salary range for their position but receives a merit increase that would increase their salary above the position's maximum salary range, the employee's rate would increase to the maximum salary range for their position and receive a lump sum bonus for the amount exceeding the salary maximum.

**H. PERFORMANCE EVALUATION REPORT**

1. In order to effectively analyze an employee's performance, an objective procedure must be established. This procedure shall become the basis of granting all pay raises and promotions. Length of employment alone shall not entitle any employee to the benefits of additional pay or promotion.

2. A new employee shall be evaluated after one (1) month and again after six (6) months as part of the orientation program. A formal performance evaluation will be performed prior to an employee's first nine (9) months of employment and within the last quarter of each fiscal year.
3. If an employee is out of work for any reason or length of time during the course of the fiscal year, the evaluation period will not be extended.
4. Objectives of Performance Appraisal:
  - a) To convey expectations of a position clearly and to assign responsibility.
  - b) To keep each employee informed of his/her job performance.
  - c) To evaluate each employee accurately and fairly.
  - d) To provide a means for improved communication between supervisor and subordinate.
  - e) To help guide career development.
  - f) To recognize and reward outstanding performance.

#### **I. POSITION RECLASSIFICATION**

1. Whenever, in the opinion of a Department Head, the duties and responsibilities of a particular position change so drastically that the current position title and/or pay range no longer apply, the Department Head may recommend a position reclassification to the Director of Human Resources. Such a reclassification shall be forwarded to the Village Manager with the recommendation of the Director of Human Resources. The Village Manager shall determine whether or not to forward the request with his approval to the Village President and Board of Trustees for inclusion in the annual salary ordinance.
2. All such requests shall occur during the annual budget preparation, unless circumstances otherwise require.

#### **J. PROMOTION**

1. Promotion is defined as a re-assignment to a position, which entails greater skills and/or added responsibilities. Under the Village Pay Plan, a promotion necessitates a higher pay range assignment.
2. As vacancies or new positions occur, the Village will accept applications from qualified employees along with outside applicants identified through various sources of recruitment.

3. An employee receiving a promotion shall be entitled to the greater of either (a) the minimum of the new pay range or (b) a five percent (5%) salary increase unless said increase exceeds the maximum of the new range. Such increase shall take effect with the beginning of the first pay period following the effective date of promotion. Exceptions to the amount of increase may be made at the discretion of the Village Manager.
4. An employee, once promoted, shall be required to serve a nine- (9) month introductory period (except as otherwise provided by State Statute for Commissioned Fire and Police personnel, or Union Contract).
5. Upon written recommendation of the Department Head, the Village Manager may consider removing the probationary status based upon the employee's performance in their new position. The factors which will be used in considering this action will include, but not be limited to their ability to show a command of the duties involved with the position, their past experience with performance or conduct issues in the position and overall tenure with the Village. In no instances shall the Village Manager be obligated to concur with the recommendation of the Department Head.

#### **K. TRANSFERS AND DEMOTIONS**

1. Transfer of an employee from one position to another without change in pay range classification may be effected when:
  - a) The employee meets the qualification requirements.
  - b) It is in the best interests of the Village.
  - c) Work requirements of the Village necessitate the transfer.
  - d) Further training and development of an employee in the new position would be beneficial to the future staffing potential of the Village.
  - e) It meets a personal need of the employee and is consistent with a) and b) above.
2. Transfers of employees between departments, on either a regular or temporary basis, may be made upon the recommendations of the affected departments and with the approval of the Village Manager.
3. Transferred employees shall conform to the working policies of the department to which they are transferred; and shall, except for fringe benefit eligibility purposes, be subject to an introductory period in the new position as provided in Section B, page 15 of this chapter.
4. No salary adjustment will be made in those cases where the employee is transferred from one department or division to another without a change in position classification.

5. An employee may be demoted to a position of a lower classification for which he/she is qualified, for any of the following reasons:
  - a) The employee would otherwise be laid off because his/her position is being abolished;
  - b) The employee's position is reclassified to a lower grade if a position is available;
  - c) There is a lack of work or lack of funds;
  - d) The return to work from authorized leave of absence of another employee to said position necessitates such demotion;
  - e) The employee does not possess the necessary qualifications to render satisfactory service in the position he/she holds;
  - f) The employee demonstrates an inability to perform the normal quantity or quality of work;
  - g) The employee voluntarily requests such demotion.

All demotions must receive the approval of the Village Manager. In the event of a demotion, for any reason, an employee's salary shall not exceed the maximum of the range to which he/she is demoted. This may require a salary to be reduced.

#### **L. EMPLOYEE SUGGESTION SYSTEM**

1. Employee suggestion forms must be forwarded to the Human Resources Department. All Village employees are eligible to participate (except Department Heads and Assistant Department Heads).
2. Specific details of this program are available through the employee's department or Human Resources.

## **V. CHAPTER 5 - EMPLOYEE BENEFITS**

### **A. ELIGIBILITY**

1. An employee's eligibility to receive benefits as described in this chapter is determined by the following categories of employment status:
  - a) A regular full-time employee is entitled to all benefits described in this chapter, unless specifically stated otherwise.
  - b) A regular part-time employee is entitled to Workers' Compensation Insurance, Unemployment Insurance, pension plan (1000+ hours per year needed for IMRF eligibility), pro-rated use of sick leave, vacation, personal days, crisis leave, donation of four (4) hours charitable time, holidays and overtime in the event the employee's work exceeds that of the regularly scheduled work week for a regular full-time employee. This individual may also contribute to the three 457 Plans, Roth IRA, Retirement Health Savings (RHS) Plan (if group is approved) and the Section 125 Flexible Spending Account. The Village may, in its sole discretion, offer Health Insurance to regular part-time employees if doing so will allow it to avoid incurring an Assessable Payment under section 4980H of the Internal Revenue Code or any similar laws.
  - c) A temporary part-time employee is entitled to Workers' Compensation Insurance, Unemployment Insurance, and overtime pay in the event the employee's work week exceeds that of the regularly scheduled work week for a regular full-time employee.
2. For a complete definition of each employment status, see Chapter 4, Section A.

### **B. HEALTH INSURANCE**

1. The Village currently offers Blue Cross/Blue Shield PPO, PPO Plus and HMO health insurance. Information concerning these plans and employee costs shall be made available through Human Resources. Health coverage for eligible employees and their covered dependents shall become effective immediately upon beginning employment with the Village.
2. In accordance with the Consolidated Omnibus Budget Reconciliation Act (C.O.B.R.A.), effective for the Village of Lombard June 1, 1987, continuation of group health plan coverage is available for eighteen (18), twenty-nine (29) or thirty-six (36) months, depending on the reason for termination of employee or dependent status. Cost of this continuation coverage shall be borne solely by the participant.
3. Full-time Village employees who retire and are entitled to a retirement pension, are allowed to continue health insurance coverage as part of the PPO or HMO Group Plan, should they choose to do so, even after they are entitled to

Medicare. Medicare A & B would be primary and the Village's insurance plan selected would be secondary. Cost of this continuation coverage shall be borne solely by the participant.

4. Police Officers and Firefighters who are on pension from disability or retirement are allowed to continue health insurance coverage as part of the PPO or HMO Group Plan for as long as they wish to pay the monthly premium in accordance with State Statute.
5. Requests for information regarding details of specific coverage should be directed to Human Resources.
6. In the event one or more of the Village's medical and hospitalization plans available to non-bargaining unit employees triggers the Excise tax for high-cost coverage under section 4980I of the Internal Revenue Code or any similar tax ("Excise Tax"), and a non-bargaining unit employee desires to remain on that plan, the employee may appeal to the Village Manager for consideration of cost sharing options. The Village Manager and the employee shall meet within 60 days to discuss the request and any cost sharing options. Any cost sharing options shall be in the form of either increased premium shares and/or through an itemized payroll deduction, and/or an alternative methodology that is mutually agreed upon by both parties and eliminates any Village liability for the Excise Tax. The decision of the Village Manager is final.

However, the Village will provide a health insurance plan that does not exceed the threshold cost which will trigger the "Excise Tax" as an option for non-bargaining unit employees to select if said employees do not desire to be responsible for the Excise Tax, as long as an option is available by the insurance provider. This new health insurance plan will offer the same types of benefits as the plan (HMO and PPO) that triggered the "Excise Tax" i.e.: physician services, inpatient hospital care, hospital emergency care, other covered services, prescription and preventive care. The benefit levels subject to change would be coinsurance, deductibles and out-of-pocket maximums.

### **C. LIFE INSURANCE**

1. The Village currently provides, at no cost to the employee, term life insurance coverage for all eligible employees. Specific coverage limits may vary. Contact Human Resources with questions.
2. The Village shall provide term life insurance for all eligible employees subject to IRS tax guidelines in the policy amount of \$100,000.
3. Any employee who has terminated employment with the Village through resignation or retirement will not be able to continue this coverage.

## **D. WORKERS' COMPENSATION POLICY**

This policy pertains to a work related injury, illness, or death that arises out of and during the course and scope of employment with the Village. Employees of the Village may be entitled to specific benefits through this policy, or under the State of Illinois Workers' Compensation Act, Occupational Disease Act, Public Employees Disability Act (PEDA) or other applicable statute.

Workers' Compensation leave will run concurrent with Family and Medical Leave (FMLA).

### **1. Injury/Illness Reporting Procedures**

Employees who believe they have suffered a work related injury, no matter how minor, must report the injury to their supervisor, **immediately** or as soon thereafter during the current shift as is practicable. Notice to a co-worker who is not part of management is **not** considered notice to the employer. The Supervisor and injured employee shall immediately report the injury through the use of the Village's telephone triage service and develop an initial plan for first aid, self-treatment or medical care. Failure to provide timely notification to your supervisor can result in either a delay in receiving compensation or even a denial of your right to benefits.

Workers' compensation fraud is a class E felony, punishable by fines and/or prison time. Subsequent violations are a class D felony. Fraud occurs when someone knowingly, with intent to defraud, makes a false, material statement related to a workers' compensation claim or workers' compensation insurance.

### **2. Injury/Illness Report**

The employee statement of incident form and supervisor incident report should be completed by the supervisor and employee within 24 hours of the injury or illness and returned to the Administrative Coordinator within the Village Manager's Office for review and claim processing.

These reports reflect employee and supervisor judgment of the accident and should be accurate, thorough and very specific. In the event that an employee is disabled and unable to complete the required forms, the supervisor will complete the forms on the employee's behalf.

The Administrative Coordinator within the Village Manager's Office is responsible for reporting all work related injuries to the Village's third party claims administrator and coordinating any follow up action that is required. A third-party claims administrator adjudicates all claims for the Village. It is their responsibility to evaluate each case and authorize payment of appropriate compensation based on information provided to them by the Village, the employee and medical providers.

### **3. Benefits while on a Workers' Compensation Leave of Absence**

- a) **Medical Benefits** – The Village will pay all medical bills related to an employee's work related injury or illness that are determined to be work



related and reasonable and customary by the third party claims administrator. Employees requiring medical treatment will be directed to the Village's occupational health care provider. Employees with injuries requiring emergency treatment/ambulance transport shall be taken to the nearest hospital emergency room or 911 shall be called, depending on which action is more prudent. For non-911 injuries occurring outside clinic hours, employees should go to the hospital emergency room. Employees receiving medical treatment must notify the health care provider that they are receiving treatment for a work related injury and the Village is responsible for payment.

If considered necessary, by the supervisor, the supervisor should accompany the injured or ill employee to the health facility. Prior to leaving the facility, the employee/supervisor must be given a completed "Return to Work Status Form". The form must specify the physical limitations under which the employee can work, the period of expected disability, the return to work date and the physician's initial diagnosis of injury or illness. All documentation shall be provided to the employee's supervisor and the Administrative Coordinator after receiving any work related injury/illness treatment.

- b) **Temporary Total Disability (TTD)** – Employees authorized to be off work for more than three (3) days are entitled to TTD benefits. TTD benefits are paid at sixty-six and two-thirds percent (66-2/3%) of the employee's average weekly wage. Average weekly wages are calculated on the injured employee's regular wages for the twenty-six (26) pay periods prior to the date of injury. Employees are entitled to TTD benefits for as long as they are authorized to be off work due to the injury or illness, or until they have reached maximum medical improvement (MMI) as determined by the Village's Third-Party Claims Administrator in conjunction with a health care provider.
- c) **Public Employees Disability Act (PEDA)** – Entitles sworn Police and Fire personnel, for the duration of one (1) year, to compensation equal to one hundred percent (100%) of their salary if they are off work due to a compensable injury or illness that occurred on duty. If an employee who is receiving PEDA benefits is not expected to return to work prior to the termination of the benefit period provided by 5ILCS 345/1, the employee is expected to make application for disability leave from the appropriate pension board to ensure that pension credits or other benefits are not lost. A minimum of ninety days prior to termination of benefits is recommended for processing the application.

The responsibility to make application for pension benefits rests entirely with the employee. Once benefits under 5ILCS 345/1 expire, the employee will be covered exclusively under the Workers' Compensation Act.

- d) *Illinois Municipal Retirement Fund (IMRF) Employees* – TTD payments received by an employee directly through the Village’s Third-Party Claims Administrator due to an on the job injury or illness are not considered “earnings” by IMRF. Such time off of work, although authorized and receiving TTD payments, does not count as service time for the purpose of calculating future pension benefits.

An employee temporarily injured and unable to return to work shall be eligible to use earned sick time leave for the first three (3) days following the injury until coverage under the Workers’ Compensation Act begins. If the disability lasts for fourteen (14) calendar days or more from the date of injury, the initial three (3) days of earned leave will be credited to the employee and pay will be adjusted upon returning to work.

An employee on an injury related leave of absence shall not accrue paid vacation or sick leave credits. Full earnings of benefits will continue once the employee returns to work.

An employee on Workers’ Compensation disability leave for an entire month (and not receiving a Village pay check) will be responsible for payment of the employee contribution for health insurance and any other elected insurance.

An employee on an injury related leave of absence shall not be allowed to work secondary employment without an exemption from the Village Manager.

#### **4. Village Designated Medical Facility**

If the employee prefers to seek treatment through a doctor of his/her choice, the employee may do so. At the discretion of the Village, the employee may also be sent to the Village’s occupational health provider for evaluation at any time while the employee is receiving benefits for a work related injury or illness.

The injured employee will not return to work until a physician has completed a Return to Work Form.

#### **5. Light Duty Program**

The Village of Lombard is committed to providing injured and disabled employees the opportunity to return to gainful employment on a limited basis when appropriate, until able to return to full duty, whenever feasible.

Light duty is temporary in nature and will not be made permanent. Light duty may be denied if injured employees do not have a reasonable expectation of returning to full regular duties within ninety (90) days from the first date eligible for a light duty assignment.

If light duty is available, the employee will be assigned to a work schedule of forty (40) hours per week. The employee will not be permitted to work overtime or engage in any secondary employment

Each case of light duty assignment is considered independently of any other past or present assignments. The circumstances of each case, the needs of the Village, the availability of assignments and the nature of the work shall determine an assignment being made. There is no guarantee of light duty and there may be instances where light duty is not available.

Employees recuperating from an injury or illness, and unable to perform the essential functions of the job, shall have the treating health care provider/facility provide the Village with the employee's limitation(s) and the date on which the employee will next be examined or released to full duty.

Employees who are expected to return to duty within 12 months of the accident or injury may serve in a modified duty position up to 90 days, subject to availability of modified duty assignments.

**E. FITNESS FOR DUTY**

The Village has the right to have an employee evaluated for Fitness for Duty. The results of this type of evaluation are not confidential and will be shared with essential personnel who interact with the employee.

**F. UNEMPLOYMENT INSURANCE**

All employees of the Village except elected officials are eligible for unemployment insurance benefits as provided by the Illinois Unemployment Insurance Act. For specific details, contact Human Resources.

**G. HOLIDAYS**

1. Except as otherwise stated in this section, all eligible employees as defined in **Section A** are given the following holidays off with pay (effective 1/1/02):
  - a. New Year's Day
  - b. Martin Luther King Day
  - c. Memorial Day
  - d. Independence Day
  - e. Labor Day
  - f. Thanksgiving Day
  - g. Day following Thanksgiving
  - h. Christmas Eve
  - i. Christmas Day
  - j. Floating Holiday (*this is to be scheduled in advance and may be used at any time during the calendar year.*)
2. Any holiday occurring on a Saturday shall be observed the preceding Friday, and any holiday occurring on a Sunday shall be observed the following Monday.
3. Holiday pay shall be computed as follows:
  - a) Non-shift personnel shall receive time off with pay for the holiday.

- b) Shift personnel shall receive one extra day's pay for working the holiday. An employee whose normal day off falls on a holiday shall also receive the extra day's pay.
- 4. If a holiday falls within a properly scheduled vacation period for non-shift personnel, the holiday shall not count as a day of vacation.
- 5. In the event an employee **does not work the regularly scheduled day before and the regularly scheduled day after a holiday**, and he/she is not on a previously authorized absence, that **employee shall not receive holiday pay** unless proof of illness or an otherwise acceptable absence is established to the satisfaction of the Department Head and Human Resources.
- 6. The Floating Holiday is available after the first six- (6) months of employment for all regular full-time and regular part-time, non-bargaining unit employees. Regular part-time employees will be granted four (4) hours of paid leave time for the floating holiday.

**H. VACATION LEAVE**

- 1. Except as otherwise provided in this section, eligible full-time employees, as defined in **Section A**, and **except those listed in Section 2 below** shall earn vacation on a bi-weekly basis granted at the convenience of the Department Head according to the following schedule:

<b>Years of Service</b>	<b>Bi-Weekly Earned Rate</b>	<b>Total Annual Vacation Hours</b>
1 - 4 Years	3.08 Hours	80
5 - 8 Years	4.62 Hours	120
9 - 17 Years	6.16 Hours	160
18+ Years	7.70 Hours	200

Regular part-time employees earn .0385 times all hours worked bi-weekly.

- 2. Department Heads shall earn vacation according to the following schedule:

<b>Years of Service</b>	<b>Bi-Weekly Earned Rate</b>	<b>Total Annual Vacation Hours</b>
1 - 4 Years	4.62 Hours	120
5 - 8 Years	6.16 Hours	160
9+ Years	7.70 Hours	200

- 3. The Village Manager may grant additional earned vacation leave to a Department Head as a condition of employment.
- 4. Employees earning one hundred twenty (120) hours of vacation or less shall take at least forty (40) hours of vacation leave per year, unless specifically exempted by the Village Manager. Employees earning one hundred sixty (160)

hours of vacation or more, shall take at least eighty (80) hours of vacation leave per year.

No employee shall be allowed to carry forward more than 240 hours vacation leave to the completion of the calendar year, unless authorized in writing by the Village Manager. Such authorization may be considered in extenuating circumstances and the employee will be required to project a date when the excess hours will be used. In the event that the employee is carrying a balance in excess of 240 hours on January 1, the employee's accrual shall be reduced to a maximum of 240 hours.

5. Employees shall not be entitled to the use of vacation leave in excess of the employee's total accrued leave without the written approval of the Department Head and the Village Manager.
6. Employees shall not be entitled to more than two (2) consecutive weeks of approved vacation time without the written approval of the Department Head and the Village Manager.
7. All employees, except firefighters, shall be entitled to the use of vacation leave after the first six- (6) months of employment. Under special circumstances the Village Manager may allow the use of any earned vacation during the first six (6) months of employment.
8. Employees promoted to a regular full-time position from a regular part-time position, in which vacation leave was being earned, will progress to the level of vacation earnings scheduled for their years of continuous service.
9. Battalion Chiefs who work a 24 hour shift are exempt from paragraphs 1 & 2 of this section and shall earn vacation leave in 24-hour increments granted at the convenience of the Department Head according to the following schedule:

<b>Length of Service</b>	<b>Shift Days</b>
2 – 4 Years	8 Shift Days
5 – 8 Years	11 Shift Days
9 – 15 Years	13 Shift Days
16+ Years	16 Shift Days

## **I. PERSONAL LEAVE**

1. All regular full-time employees shall be entitled to sixteen (16) hours of personal time per calendar year (except Firefighters, Fire Lieutenants and Battalion Chiefs). Regular part-time employees shall be entitled to eight (8) hours per calendar year. Use of such leave shall be with the approval of the Department Head. Introductory employees must be employed for at least six (6) months to be eligible for the use of Personal Leave.
2. The use of Personal Leave shall be limited to increments of four (4) hours or more.

3. Any Personal Leave not taken during the calendar year shall be forfeited. There shall be no payment in lieu of use of Personal Leave.
4. Firefighters, Fire Lieutenants and shift Battalion Chiefs receive Kelly Days in lieu of Personal Leave. Shift Battalion Chief's Kelly Day selection will be at the discretion of the Fire Chief or his designee.

## **J. CRISIS LEAVE**

1. All regular full-time employees (except those covered by a bargaining unit contract) are entitled to the use of up to 24 hours of Crisis Leave per calendar year. Regular part-time employees are entitled to up to 12 hours of Crisis Leave per calendar year.
2. The use of Crisis Leave is intended for the following situations:
  - a) Death of a family member, as defined as an employee's spouse, domestic partner, mother, step-mother, mother-in-law, father, step-father, father-in-law, son, step-son, son-in-law, daughter, step-daughter, daughter-in-law, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, grandparent, grandparent-in-law, uncle, aunt and grandchild. Such leave shall be taken within fourteen (14) calendar days of the death or at the time of a memorial service if this falls beyond the fourteen calendar days.
  - b) Hospital admittance of immediate family member as defined as an employee's spouse, domestic partner, mother, step-mother, mother-in-law, father, step-father, father-in-law, son, step-son, son-in-law, daughter, step-daughter, daughter-in-law, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, grandparent, grandparent-in-law, uncle, aunt and grandchild. Hospital admittance is defined as an overnight stay. Any hospitalization of the employee shall be covered by Sick Leave.
3. Domestic partner is defined as "two adults of the same or opposite sex who have chosen to share their lives in an intimate and committed relationship, reside together, and share a mutual obligation of support for the basic necessities of life." In order to be eligible to use Crisis Leave or Sick Leave for a domestic partner, an employee must submit a sworn statement confirming that the domestic partner relationship meets the following criteria:
  - a) The partners are at least 18 years of age;
  - b) They are not related by blood to a degree that would otherwise prohibit marriage;
  - c) They are not married to another person or in a domestic partnership with another person;

- d) They have lived together at the same regular residence for at least five years and intend to do so indefinitely;
- e) They have been engaged in a committed relationship for at least five years and are known as being in a relationship in the public eye;
- f) They are jointly financially responsible for “basic living expenses,” defined as the cost of basic food, shelter and any other expenses of a domestic partner;
- g) They are financially interdependent and responsible for each other’s debts;
- h) They are responsible for each other’s common welfare; and
- i) They hold or can be granted power of attorney for each other.
  - The Village may require an employee to provide proof of domestic partnership by providing requested documentation.
  - Employees must notify the Village within thirty (30) days of any change in domestic partnership status by submitting a *Statement of Termination of Domestic Partnership*.
  - Domestic partners do not include civil union partnership which will be considered as a marriage under State law. Domestic partners do not include roommates, siblings, parents, or other similar relationships.
  - The Village does not provide benefits for domestic partners other than the use of crisis leave and sick leave.

4. An employee shall obtain approval from the Department Head prior to the utilization of Crisis Leave.

**K. CATASTROPHIC OR COMPASSIONATE LEAVE PROGRAM AND POLICY**

**Purpose:** The Village of Lombard offers a Catastrophic or Compassionate Leave Program to provide employees an opportunity to support their co-workers who are facing a major life crisis or situations that place primary responsibility for care on those employees. The program was developed as part of the Village's efforts to create a caring environment. While the program establishes a mechanism for leave donations, participation is entirely voluntary. The Village Manager shall have the authority to issue such rules and regulations necessary to implement and continue this program.

**Policy:** The Catastrophic or Compassionate Leave Program allows employees to provide assistance in the form of donated vacation time to eligible employees who have not earned, or who have exhausted, all paid leave due to a catastrophic

emergency situation. Subject to the stated eligibility requirements outlined below and approval of the Village Manager, salary and benefits continuation is achieved through donations of vacation time credits from the employee's co-workers. Upon the employee's return, any unused vacation benefit time will remain in his/her accrual bank and will not be returned to the employee that donated their time.

### **Definitions**

***Employee:*** is a regularly scheduled staff member of the Village of Lombard who accrues annual leave and is eligible to participate in this program.

***Catastrophic emergency situation:*** A catastrophic emergency is a crisis situation that involves an employee and affects his/her immediate family member as defined as an employee's spouse, domestic partner (as defined in **Section J**), child, parent, step-mother, mother-in-law, step-father, father-in-law, step-son, step-daughter, grandparent and grandchild and creates a financial hardship because the employee has exhausted or not earned all eligible leave. An employee may be eligible if the illness or absence is more than seven (7) calendar days from work, and requires continuing treatments by (or under the supervision of) a licensed health care provider.

***Donor:*** is an active and regularly scheduled Village of Lombard employee who is donating his or her own accumulated vacation to another Village of Lombard employee for the purpose of Catastrophic Leave.

**Donation of Catastrophic or Compassionate Leave:** Eligible staff may make a donation by completing the ***Catastrophic or Compassionate Leave Donation*** form and submitting it in confidence to the Human Resources Department.

- Donors may indicate the name of the employee(s) to whom they wish to donate vacation hours.
- Donations will be processed in the order received.
- All donations will be processed anonymously.
- Eligible staff may contribute vacation time in four (4) hour increments. Donations cannot be made in advance of accrual.
- Donors will be notified in writing of their approval for participation in the program by the Human Resources Department.
- Participation is entirely voluntary.

**Use of Catastrophic/Compassionate Leave Bank:** Any employee who has experienced a catastrophic event, illness or injury may be eligible for Catastrophic or Compassionate leave.

Employee should contact his/her direct supervisor in confidence regarding the need for such leave or an employee may be nominated by a co-worker. The Department Head can write a memorandum to the Village Manager requesting if other Village employees can donate time to the affected employee. This request needs to be approved by the Village Manager.

Once it is approved, Human Resources will send an email asking for donations to assist the employee.



Employee/recipient is required to use any leave accrued during the previous pay period(s) prior to use of donated leave hours including vacation and paid time off hours and must not be receiving Employee-paid Disability or Worker's Compensation payments.

Recipient may benefit from a maximum of eighty (80) hours of leave donations (ten (10) days) per calendar year, unless modified by the Village Manager.

## **L. SICK LEAVE**

1. All eligible employees as defined in **Section A** shall accrue sick leave on a bi-weekly basis beginning with the first day of employment. Said earnings shall be determined by the number of annual hours that the employee is expected to work. Regular full-time employees earn 3.69 hours bi-weekly. Regular part-time employees earn .0462 times all hours worked bi-weekly. A regular, full-time, non-union, introductory employee may be advanced up to 24 hours (3 days) of sick leave during their first six months of employment. A regular part-time, non-union, introductory employee may be allowed to use sick time during the first six - (6) months of employment up to the equivalent of three (3) days.
2. Sick leave shall not be considered a privilege which may be used at the employee's discretion, but shall be allowed only in the following situations:
  - a) Actual sickness, injury, hospitalization or disability of the employee.
  - b) Medical or dental appointments which cannot be scheduled outside of working hours, with the approval of the Department Head.
  - c) Absence required by illness or disability of the employee's immediate family, as defined as the employee's spouse, domestic partner (as defined in **Section J**), mother, step-mother, mother-in-law, father, step-father, father-in-law, son, step-son, son-in-law, daughter, step-daughter, daughter-in-law, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, grandparent, grandparent-in-law, uncle, aunt and grandchild. For purposes of the birth of a child, the sick leave for disability would extend to the Mother or Father in conjunction with the Family and Medical Leave Act.
  - d) A Department Head/Human Resources may require proof of illness for any authorized sick leave. In the judgment of the Department Head or Human Resources, proof of illness may include a signed doctor's certificate or other proof of illness or disability from the employee's physician or physician of a member of his/her immediate family as defined in **CHAPTER 5, Section J, 2-c**, whichever is applicable, indicating the nature and duration of the illness or disability.

3. When an employee other than a firefighter is absent due to illness for a period exceeding three (3) consecutive working days, a certificate from the treating physician shall be submitted along with the 'Application for Leave' form. In the case of a firefighter, absence due to illness exceeding two (2) consecutive workdays shall require a certificate from the treating physician.
4. Sick leave shall not be authorized for illness, injury or disability incurred in employment other than with the Village of Lombard.
5. The Department Head, with the approval of the Village Manager, may require an employee to submit to a physical or psychological examination, at Village expense, to determine whether the employee is still able to perform the essential function of his or her job.
6. Use of paid sick leave ends as soon as the doctor, in writing, releases the employee to work.
7. Effective until 12/31/20, an employee, who has used all of their accrued sick time, may be advanced sick leave pay for not more than 10 working days with the recommendation of the Department Head and the written approval of the Village Manager. The use of the advanced sick leave must be taken in accordance with all applicable policies or contract terms. The advance will be charged against sick leave accumulated later in subsequent service.
8. Fire Lieutenants and shift Battalion Chiefs are eligible to choose to participate in a sick leave buy-back program or they may continue to accrue sick leave according to the following stipulations:

Effective June 1, 1999 (or when a new lieutenant starts) a fire lieutenant shall make a one-time irrevocable choice to either participate in the buy-back program or continue to accrue their sick leave until retirement. If the buy-back program is chosen, the following information explains the program:

- Upon the earning of forty-five (45) sick days, a fire lieutenant may participate in the program. After sixty (60) or more sick days have been accumulated, participation shall become mandatory. A minimum of forty-five (45) days shall be required for continued participation in the program.
- The conversion rate shall be twenty-five percent (25%) of the annual sick leave earnings exceeding the forty-five (45) or sixty (60) day ceiling. Therefore, maximum conversion would allow 1.5 days, which is twenty-five percent (25%) of six (6) sick days.
- Sick leave may be converted to vacation or pay.
- Said conversion shall occur only once per calendar year, normally in December.

See **CHAPTER 8, Section E**, for information on the Family Medical Leave provision.

**M. CHARITABLE COMMUNITY SERVICE**

The Village of Lombard will allow all regular full-time and part-time employees to volunteer four (4) hours of their regularly scheduled time once per year to perform a charitable community service.

The service must be with a charitable organization, summer camp, or special drive and approved by the employee's department head. (The form indicating this request and departmental approval can be found on the intranet.)

**N. TUITION REIMBURSEMENT PROGRAM**

1. The Village of Lombard encourages voluntarily initiated undergraduate and graduate level accredited college study by its employees. Any course required of an employee by the Village shall not be considered a part of the program.
2. All regular full-time employees shall be eligible for participation in the Tuition Reimbursement Program provided that whatever degree or course being sought by the employee is job-related and that the employee has completed one (1) year of continuous full-time service with the Village prior to the start of the course. Initial approval must be obtained from the Department Head with final approval required by the Village Manager. Criteria for approval will include the employee's performance record, the need for the training and the requirements and needs of the Village.

3. The Village shall reimburse as follows;

Undergraduate Courses:

- A = 100 % reimbursement
- B = 80 % reimbursement
- C = 50 % reimbursement

Graduate Courses:

- A = 100 % reimbursement
- B = 80 % reimbursement

Reimbursement will be \$2750 per fiscal year for tuition and books. Reimbursement will be made upon presentation of an itemized school receipt and an official grade report showing completion of the course with a grade of 'C' or better for undergraduate courses and a grade of 'B' or better in graduate courses. All classes must be approved in advance of the class beginning and if it is a Pass/Fail class (undergraduate course only), it must be approved as such.

4. The Village shall require all employees approved to participate in the program to agree to an obligation of continued employment for one (1) year after the completion of a course. Voluntary termination of employment prior to six (6) months after completion of a course will require repayment

of 100% of the full amount paid to the employee. Voluntary termination of employment between six (6) months and one (1) year after completion of a course will require repayment of 50% of the full amount paid to the employee.

5. The Village's cost for approved tuition reimbursement will be met from amounts approved and included within individual department's annual budget for the fiscal year and shall be limited to those programs and courses where other governmental or tax-supported assistance is not available. Examples of such assistance are grants-in-aid, partial scholarships and G.I. tuition benefits.
6. Participation in the Tuition Reimbursement Program shall require the following:
  - a) Employee must complete one (1) full year of continuous full-time service with the Village.
  - b) It is the responsibility of the employee to go to the supervisor in advance of the budget preparation process to request the funds be included in the budget of the following fiscal year. The Department Head needs to approve the request.
  - c) Employee shall submit a completed application form prior to enrollment in the course to his/her Department Head. (The form can be found on the intranet.)
  - d) If approved, the Department Head shall forward the request to the Village Manager for final approval.
  - e) Notice of final approval shall be sent to the employee and responsible Department Head with a copy to the Human Resources Department.
  - f) Upon completion of the course, the employee will submit a copy of the itemized school receipt, the official grade report and a claim voucher to their Department Head. This is to be signed and forwarded to the Human Resources Department.
  - g) After review and approval by Human Resources, vouchers will be forwarded to the Finance Department and payment will be made.
7. The schedule of courses selected must not interfere with the employee's normally assigned working hours. Time off with pay will not be allowed for an employee to attend courses in connection with the Tuition Reimbursement Program. No meal or transportation allowance shall be given.
8. Employee participation in a degree program will be allowed to complete all courses necessary for the award of a degree as long as the degree being sought is job related. Employees participating in individual courses for

continued improvement in specific skills will have to prove the job-related nature for each individual course.

**O. EDUCATIONAL INCENTIVE PAY**

1. The Village shall provide Commissioned Police Officers (hired prior to May 28, 1998) below the rank of Deputy Chief and Firefighters below the rank of Chief with educational incentive pay for successfully completing job-related college level courses from an accredited school or university.
2. Prior to receiving the incentive, an eligible police officer or firefighter shall provide a copy of a certified transcript demonstrating successful completion of all courses with a grade of 'C' or better, and a standard 'Request for Educational Incentive Pay' form (**Exhibit 7**).
3. Eligible police officers shall be paid one annual incentive according to the established rates.
  - a) Three (3) cut-off dates in each fiscal year (July 1<sup>st</sup>, October 1<sup>st</sup>, and February 1<sup>st</sup>) shall be established. In order to receive the incentive pay, all requirements of paragraph #2 must be fulfilled prior to the applicable cut-off date. Incomplete documentation will not be processed until the next cut-off date.
4. Eligible firefighters, fire lieutenants and Battalion Chiefs shall be paid on a bi-weekly basis according to the established rates.
5. All payments shall be subject to State and Federal taxes.

**P. PREMIUM PAY**

1. The Village provides various types of premium pay for the successful completion of certified programs. Programs are listed below for the Fire and Public Works Departments.
2. Eligible Battalion Chiefs, Fire Lieutenants, or Fire fighters below the rank of Chief are entitled to the following annual premium pay benefits:
  - a) Certified Advanced Firefighter
  - b) Hazardous Materials Technician
  - c) Technical Rescue Technician

Payments of all premium pay benefits shall be processed bi-weekly with 1/26<sup>th</sup> of the annual amount being paid with each paycheck.

3. Eligible Public Works Supervisors are entitled to the following premium pay benefits:
  - a) Class 'A' Water Plant Operator

- b) Class 'B' Water Plant Operator
- c) Class 'C' Water Plant Operator
- d) IEPA Wastewater Collection System Operator
- e) ISA Certified Arborist
- f) IL Department of Agriculture Public Operator
- g) State of Illinois Journeyman Plumbing License
- h) Cross Connection Control Device Inspector Certification

Payments of all premium pay benefits shall be processed bi-weekly with 1/26<sup>th</sup> of the annual amount being paid with each paycheck.

- 4. It shall be the responsibility of any eligible employee receiving premium pay benefits to maintain the necessary certification. If for any reason a certification lapses, premium pay shall be forfeited for that period of time. If such lapsed certification is a requisite position requirement, demotion to the appropriate next lowest position shall be mandated.
- 5. Eligible employees utilizing the skills of the Interpreter and LEADS coordinator will be paid a premium as follows in the first full pay period of the new fiscal year each January:

Spanish, Urdu, Hindi, Polish,	
Chinese, Arabic or Sign Language Interpreter	\$300 per year
LEADS Coordinator	\$600 per year

**Q. ILLINOIS MUNICIPAL RETIREMENT FUND**

All Regular Full-Time Village employees (except police and firefighters) are members of the Illinois Municipal Retirement Fund. The employee shall contribute at a rate required by state statute (currently 4.5% as of 1/1/16) (before taxes) of his/her salary and the Village shall contribute at the rate set annually by I.M.R.F. Pursuant to State Statute employees shall be vested in this pension plan after eight (8) years for Tier 1 or ten (10) years for Tier 2. Disability insurance under this plan shall commence with the 31<sup>st</sup> day of disability after one (1) year of coverage under I.M.R.F. For specific details, please contact Human Resources. The I.M.R.F. website can be found at [www.imrf.org](http://www.imrf.org).

**R. EMPLOYEE AWARD PROGRAM**

Employees will be recognized in an appropriate manner for continuous service to the Village of 5, 10, 15, 20, etc. years.

**S. DEFERRED COMPENSATION AND ROTH IRA**

**1. ICMA-RC Deferred Compensation Plan**

- a) All Village employees are eligible to enroll in the International City Management Association Retirement Corporation (ICMA-RC)

deferred compensation program regardless of position or salary. The only restriction is that the contribution must comply with federal tax laws regarding maximum contribution amounts.

- b) An employee who wishes to participate must complete an enrollment form and will then be eligible to participate beginning in the next payroll period.
- c) At any time, the amount of the contribution may be changed. However, at least two (2) weeks notice should be given to Human Resources so the proper forms may be completed. Also, any employee may discontinue his or her contributions at any time if he or she finds that circumstances change.
- d) This plan is designed to be a retirement planning tool, not a savings account. Withdrawals are not encouraged except at retirement or resignation.
- e) Each quarter, ICMA-RC will forward directly to an employee's home a statement of his/her account. This should be reviewed carefully for errors. Any errors should be brought to the attention of Human Resources immediately. In addition, the Village maintains copies of all reports and will be able to provide assistance if there are any questions about the report. Employees will also receive a complete annual financial report on the condition of the Retirement Corporation and the earnings for the past year.
- f) Brochures explaining this 457 option are available in Human Resources. The ICMA-RC website can be found at [www.icmarc.org](http://www.icmarc.org).
- g) A loan option is also available to qualified participants. Please see the Human Resources Department for further information.

2. United States Conference of Mayors (U.S.C.M.) - Deferred Compensation Plan through **Nationwide Retirement Solutions**

- a) All Village employees are eligible to enroll in the United States Conference of Mayors (U.S.C.M.) Deferred Compensation Program, which is offered through the Nationwide Retirement Solutions.
- b) This program is provided for by the Internal Revenue Code 457 and is offered exclusively to public employees.
- c) The deferred compensation limits are listed in **1(a)** above.
- d) Brochures explaining this plan are available in Human Resources. Nationwide's website address is [www.nrsforu.com](http://www.nrsforu.com)

- e) A loan option is also available to qualified participants. Additional information is available from the Human Resources Department.

Employees may participate in either or both deferred compensation programs. The restriction is that, in combination, you may not contribute more than the specified amount allowable by Federal Law.

### 3. ICMA-RC ROTH IRA

- a) All Village employees are eligible to enroll in the International City Management Association Retirement Corporation (ICMA-RC) ROTH IRA program regardless of position or salary. The only restriction is that the contribution must comply with federal tax laws regarding maximum contribution amounts.
- b) An employee who wishes to participate must complete an enrollment form and will then be eligible to participate beginning in the next payroll period.
- c) At any time, the amount of the contribution may be changed. However, at least two (2) weeks notice should be given to Human Resources so the proper forms may be completed. Also, any employee may discontinue his or her contributions at any time if he or she finds that circumstances change.
- e) Brochures explaining this ROTH IRA option are available in Human Resources. The ICMA-RC website can be found at [www.icmarc.org](http://www.icmarc.org).

### 4. Waddell & Reed

- a) Effective January, 1, 2016, all Village employees are eligible to enroll in the Waddell & Reed Deferred Compensation program regardless of position or salary. The only restriction is that the contribution must comply with federal tax laws regarding maximum contribution amounts.
- b) An employee who wishes to participate must complete an enrollment form and will then be eligible to participate beginning in the next payroll period.
- c) At any time, the amount of the contribution may be changed. However, at least two (2) weeks notice should be given to Human Resources so the proper forms may be completed. Also, any employee may discontinue his or her contributions at any time if he or she finds that circumstances change.
- d) Brochures explaining this option are available in Human Resources.



**T. CREDIT UNION**

All Village employees are eligible to join the DuPage Credit Union, regardless of position or salary. The Credit Union provides savings and checking accounts, small loans and Visa Credit cards. An information packet is available from Human Resources. Direct deposit through payroll is also available for this Credit Union. The website address for the credit union is **www.dupagecu.com**.

**U. DIRECT DEPOSIT**

All Village of Lombard employees have the option of having their payroll checks direct deposited with any financial institution within the Automated Clearing House (ACH) system. Employees may direct deposit payroll funds into a variety of banks and/or a variety of accounts, just as long as the bank is a member of the national ACH system. Employees may also choose to direct deposit a portion of their payroll check and receive a portion in a paper check. For any funds direct deposited, the employee will receive a confirmation of deposit.

Direct deposited funds are available to the employee at the open of their banks' business day on each payday Friday, subject to the employee's individual bank's procedures. Direct deposit forms can be obtained from the Human Resource Department. (See **Exhibit 16**)

**V. MILEAGE REIMBURSEMENT**

The Village of Lombard will provide reimbursement for mileage incurred for business travel in an employee's personal vehicle. The Village Manager will determine the mileage rate based upon Standard Mileage Allowance rates issued by the Internal Revenue Service. For those Department Heads who are not assigned a Village vehicle, the Village will provide a monthly car allowance of \$150 in recognition of the considerable travel required for meetings both during and after the workday. The Public Works Director will receive a monthly car allowance of \$500. The Community Development Director will receive a monthly allowance of \$300.

**W. FLEXIBLE SPENDING PLAN (SECTION 125)**

The Village of Lombard offers a Section 125, Flexible Spending Plan. This plan deducts pre-set dollar amounts prior to taxes to pay for health, dental or vision insurance premiums; or, unreimbursed medical or dental expenses; or, child or elder care expenses. Details of the Plan are available through Human Resources.

**X. VANTAGECARE RETIREMENT HEALTH SAVINGS PLAN (RHS)**

The VantageCare Retirement Health Savings Plan (RHS) is a tax advantaged investment plan provided through the ICMA Retirement Corporation dedicated to

funding one of your most significant financial exposures – healthcare costs. RHS allows you to accumulate assets **now** to pay, on a **tax-free** basis, for medical expenses you incur later.

Some of the benefits of RHS include: tax-free contributions and tax-free investment growth; tax-free medical expense reimbursements; Vantagepoint Mutual Funds\* that provide you with a full range of investments; quarterly account statements; no forfeiture of assets upon your death – the assets are passed along to your survivors for their medical expenses; and experienced health benefit claims processing.

Group approval will be required. Groups (established in bargaining contracts or Village Ordinances) would have to have all eligible employees in the group contributing to the plan.

**Y. ADDITIONAL BENEFIT – DEPARTMENT HEAD**

Each Department Head will receive \$1500 to be used for purchasing benefits over and above those currently offered by the Village to other employees. Eligible benefits to be paid from the \$1500 may include the ICMA Retirement Corporation Program, Nationwide Retirement Solutions, unreimbursed tuition, ICMA Disability Plan, unreimbursed child care expenses, additional life insurance coverage; or, costs associated with membership in a civic organization.

## **VI. CHAPTER 6 - GENERAL RULES & REGULATIONS**

### **A. HOURS OF WORK**

1. The Village Hall Offices shall generally be open from 8:00 a.m. to 4:30 p.m., Monday through Friday. The Village Manager or a Department Head, with the approval of the Village Manager, may adjust or change normal work hours as the operational requirements of the departments may indicate. The Department Head or immediate supervisor shall make every effort to give as much advance notice as possible to an employee when a change in working schedule is necessary.
2. Flexible hours are available in some departments. The Department Head may approve flexible work hours if the requirements of the department will be met and the employee continues to work the regularly scheduled number of hours per week.
3. An employee shall report promptly at the designated starting time and is expected to devote all efforts during working hours to assigned duties.
4. Pursuant to this section, Department Heads are authorized to establish the schedule for lunch and break periods during each workday in accordance with the Illinois Compiled Statutes, Act 140. Full-time employees shall receive a thirty (30) minute unpaid lunch period and the equivalent of two (2) fifteen (15) minute paid daily breaks for a total of one-half (1/2) hour paid break time per work day.
5. Employees who are regularly scheduled to work less than forty (40) hours per calendar week are considered part-time employees. The workweek of part-time employees will be set at the discretion of the Department Head. Part-time employees who work between three (3) to five (5) hours per work day shall receive one fifteen (15) minute paid daily break. Part-time employees who work more than five (5) hours per work day shall receive the equivalent of two (2) fifteen (15) minutes paid daily breaks for a total of one-half (1/2) hour paid break time per work day. The break periods shall be scheduled at the Village's discretion.
6. An employee who does not exercise the right to a break waives this right and cannot claim it at a later date.

### **B. PAY PERIODS AND PAYROLL DEDUCTIONS**

1. The Village has established bi-weekly pay periods, with payroll available every other Friday for a total of 26 pay periods per year. In the event of a payday occurring on a Holiday, paychecks shall be issued on the day preceding the Holiday.

2. Automatic salary deductions shall be made for Federal and State income tax purposes, for an employee's pension contributions and for Social Security and Medicare where applicable.
3. Pension deductions made upon express written consent of the employee at the time of deduction for police officers shall be based on base pay only. Special pay, court call-ins, overtime, holiday pay, etc. shall not have pension taken out. The only exception to this would be educational incentive pay, which is paid once each year.
4. Holiday pay, for purposes of non-deduction of pension, is when the police officer is paid sixteen (16) hours for the holiday. This would bring the bi-weekly hours to eighty-eight (88) rather than eighty (80).
5. Optional deductions for any of the following may also be arranged upon express written consent of the employee made at the time of deduction:
  - a) Dependent coverage for group health insurance including vision discount program and dental insurance. The vision discount program is a part of the group health insurance.
  - b) Contributions to programs or organizations as approved by the Village
  - c) Participation in the ICMA deferred compensation plan.
  - d) Participation in the U.S.C.M. deferred compensation plan Nationwide Retirement Solutions.
  - e) Uniform allowance as required by various departments.
  - f) Participation in a direct deposit plan with any bank or financial institution affiliated with the Automated Clearing House (ACH) system.
  - g) Participation in the DuPage Credit Union.
  - h) IMRF Voluntary Life Insurance Plan.
  - i) Authorized deductions for the S125 Flexible Spending Plan.
  - j) Participation in the ICMA ROTH IRA plan.
  - k) Participation in the Waddell & Reed deferred compensation plan.
6. Other monies may be deducted by the Village for services or supplies received upon express written consent of the employer made at the time of the deduction or overpayments made to an employee.

**C. OVERTIME COMPENSATION**

1. It shall be the policy of the Village that overtime be kept to a minimum whenever possible without jeopardizing the efficient operation of any department. Any use of overtime shall be authorized by the Department Head through the immediate supervisor, with final approval of the Village Manager or his designee. Department Heads shall be responsible for maintaining and submitting, as necessary for pay purposes, appropriate records of overtime worked and compensatory leave taken.

2. Overtime hours shall be defined as those hours worked beyond the applicable overtime standards as noted below:

Non-commissioned personnel	Forty (40) hour work period
Seasonal Employees	Forty (40) hours work period
Commissioned Police Sergeant	Twenty-eight (28) day rotation
Commissioned Fire Lieutenant	Twenty-seven (27) day work cycle

3. Overtime compensation shall always be paid when those standards noted in paragraph 2 have been exceeded. In addition, overtime compensation may be paid under specific circumstances as determined by the Village irrespective of the above standards.

4. Compensation for overtime shall be paid at a rate of one and one-half (1-1/2) times the regular straight time hourly rate unless otherwise provided by applicable law and/or Collective Bargaining Agreement.

5. Certain positions are exempt from overtime compensation as provided by the Fair Labor Standards Act.

a) In the case of executive, administrative and professional personnel, classified as exempt, as defined by the Fair Labor Standards Act, it is implicit in the nature of their position that time beyond the normal work schedule may often necessarily be spent on the job.

b) While some recognition of these additional hours may be made from time to time, this would be at the discretion of the Department Head and/or the Village Manager.

6. In the event an employee eligible to receive overtime compensation is required to work overtime on a holiday, compensation shall be paid in the following manner:

a) Non-shift personnel required to work on a holiday shall be paid at a rate twice the regular straight time pay for each hour worked, in addition to any holiday compensation.

b) Shift personnel required to work in excess of their normal tour of duty shall be paid at a rate one and one-half (1-1/2) times the normal

straight time pay. Said overtime shall be in addition to any holiday compensation.

For purposes of this paragraph, a holiday shall be defined as the day observed as such holiday that all non-shift employees are not required to report to work.

7. Repeated failure to report for overtime when directed by an immediate supervisor acting within established policy shall be grounds for disciplinary action unless it is clearly proven that the employee's absence was beyond the employee's control.
8. No pyramiding - Compensation shall not be paid nor compensatory time taken more than once for the same hours under any provisions of this section.

#### **D. POLICY FOR COMPENSATORY LEAVE**

1. Any employee eligible to receive overtime compensation may request compensatory leave in lieu of monetary remuneration up to a maximum of 40 (forty) hours for the performance of authorized overtime.
2. It shall be entirely up to the discretion of the Department Head to authorize the use of compensatory leave.
3. Compensatory leave shall be computed based upon applicable Federal law.
4. Compensatory leave shall only be granted with prior approval from the Department Head.

#### **E. OTHER SPECIAL PAY**

The Village shall provide for various categories of special pay as indicated below:

##### **1. Police Department**

- a) All commissioned police sergeants and civilian personnel required to appear in court shall be paid at a straight time hourly rate for each hour worked with certain guaranteed minimums.
- b) Commissioned police sergeants and civilian personnel who are required to call in regarding a court call, but not appear in court, shall be paid a flat dollar amount.
- c) These rates shall only apply to police sergeants and civilian personnel who are not scheduled to be working at the time of the appearance.

##### **2. Public Works Department**

- a) Any Public Works supervisor who is not assigned stand-by duty and who is called out at other than the normally assigned working hours shall be compensated at the rate of time and one-half (1-1/2) from the time of the call until its completion with a two-hour (2) minimum. However, any additional calls or work requests during the two-hour (2) period will be included at that rate of pay. As an example, if a Public Works supervisor is called out at 1:00 a.m., returns home by 1:30 a.m. and receives another call at 2:00 a.m., which he completes by 3:00 a.m., he will receive pay for only one (1) call-out. If work exceeds the two-hour minimum, all further work will be compensated at the rate of time and one-half (1-1/2); and any subsequent call-out will receive another two-hour (2) minimum.
- b) Any Public Works supervisor who is required to be available for stand-by shall be paid two (2) hours of straight pay for any Saturday, Sunday or Village Holiday. In addition to the straight time, if the supervisor is required to respond to a call(s) for service, the supervisor will be compensated at the rate of time and one-half (1-1/2) from the start of activity until its completion. There will be a two-hour (2) minimum at the rate of time and one-half (1-1/2) for the entire day. If subsequent calls are necessary, all hours compiled will be paid at the rate of time and one-half (1-1/2), however, the minimum will occur only once for each day. The supervisor must be available for call if he/she is to receive the stand-by pay.

## **F. OUTSIDE EMPLOYMENT**

- 1. Any regular full-time or part-time Village employee seeking to engage in outside employment, including self-employment, even if work is for self as a contractor, shall make written application to the respective Department Head using a 'Request for Outside Employment' form (**Exhibit 8**). Such requests may not exceed twenty (20) hours of part-time employment per week for full-time employees and forty (40) hours of employment per week with the exception of firefighters.
- 2. The Department Head, after reviewing the request, shall notify the employee of the decision and forward a copy of the request to Human Resources indicating whether the request was approved or denied.
- 3. A Department Head may at any time require verification that an employee is complying with the maximum number of hours allowed per week. Any violations shall result in the immediate loss of permission for part-time employment and the possibility of disciplinary action.
- 4. If injury occurs at the second job, no Workers Compensation will be paid. No Workers Compensation will be paid for a second job unless the Village has notification and approval for the second job.

For Commissioned Employees, please refer to The Public Employee Disability Act of 1990, 5 ILCS 345/1(d):

*“During this period of disability, the injured person shall not be employed in any other manner, with or without monetary compensation. Any person who is employed in violation of this paragraph forfeits the continuing compensation provided by this Act from the time such employment begins. Any salary compensation due the injured person from workers’ compensation or any salary due him from any type of insurance which may be carried by the employing public entity shall revert to that entity during the time for which continuing compensation under the provisions of this Act shall not be entitled to any benefits for which he would qualify because of his disability under the provisions of the Illinois Pension Code.”*

**G. REWARDS AND GIFTS**

1. An employee of the Village shall be prohibited from accepting a gift or reward of anything of monetary value from a liquor licensee or any officer, associate, member, representative, agent or employee of a liquor licensee, unless such gift or reward is also made available to the general public free of charge. Further, an employee of the Village is prohibited from accepting any gift or reward where prohibited by the State Officials and Employees Ethics Act (5 ILCS 430/1-1, *et seq.*) and Chapter 31, Article VI, Section 31.68 of the Village Code.
2. Notice shall be made to the respective Department Head upon any offer or delivery of a gift or reward.

**H. REQUIRED DISCLOSURES IN THE CASE OF A WAIVER OF COMPETITIVE BIDDING OR THE GRANTING OF A VARIATION**

1. Should the Village Manager or Department Head (hereinafter referred to as the ‘covered employee’) recommend to the Village Board a waiver of competitive bidding in accordance with Section 35.26 of the Village Code, or recommend a variation from any provision of the Village Code other than in regard to a single-family zoned parcel, said covered employee shall be required to publicly disclose any business relationship with the proposed contractor/vendor or the petitioner during the preceding two (2) years, provided the covered employee has knowledge of said business relationship and said business relationship falls into one of the following categories:
  - a) A company in relation to which the covered employee as either an owner or employee has engaged in a business transaction with the contractor/vendor or petitioner and said business transaction(s) involved an aggregate amount, during any twelve (12) month period, of in excess of Two hundred and no/100 Dollars (\$200.00); or,
  - b) The covered employee has received goods or services valued at, in the aggregate, in excess of Two hundred and no/100 Dollars (\$200.00) from said contractor/vendor or petitioner, during any



twelve (12) month period, at a price less than normally charged to other customers of said contractor/vendor or petitioner.

2. If, within the six (6) month period following the waiving of competitive bidding by the Village Board, or the authorization of a variation from any provision of the Village Code other than in regard to a single-family zoned parcel, the covered employee enters into a business relationship with the contractor/vendor who was awarded the contract, or the petitioner who was granted the variation, that would have required public disclosure under Subsection (a) above had said business relationship been entered into prior to the Village Board vote on the waiving of competitive bidding or the granting of a variation, the covered employee shall disclose said business relationship in writing to the Village Manager. The Village Manager shall, in turn, disclose said business relationship to the Village Board.
3. Any covered employee found to be in violation of this Section shall be subject to disciplinary action in accordance with Chapter 7 of this Manual.

## **I. POLITICAL ACTIVITY**

Unless simultaneous service as an employee or an elected official is otherwise permitted by law, an employee of the Village shall not be allowed to serve as an elected official of the Village. Any employee seeking an elected office of the Village shall first notify the Village Manager and may be required to take a leave of absence with the filing of a petition for the elected office, unless such a leave of absence is otherwise prohibited by law.

1. The Village respects the rights of each employee to hold his or her own political beliefs and to discuss matters of public concern. However, employees shall not engage in political activities while at work or on duty and shall not be in any uniform which identifies the employee as an employee of the Village while engaging in political campaign activities. Employees engaged in political activity shall not represent that such activity is on behalf of the Village or otherwise represent themselves as agents of the Village. Village property shall not be used to advance political campaigns. Examples of prohibited activity shall include, but not be limited to, the following:
  - a) Displaying campaign stickers on Village vehicles or other Village property;
  - b) Providing endorsements of political candidates indicating or otherwise mentioning the employee's affiliation with the Village; and
  - c) The use of Village duplicating services for campaign materials.

## **J. USE OF VILLAGE EQUIPMENT**

1. An employee shall not be permitted to use Village vehicles, equipment, supplies or tools for personal use without the written permission of the Department Head with approval from the Village Manager.
2. An employee shall be responsible for the care and proper operation of any vehicle, equipment, tools or supplies assigned or used during working hours.
3. Village owned vehicles may be taken home only when authorized by the Department Head and approved by the Village Manager.
4. When using Village vehicles, employees must keep in mind that they are representatives of the Village government and that their conduct in adhering to the rules of safety and courtesy on the road is a reflection on the entire organization.
5. All employees of the Village of Lombard must report to their supervisor if they receive any moving traffic violations in which they are involved while on duty, or while using Village vehicles. Any fines for violations incurred by the employee under these circumstances must be paid for by the employee.
6. Each collision involving a Village vehicle shall be fully investigated and reported by the Police Department and reviewed by the supervisor of the employee involved as soon as possible. Property damage accidents involving only Village vehicles or accidents occurring on Village property which do not involve non-Village owned vehicles will not require a police report.

## **K. PERSONAL APPEARANCE**

1. Personal appearance is reflected by an employee's manner of dress, general personal hygiene and a courteous and businesslike attitude. The Village wishes to portray a positive public image as well as provide safe and healthful working conditions. Whenever uniforms or related equipment are provided by a department, an employee shall conform to the departmental rules and regulations applicable to their purchase and use.
2. All non-uniformed employees are permitted to dress in business casual clothes from Monday through Thursday, and to dress in casual clothes on Fridays during the year. Business Casual attire means clothing that allows employees to feel comfortable at work, yet appropriate for an office environment. Each employee should choose business casual clothing that displays professionalism, while keeping his/her workday schedule in mind. Employees who are hosting or attending meetings with external client/vendor/business representatives must wear appropriate clothing, including business attire. On Fridays, employees may wear denim blue jeans.
3. Examples of Unacceptable Attire (All Days of the Week):

- Shorts and/or walking shorts.
- No flip flops sandals of any type or shower shoes.
- Athletic gear or spandex.
- Tie-dye.
- Clothes that are torn/dirty in appearance.
- Clothing with slogans, offensive, political, or sexually related reference pictures or commentaries.
- Pajama/sleep pants.
- Overalls.
- Barefoot (for safety purposes, employees must wear shoes at all times.)
- Mini skirts (more than 3 inches above the knee).
- Low cut, sheer or revealing shirts or blouses.
- Gym shoes (Fridays only).
- Denim Blue jeans (Fridays only).

Should a question arise as to whether or not the clothing will be acceptable, the recommendation is not to wear the item of clothing and/or to inquire as to its acceptability prior to wearing the item. Employees should check with their own department supervisor/head for any questions regarding appropriate attire.

4. Guidelines for employees on all workdays are as follows:

- Jewelry being worn should conform to normally accepted business practices. No other areas of the body other than ears should be visible with body piercing jewelry.
- Tattoos which depict nudity, violence, or otherwise offensive images or language must be covered at all times. No visible tattoos above the neckline are permitted.
- Makeup and nails should be kept professional and minimal. Hair color should be kept appropriate for a business environment.
- Colognes and fragrances should be kept to a minimum.

5. Department Heads shall be responsible for enforcing appropriate dress standards and businesslike conduct. The Village Manager or Department Head may prohibit casual dress due to special circumstances or activities that may be occurring on that given day. Employees who report to work inappropriately dressed, as determined by the Department supervisor, will be instructed to leave work to change clothes and will not be paid for the time used to correct their attire.

#### **L. CONSUMPTION OF ALCOHOLIC BEVERAGE OR USE OF CONTROLLED SUBSTANCE**

1. The Village of Lombard is committed to a drug free and alcohol free environment. Therefore, an employee is prohibited from consuming any alcoholic beverage or the use or sale of any controlled substance (as defined in the first paragraph of definitions of the drug free workplace policy, found on page 5 of this Human Resource Manual) during normal working hours. The prohibition shall extend to any related lunch meetings or other required functions when an employee must return to work.

2. Any employee who must take prescription drugs shall notify the supervisor at the onset of the condition requiring the prescription, if the use of such prescription drugs presents a safety hazard to the employee or others. The employee shall advise the supervisor when the prescription drug is no longer being used.
3. Substance abuse testing - In order to help protect the public and co-employees by attempting to confirm that Village employees have the ability to perform duties, a Department Head, Village Manager or designee may require that employees submit to a urinalysis test and/or other appropriate drug or substance abuse test, upon reasonable suspicion that the employee is using illegal controlled substances or abusing legal drugs or alcohol. Such reasonable suspicion shall be documented and a copy provided to the employee within a reasonable time after such test is ordered.
4. 'Illegal drugs' means a controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. §§812).

'Illegal use of drugs' means the use of drugs, the possession or distribution of which is unlawful under the Controlled Substances Act. This term does not include the use of a drug taken under the supervision of a licensed health care professional, or other uses authorized by the Controlled Substances Act or other provisions of federal law. In other words, the phrase includes the use of unlawful drugs and the unlawful use of prescription drugs.

#### **M. REQUEST FOR LEAVE**

1. An employee seeking leave for vacation or a Personal Day shall submit an 'Application for Leave' form (see Appendix, **Exhibit 9**) to the Department Head at least ten (10) working days in advance whenever possible. Said request shall be reviewed by the Department Head prior to being submitted to Human Resources.
2. An employee requesting the use of Crisis, Funeral or Bereavement Leave shall, whenever possible, discuss and submit the 'Application for Leave' form with the Department Head prior to the leave being taken. When this is not possible, the employee shall notify the immediate supervisor or the Department Head within thirty (30) minutes of the normal starting time and receive authorization to be absent from work. Upon returning to work, the 'Application for Leave' form should immediately be completed and forwarded to the Department Head. The Department Head shall review the request and forward it to the Human Resources Department.
3. An employee who, due to illness, is not able to report to work shall notify the immediate supervisor or Department Head within thirty (30) minutes of the employee's normal starting time to receive authorization to be absent from work. Upon return to work, the employee shall immediately submit an 'Application for Leave' form. A Department Head may request a certificate from a physician for any employee illness or illness of a member of the

employee's immediate family as applicable. However, when an employee other than a firefighter, is absent due to illness for a period exceeding three (3) consecutive working days, a certificate from the treating physician shall be submitted in addition to the 'Application for Leave' form. In the case of a firefighter, absence due to illness exceeding two (2) consecutive workdays shall require a certificate from the treating physician.

4. An employee who due to illness is absent from work for a period of one (1) consecutive week or more shall be required to submit a release from the treating physician prior to returning to work.
5. An employee who, for whatever reason, fails to notify the immediate supervisor or Department Head according to the above procedures or those mentioned in Chapter 7, shall be considered absent without authorization. All pay and benefits will cease and the employee may be subject to disciplinary action including termination.
6. Any employee who is absent from duty for three (3) consecutive work days without permission or personal contact with his/her supervisor or department head shall be deemed as having abandoned his/her employment with the Village and, therefore, having resigned from his/her position of employment with the Village. Notwithstanding the foregoing, upon a showing by the employee that the facts and circumstances of said absence from duty were such that the employee could not have sought prior permission for said absence and could not have contacted his/her supervisor or department head to advise said individuals of the employee's whereabouts while absent, the Village may determine that said absence from duty did not constitute an abandonment of the employee's employment with the Village.
7. Effective August 25, 2003, the Village of Lombard will comply with eligible requests for leave related to the Illinois Victims' Economic Safety and Security Act (VESSA). Illinois VESSA permits eligible employees to take unpaid leave from employment to address domestic violence, dating violence, sexual assault, or stalking (for medical attention, victim services counseling, safety planning, or legal assistance or other specified purposes). This 12 week leave is not in addition to the unpaid leave permitted by FMLA, but functions in a similar fashion.

## **N. ADMINISTRATIVE LEAVE**

The Village Manager may place an employee on administrative leave with or without pay to provide time to investigate and evaluate the circumstances regarding a pending action

### **1. ELIGIBILITY**

Full-time employees are eligible, provided that their work performance and attendance are satisfactory.

### **2. ADMINISTRATIVE LEAVE WITHOUT PAY**

When an employee is in non-compliance with Village policies or requirements, including standards of conduct, the Village may place an employee on administrative leave without pay, pending the outcome of an investigation. The investigation should be conducted immediately and a decision rendered within 14 calendar days. If an extension is necessary, the department must consult with Human Resources and the employee must be notified of the extension.

Where the investigation shows that the employee had no involvement or contributory influence in the matter or incident or where the evidence is not sufficient to show the employee's involvement, the employee may return to work with no finding of fault and receive back pay if warranted.

When the investigation indicates that the employee is involved and disciplinary action is warranted, the department should either dismiss the employee or return the employee from administrative leave and initiate corrective disciplinary action found in the Disciplinary Measures Policy in this manual.

### **3. ADMINISTRATIVE LEAVE WITH PAY**

When an investigation by the Village is being conducted on a matter such as a sexual harassment or discrimination complaint, an employee may be placed on administrative leave with pay for up to a maximum of 30 calendar days. The investigation should be conducted immediately and a decision rendered within 30 calendar days. If an extension is necessary, the Human Resources Department must consult with the department and the employee must be notified of the extension.

### **4. BENEFITS DURING ADMINISTRATIVE LEAVE**

An employee on administrative leave generally will retain the seniority he/she held prior to the commencement of the leave, but will not accrue any seniority or otherwise be credited with time worked during the leave. If unpaid, vacation and sick time will not accrue; and holidays which fall during the leave will not be granted.

An employee on unpaid leave will be responsible for the entire premium for health and dental benefits.

## **O. SOLICITATION, PEDDLING OR DISTRIBUTION OF LITERATURE**

1. Unless authorized by the Department Head and approved by the Village Manager, all solicitations by Village employees during working hours for charitable or any other purposes, and all selling of tickets, magazines or merchandise of any kind are prohibited.
2. The distribution of non-work related literature by an employee at any time in working areas of the Village is strictly prohibited. Solicitation and distribution is always prohibited during the working time of any employee involved in the solicitation and/or distribution. 'Working time' is defined as the working time of both the employee doing the solicitation and/or distribution and the

employee to whom such contact is directed, but does not include break, lunch or other duty-free time.

3. Solicitation and/or the distribution of literature by any non-employee is prohibited; a) during the working time of any employee involved in the solicitation or distribution; b) at any time in the non-public areas of the Village; or c) in areas open to the public where such conduct is not incidental to the normal and regular use of the area, or where it disrupts the regular use of the area by members of the general public.
4. Employees shall not conduct personal business on Village time. This would include any business related to an additional part-time job.

**P. CHANGE OF NAME, ADDRESS, OR PERSONAL INFORMATION**

Employees must notify the Human Resources Department on E-suite within ten (10) days of any change of personal information. Examples include address changes, divorce decrees, beneficiary changes, etc. This is important for your insurance, IMRF pension plan and W-2's. An employee must also inform his/her department supervisor for emergency contact purposes.

**Q. LOSS PREVENTION POLICY**

1. The Village of Lombard has long recognized the need to control the rising cost of providing liability insurance coverage. Accordingly, the Village adopted a Loss Prevention Manual on July 8, 1982, and a Loss Prevention Resolution in 1988, and the manual and Resolution are hereby made a part of this Human Resource Manual.
2. All provisions regarding the occurrence, reporting procedures and investigation of work-related accidents or injuries shall be contained in the Loss Prevention Manual.

**R. REVIEW OF PERSONNEL FILES**

The Village shall maintain an official personnel file for each employee with the Human Resources Department. A duplicate copy may be maintained in the employee's Department.

1. Upon proper written notice and approval of the Department Head, on a form prepared and provided by the Village, an employee during non-duty hours may have access to his/her personnel file(s) provided the file is reviewed during Village Hall business hours (Monday-Friday, 8:00 a.m. - 4:30 p.m.). Said review shall not be arbitrarily denied or unreasonably delayed. The review shall only be performed in the office area where the file is located.
2. Letters of commendation and letters of appreciation, together with all disciplinary material shall be placed in the official personnel file.

3. An employee shall have all rights, including the right to review and photocopy all or part of his/her personnel file(s) as may be provided by law. A reasonable copy fee shall be assessed. An employee shall have the right to attach one (1) rebuttal or explanatory memo to any disputed item in the files. Any such memo shall not imply or create any presumption of Village agreement with its contents. Further, it is understood by both parties that the Village bears no responsibility for additional investigation or action regarding the item in dispute. Reviews shall be limited to not more than once per quarter.
4. The Village reserves the right to restrict certain elements of the personnel file from the employee's inspection as may be provided by law. Any restricted element to be used for disciplinary purposes will be provided to the employee at the time such disciplinary action is taken, as provided in Articles XX and XXI relating to discipline and investigations concerning officers.
5. Nothing in this Article shall pertain to the files controlled by the Board of Fire and Police Commissioners, which shall be governed by applicable Illinois and Federal law.

#### **S. EMPLOYEE PARKING**

Parking is available for Village Hall personnel in the fan shaped parking lot at the northeast corner of the Civic Center Complex. Police Department employees may park in the parking lot immediately to the east of the Police Building. Public Works employees have a parking lot immediately to the west of the Public Works Building.

The Village is not liable for fire, theft, damage or personal injury involving employees' automobiles. Employees should always lock their car doors.

#### **T. BULLETIN BOARDS**

Office notices and all Village messages are posted on the bulletin board in the mailroom, coffee rooms and the kitchen of the Village Hall. Personal notices may be posted on these bulletin boards. Public Works, Police and the Fire Stations have bulletin boards for employees at appropriate locations.

#### **U. PERSONAL ORDERS**

Personal orders for merchandise should never be placed in the name of the Village of Lombard or any operating department of the Village of Lombard. If requesting a personal order be shipped to the Village Hall for convenience, for example, if it is too difficult to receive orders at home when you are working, the proper and only acceptable method is the following:

**Ship To:** John/Jane Doe  
c/o The Village of Lombard

All billing for personal orders must be sent directly to your home address.



## **VII. CHAPTER 7 - DISCIPLINARY ACTION & GRIEVANCE PROCEDURES**

### **A. PURPOSE**

1. Regulations regarding the conduct of employees are intended to promote the orderly operation of the Village. Disciplinary action is at times necessary to insure that such regulations are observed. It is the Village's policy to select disciplinary action that is proportionate to the seriousness of the offense. In cases of serious offenses, the appropriate discipline may be immediate discharge and a progressive series of disciplinary measures need not be observed.
2. The sections of this chapter dealing with formal disciplinary measures and appeal of disciplinary action shall not apply to commissioned police and fire personnel or unionized employees of the Public Works Department. A copy of any correspondence concerning disciplinary action of commissioned police and fire personnel or unionized employees of the Public Works Department shall be forwarded to Human Resources for inclusion in the employee's personnel file.

### **B. CAUSES FOR DISCIPLINARY ACTION**

Each of the following circumstances is an example of a reason for disciplinary action. The examples given below are not intended as an exclusive or exhaustive inventory of actions necessitating disciplinary action, but rather as a guide for determining appropriate behavior.

1. Falsification or fraud in securing employment.
2. Intoxication, use or sale of unprescribed drugs, or use of prescribed drugs which may affect performance or endanger other employees without notifying the supervisor while on duty.
3. Negligent destruction or loss of property.
4. Theft or willful destruction of Village or individual personal property.
5. Any act which endangers an employee's safety, health or well being or that of another Village employee or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or discredit to the Village.
6. Incompetence or inefficiency in the performance of the duties of a position. The term 'incompetence' shall mean a lack of ability, knowledge or fitness to perform duties which are reasonable within the scope of employment and the term 'inefficiency' shall mean the performance of the duties of the position at a level lower than ordinarily expected of other employees in similar positions.
7. Failure to perform the duties of the position because of neglect.
8. Insubordinate actions, including willful disobedience of a rule, order or directive.
9. False representation to a superior as to the quality and/or quantity of work performed.

10. During work hours, the solicitation of any donation, gift, or other thing of value for personal benefit; or, the attempt to sell any item, service, or product for personal benefit or performing any business matters not pertaining to the Village of Lombard.
11. The attempt to use Village employment or the name of the Village for any personal benefit, or other group benefit.
12. Absence without leave, the use of sick leave or any other leave of absence in an unauthorized manner, a record of excessive absence or tardiness, or engaging in unauthorized outside employment when on disability leave or sick leave.
13. Failure to return from sick or disability leave when released by the doctor.
14. Use of Village property or the service of Village employees for unauthorized purposes.
15. Violation of any of the policies contained in this manual, Department Rules or Regulations, or the Loss Prevention Manual.
16. Engaging in 'horseplay' during working hours.
17. Gambling or promoting lotteries.
18. Loafing, lounging or sleeping in washrooms, or visiting other departments without permission.
19. Discourteous treatment of the public.
20. Immoral, unethical or disgraceful actions or any other personal conduct likely to impact the efficiency of the Village service or bring the Village into disrepute.
21. Assault on a fellow employee or customer.
22. Conviction of a criminal offense which involves moral turpitude or relates to the performance of an employee's duties.
23. Any other activity which is not compatible with public service or the professional image maintained by the Village.
24. Any other acts of misfeasance, malfeasance or nonfeasance during employment.

### C. FORMAL DISCIPLINARY MEASURES

1. The Village of Lombard agrees in principle that all disciplinary actions should be reasonable in relation to the seriousness of the offense. However, nothing herein should be construed in any way to limit the Village's right to summarily discharge or suspend an employee for serious offenses. Any activity requiring disciplinary action may result in any of the following measures:
  - a) **Verbal Reprimand** - Ordinarily, the first course of disciplinary action is a verbal reprimand given by the supervisor or Department Head. The employee should be made aware of the problem(s) and the manner in which the problem(s) can be resolved. This reprimand should, whenever possible, be given in private. Human Resources shall maintain a record of such action.
  - b) **Written Letter of Warning** - A recurrence of an incident for which a verbal reprimand was given or a more serious initial violation will necessitate the issuance of a written letter of warning. This letter, given by the supervisor or Department Head, shall include a description of the incident, an outline of the circumstances

surrounding the incident, and a statement regarding the resolution of the incident. The employee shall be given an opportunity to sign the letter of warning indicating receipt. Failure to sign shall be noted. A copy of this warning shall be placed in the employee's personnel file located in the Human Resources Department.

- c) **Suspension** - A suspension is the removal of an employee from Village service generally without pay. An employee may be suspended when the violation is a serious infraction, but not so serious as to merit dismissal. When a suspension is enacted by the supervisor or Department Head, a notice of suspension shall be given to the employee. Said notice shall include documentation of the circumstances surrounding the incident, the length of the suspension, and a reference made to the procedures for appeal. The employee shall be given an opportunity to sign the suspension to indicate receipt. Failure to sign shall be noted. A copy of the suspension shall be placed in the employee's personnel file in the Human Resources Department. The Village Manager and the Director of Human Resources shall be notified prior to a suspension being given.
  - d) **Demotion** - A demotion is the reassignment of an employee to less responsible work when the employee's performance has not been satisfactory, but does not warrant dismissal. The Department Head, with the consent of the Village Manager, may demote any employee. A reduction in salary shall accompany a demotion. (The amount of the salary reduction will generally be five percent (5) or the maximum of the new range.) When a demotion is made, a copy of the demotion shall be given to the employee involved. Said demotion notice shall include the circumstances surrounding the demotion, the effective date of the demotion, and a reference made to the procedures for appeal. The employee shall be given an opportunity to sign the demotion to indicate receipt. Failure to sign shall be noted. A copy of the demotion shall be placed in the employee's personnel file in Human Resources.
2. If a situation arises that, in the opinion of the supervisor, necessitates immediate disciplinary action for safety and protection of public property; and, if the Department Head or designee is not available, then the supervisor has the authority to order the offending employee to immediately leave the job site until review of the situation is completed by the Department Head. The supervisor shall, however, inform the offending employee of the reason why the order is being made and shall inform the employee of the opportunity to respond when the Department Head returns. *The Human Resources Department should be notified immediately of any employee ordered to leave the job site.*
  3. Discipline under this manual is administered, relative to exempt employees, in accordance with the Fair Labor Standards Act. (29C.F.R. §§541.118)

## **D. ADMINISTRATIVE PROBATION**

As a means of attempting to improve employee performance after the regular introductory period has been completed, a Department Head, with approval of the Village Manager, may at his/her discretion place an employee on administrative probation of up to three (3) calendar months in lieu of other disciplinary action. It is the supervisor's role to attempt to provide appropriate counsel during this period. An employee performance report shall be completed at least once every month during this period which shall be reviewed with the employer and a copy placed in the employee's personnel file. Failure of an employee to improve performance during the period of administrative probation may result in disciplinary action being taken up to and including discharge.

## **E. APPEAL OF DISCIPLINARY ACTION**

1. Any non-introductory employee may appeal a disciplinary action taken by a supervisor. The review of an appeal resulting from disciplinary action shall be limited to the facts used in determining whether an incident occurred requiring disciplinary action; and the process used in disciplining the employee once the act occurred. The employee within three (3) working days after being notified of the disciplinary action, shall request a meeting with the Department Head or designee and shall submit at such meeting a written statement of appeal outlining the reasons for appealing the action. The Department Head or designee shall then discuss the statement of appeal with the employee.
2. The Department Head or designee, within two (2) working days of receipt of the appeal, shall meet with the employee and supervisor and resolve the issue if possible. If no resolution can be reached, the Department Head shall forward all related documentation together with a written recommendation to the Village Manager during the next working day following the meeting.
3. The Village Manager shall review all related documents and make a decision within ten (10) working days of receipt of the appeal. Written notice of the final decision shall be given to the employee and the Village Manager's decision shall be final.
4. The above disciplinary policy is illustrative of guidelines to encourage proper employee behavior and job performance. It is not all-inclusive, nor is it meant as an absolute procedure, and it does not grant any absolute contractual or procedural rights to an employee.
5. All commissioned police and fire personnel are excluded from these appeal procedures and are entitled to all rights as provided under Illinois State Statutes regarding hearings before the Board of Fire and Police Commissioners.

## **F. GRIEVANCE PROCEDURE**

1. A grievance is defined as a complaint arising out of an alleged violation or misinterpretation of the provisions contained in this Human Resources Manual,

except that any action relating to discipline shall be covered under Section E of this chapter.

2. Any non-introductory employee wishing to file a grievance must adhere to the following procedures, using the grievance form **Exhibit (10a, 10b, and 10c)** in the appendix of this manual which must accompany each step:
  - a) The employee shall first discuss the situation with the immediate supervisor within two (2) working days of the occurrence.
  - b) If the situation cannot be satisfactorily resolved between the supervisor and the employee, the employee shall request the supervisor to make an appointment with the Department Head or designee. Such an appointment shall be scheduled as soon as possible, but in no event later than five (5) working days after the meeting of the supervisor and employee. The Department Head shall confer with the supervisor and employee to resolve the situation.
  - c) If the meeting with the Department Head does not satisfy the employee, the Department Head, upon the request of the employee, shall send a memorandum to the Village Manager. Said memorandum shall be sent within five (5) working days of the conference and shall explain the employee's grievance and detail the action(s) taken to date.
  - d) The Village Manager shall review all material concerning the situation and render a decision within ten (10) working days of receipt of the memorandum. Written notice of the decision shall be sent to the employee. The decision of the Village Manager shall be final.
3. An employee should be aware that circumstances which give rise to a grievance shall not exempt the employee from the responsibility of completing the assigned order, task or project, or other regularly assigned work.

## VIII. CHAPTER 8 - LEAVES OF ABSENCE AND FAMILY & MEDICAL LEAVES

### A. LEAVES OF ABSENCE WITHOUT PAY

1. A regular full-time, non-introductory employee may request a leave of absence for good cause. Good cause includes, but is not limited to, injuries, which render the employee temporarily unable to perform his or her job, or education related to the employee's job. The request must be made in writing to the Department Head stating the reason(s) for the request, why the request should be granted and the date when the leave is to commence and terminate. The determination of whether the reason for the request does in fact constitute good cause is solely the determination of the Department Head with the approval of the Village Manager.
2. An initial request for a leave of absence must be for a period not to exceed twenty (20) working days. Upon the showing of good cause, such a request may be renewed subject to all of the requirements of the original request.
3. After reviewing the department's operational requirements, the need for temporary substitute employees and the attendance record of the employee requesting the leave, if the Department Head approves the request, he/she shall forward the request for approval to the Village Manager. Any leave of absence shall only be granted with the approval of the Village Manager.
4. Employees applying for a leave of absence must be aware that any position in the Village is subject to elimination. Absolute assurance of re-instatement, therefore, cannot be given. Reinstatement shall always depend upon the needs of the Village as determined by the Department Head in conjunction with the Village Manager.
5. An employee once granted a leave of absence shall not be entitled to any fringe benefits during the duration of the leave. An employee may choose to continue participation in the group health and/or life insurance plans at the expense of the employee.

### B. SPECIAL LEAVES

1. Any employee who provides notice of and/or presents official orders requiring attendance for a period of training or other active military service as a member of the United States Armed Forces, including the Illinois National Guard, shall be given a leave of absence for the period required for such training or other active military service in accordance with Federal and State Law.

**Regular Compensation:** Employees shall continue to receive their full Village compensation during their "annual training" commitment (as defined by Illinois law) for up to 30 days per calendar year. Employees who exhaust their concurrent compensation for "annual training" may be eligible for differential compensation as described below.

**Differential Compensation:** An employee who performs qualifying voluntary active service (as defined by Illinois law) is eligible for up to 60 work days of differential compensation in a calendar year. An employee who is ordered to perform involuntary active service, (as defined by Illinois law), is eligible to receive differential compensation without regard to the 60-day limitation. Differential pay shall not be paid for “active service without pay” (as defined by Illinois law). Differential compensation is only paid for those work days where the employee would otherwise have been scheduled to work as a Village employee. Work hours extending over two calendar days counts as two work days when calculating differential compensation. Employees will need to provide requested documentation of military pay in order to facilitate the administration of differential compensation.

An employee may elect the use of accrued vacation, annual or similar leave with pay in lieu of differential compensation during any period of military leave or during any period of paid or unpaid military leave.

**Health Insurance:** Village-provided health insurance plan benefits will be provided in accordance with federal and state law, except that the Village will continue to pay its share of the insurance premium and administrative costs during the employee’s “active duty” (as defined by Illinois law).

**Reinstatement:** All other benefits and seniority will continue or be available upon the employee’s reinstatement as if he or she was still an active employee. In accordance with the provisions of federal and state law, upon the completion of military service, employees must request reinstatement in a timely manner. If necessary, during a military leave of absence, an employee will receive a performance evaluation in the manner provided by law.

2. **Jury Duty:** Any regular employee, upon receiving a notice for jury duty, shall notify the respective Department Head prior to performing the jury service. A leave of absence with pay may be granted for said service. The employee, however, shall endorse any payment received for the jury duty and return it to the Village.
3. **Special Leave:** Under extraordinary circumstances, a regular full-time or regular part-time employee may be granted special leave with pay, subject to the approval of the Village Manager. Such leave shall not be granted for more than three (3) calendar months during any one- (1) calendar year. Permission, if granted, shall be in writing and shall specify the period of leave authorized. Failure to return on the specified day and/or engaging in other employment during such leave without prior written approval of the Village Manager shall be grounds for disciplinary action up to and including termination of employment.

## C. FAMILY & MEDICAL LEAVE ACT

1. This policy incorporates rights and obligations provided by the Family and Medical Leave Act (FMLA). Employees who have worked for the Village for

at least twelve (12) months and have worked 1,250 hours over the previous twelve (12) months are eligible for up to twelve (12) weeks of unpaid job protected leave in a twelve-month period for child care for the birth of a child, the placement of a son or daughter for adoption or foster care, or the serious health condition of the employee or an immediate family member. Leave for the birth, adoption or foster care placement of the employee's child must be completed within the 12-month period beginning on the date of birth or placement. The twelve-month period is a rolling period measured backward from the date an employee uses any FMLA leave. In the event the Village employs a married couple, the Family and Medical Leave provides an aggregate of twelve (12) weeks of leave for the birth, adoption, foster care placement of a child or a sick parent.

If you are eligible, you may take up to 26 weeks leave to care for a spouse, domestic partner (as defined in **Chapter 5, Section J**), parent, child, or an individual for whom you are the nearest blood relative who has a serious injury or illness that was incurred in the line of duty while on active military duty, if the injury or illness may render the servicemember medically unfit to perform the duties of his military position. Leave to care for an injured or ill servicemember may be taken only once and must be completed within one 12-month period. Spouses employed by the Village who request injured servicemember leave may only take a combined aggregate total of 26 weeks leave for such purpose.

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

Employees may take intermittent or reduced work schedule leave when medically necessary for a leave for a serious health condition of the employee, family member, or injured servicemember. Employees may take leave intermittently or on a reduced work schedule for childcare only with the consent of the Village. If leave is unpaid, the Village will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave for foreseeable, planned medical treatment, the Village may temporarily transfer you to an available alternative position which better accommodates your recurring leave and which has equivalent pay and benefits.

- a) A son or daughter is a child either under the age of eighteen (18) or eighteen (18) years of age or older but incapable of self-care because of a mental or physical disability.
- b) A 'serious health condition' is an injury, illness, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider, whether it is a personal or work-related condition. The disability portion of pregnancy leave is considered a serious health condition for purposes of the Family and Medical Leave



Act (this would normally end six (6) weeks after a normal birth or eight (8) weeks after a Cesarean Section).

- c) An 'immediate family member' is an employee's son or daughter, spouse or parent.
- 2. Employees must provide the Village with (30) days notice if possible before taking the leave, or notify the Village as soon as possible. In addition, the employee should complete a Request for Leave of Absence-Medical/Disability form (Exhibit 12). This request would be responded to by Human Resources with the Approval for FMLA Leave (Exhibit 13).
- 3. You may not be granted an FMLA leave to gain employment or work elsewhere, including self-employment. If you misrepresent facts in order to be granted an FMLA leave, you will be subject to immediate termination.
- 4. Employees are required to substitute earned paid leave for any part of unpaid leave provided under the FMLA as follows:

Leave under the FMLA  
to Be Substituted

Earned Paid Leave

Care For A Family Member's Serious Health Condition	Sick, Personal, Vacation
Employee's Serious Health Condition	Sick, Personal, Vacation (see paragraph 1b)
Birth, Adoption, Placement of Foster Child	Sick, Personal, Vacation
Care for Injured Servicemember	Personal, Vacation Sick Pay may apply depending on family member

(The employee may, at his/her option use all earned vacation or retain up to 40 hours.)

- 5. Leave taken under this provision will be unpaid, unless the employee has earned paid leave available. However, group health insurance will be continued for all eligible employees during the leave under the same terms as if the employee were not on leave. If paid leave is substituted for unpaid leave, the Village will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if you fail to make timely payments of your share of the premiums.
- 6. In the event an employee fails to return to Village employment after taking leave under this provision, the Village may recapture the cost of any health insurance programs paid by the Village for the employee's benefit during the leave, unless the employee fails to return because of the continuation of the serious health condition or other circumstances beyond the employee's control.
- 7. If you are requesting leave because of your own or a covered family member's serious health condition, or a covered servicemember's serious injury or illness, you and the relevant health care provider must supply appropriate medical certification. You may obtain a Certification of Health Care Provider form (Exhibit 11) from the Human Resources Department. The medical certification

must be completed and returned to the Human Resources Department within 15 days of receipt of the letter. Failure to provide requested medical certification in a timely manner may result in denial or delay of leave. It is the employee's responsibility, not the health care provider's, to ensure that the Village receives the fully completed medical certification by the deadline. If the Village does not receive a fully completed certification by the deadline (unless there is a legitimate reason for the delay), or if the certification does not confirm an FMLA-qualifying condition, the employee's absences will be treated according to the Village's attendance standards.

8. The Village, at its expense, may require an examination by a second health care provider designated by the Village. If the second health care provider's opinion conflicts with the original medical certification, the Village, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The Village will also require medical recertification periodically during the leave, and employees may be required to present a fitness-for-duty verification upon their return to work following a leave for the employee's own illness.
9. FMLA leave will run concurrently with any other applicable leave. For instance, IMRF disability or worker's compensation leave will be simultaneously designated as FMLA leave as well, if the leave is also FMLA-qualifying.
10. Upon termination of leave the employee will ordinarily be restored to his or her former position, or an equivalent position, with equivalent pay, benefits and other terms and conditions of employment. However, you have no greater right to reinstatement or other benefits and conditions of employment than if you had not taken leave. You must return to work immediately after the expiration of your approved FMLA leave in order to be reinstated to your position or an equivalent position. Employees must provide the Village with one week's notice, if possible, before returning to work. .
11. Restored employees are not entitled to earnings of seniority or other employee benefits during any period of leave, unless otherwise provide for by Village policy.
12. Certain "key" employees (i.e., a salaried employee who is in the highest paid 10% of employees at the Village) may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial economic injury to the Village. The Village will notify you if you qualify as a "key" employee, if the Village intends to deny reinstatement, and of your rights in such instances.
13. Effective August 25, 2003, the Village of Lombard will comply with eligible requests for leave related to the Illinois Victims' Economic Safety and Security Act. Illinois VESSA permits eligible employees to take unpaid leave from employment to address domestic violence, dating violence, sexual assault, or stalking (for medical attention, victim services counseling, safety planning, or legal assistance or other specified purposes). This 12 week leave is not in

addition to the unpaid leave permitted by FMLA, but functions in a similar fashion.

## E. VICTIMS' ECONOMIC SECURITY AND SAFETY ACT POLICY

1. **The Leave Policy.** Illinois employees may take unpaid leave under the Victims' Economic Security and Safety Act ("VESSA") to seek assistance in response to an act or threat of domestic violence, sexual assault, or stalking. You may take this leave to seek services for a victim of domestic, sexual or gender violence if the victim is: 1) yourself, 2) a covered family member (spouse, child, parent) or 3) a household member (who is currently residing with you). VESSA leave is not allowed, however, if the employee's interests regarding the violent act are adverse to the victim's interests. The employee may take leave for a child who is a victim if that child is under age 18 or, if 18 years or older, the child is mentally or physically disabled and incapable of self-care. You are eligible to take up to 12 weeks of unpaid VESSA leave within any 12-month period and be restored to the same or an equivalent position upon your return from leave.
2. **Reasons For Leave.** You may take VESSA leave to obtain assistance or services for a victim for the following purposes: (1) to seek medical attention for, or recover from, physical or psychological injuries caused by the domestic, sexual or gender violence, (2) to obtain services from a victim services organization, (3) to obtain psychological or other counseling, (4) to participate in safety planning, seek temporary or permanent relocation, or take other actions to increase the safety of the victim from future domestic, sexual or gender violence or ensure economic security, or (5) to seek legal assistance or remedies to ensure the health and safety of the victim, including preparing for or participating in any legal proceeding related to or resulting from domestic, sexual or gender violence. If you misrepresent facts in order to be granted a VESSA leave, you will be subject to immediate termination.
3. **Notice Of Leave.** You must give the Village at least 48 hours prior notice, unless providing advance notice is not practicable under the particular circumstances. If you are unable to provide advance notice, you must provide notice when you are able to do so, within a reasonable period of time after the absence. Failure to provide the required notice may result in treatment of the absences as unexcused.
4. **Certification.** Employees requesting VESSA leave must provide proper certification for all absences. The certification must show that: (1) the victim for whom the leave is requested is the employee, a covered family member, or a covered household member, (2) the victim was subjected to an act or threat of domestic, sexual or gender violence, and (3) the leave is to seek assistance for a purpose covered by the Act. The employee must provide two types of written documentation as certification: (1) a sworn statement by the employee showing that the leave qualifies for a purpose covered by VESSA and (2) written documentation from the source from whom assistance was sought or who could otherwise verify the nature of the leave, such as documentation from: (a) a representative of a victim services organization, an attorney, member of the clergy, or a medical or other professional, from whom the employee has sought services on behalf of a covered

victim to address domestic, sexual or gender violence or the effects of the violence, (b) a police or court record, or (c) other corroborating evidence.

It is the employee's responsibility to ensure that the Village receives the proper certification. If the Village does not receive adequate certification within a reasonable time period after it is requested, or if the certification does not confirm a VESSA-qualifying purpose, the employee's absences will be treated according to the Village's attendance standards.

5. **Reporting While On Leave.** You may be required to contact your supervisor on a regular basis regarding the status of your leave and your intention to return to work.
6. **Leave Is Unpaid.** VESSA leave is unpaid leave. You may choose, however, to use any accrued paid time off which would otherwise apply to the circumstances of the leave. For instance, if the leave was for you, because you are temporarily disabled due to domestic, sexual or gender violence, you may use any accrued sick time for that portion of the leave. You may use accrued vacation or other personal time for any of the purposes allowed under the Act. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period.
7. **Medical And Other Benefits.** During an approved VESSA leave, the Village will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid leave, the Village will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if you fail to make timely payments of your share of the premiums. If you do not return to work at the end of the leave period, you may be required to reimburse the Village for the cost of the premiums paid by the Village for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuance, onset or recurrence of domestic, sexual or gender violence, or other circumstances beyond your control. If that is the case, you will be required to produce written certification to confirm the circumstances beyond your control.

Vacation, sick time, or other benefits will not accrue while on unpaid VESSA leave. You will remain entitled to all of your benefits which accrued prior to your leave, however.

8. **Intermittent And Reduced Schedule Leave.** VESSA leave may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). If leave is unpaid, the Village will reduce your salary based on the amount of time actually worked.
9. **Other Applicable Leaves.** VESSA leave will run concurrently with any other applicable leave. For instance, leave taken under VESSA which also qualifies under the Family and Medical Leave Act ("FMLA"), will be simultaneously designated as both VESSA and FMLA leave. Likewise, absences for which an employee receives sick time or short-term disability benefits for a purpose covered under VESSA will be designated as VESSA leave.
10. **Returning From Leave.** If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position

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

If you take leave because of your own medical or psychological condition, you are required to provide medical certification that you are fit to resume work, according to the Village's usual policies.

11. **Reasonable Accommodation In The Workplace.** The Village will consider making reasonable accommodations to an employee or job applicant for a known limitation resulting from domestic, sexual or gender violence, unless the accommodation would cause the Village an undue hardship. If you are an otherwise qualified individual who can perform the essential functions of your job, but need such an accommodation, the Village may provide an adjustment to the job structure, workplace facility, work requirements, or your telephone number, seating assignment, or physical security of your work area in response to a need covered by VESSA. The Village will also consider a request for transfer, reassignment, or modified schedule if needed due to a known limitation caused by an act or threat of domestic, sexual or gender violence. Other safety measures may also be appropriate. Any employee covered by VESSA may make a request for leave or for a reasonable accommodation to the Human Resources Department or a Department Head.
12. **Confidentiality.** The Village will maintain your written certifications and other documentation regarding any requests for VESSA leave in a confidential file. The Village will not disclose the nature of your leave other than to those specific persons who need to know in order to ensure you receive your VESSA rights.
13. **No Retaliation.** The Village strictly forbids any of its employees, managers or other representatives from discriminating, retaliating, or otherwise treating an employee unfavorably for requesting or taking VESSA leave or exercising any other rights under VESSA. If you feel you have been denied your VESSA rights or if you feel you have been treated unfavorably for having exercised any VESSA rights, you should immediately report such action to the Human Resources Department or a Department Head. The Village will investigate your concerns and take corrective action if it determines that someone has violated the Village's VESSA policy.

## **IX. CHAPTER 9-RETIREMENT, RESIGNATION, REDUCTION-IN-FORCE & RE-EMPLOYMENT**

### **A. RETIREMENT**

1. An employee wishing to retire shall give a written notice at least ninety (90) days prior to the effective retirement date. At the request of the retiring employee, the ninety (90) day notice period may be reduced by the Village Manager to a shorter period, but no less than thirty (30) days, within his/her sole discretion, based on the following factors:
  - a) Staffing needs of the department for which the retiree worked including but not limited to consideration of the following factors:
    - Availability of a suitable replacement for the retiree such as an active hiring or promotional list, where applicable;
    - Time of year and anticipated workload in the department for which the retiree worked; and
    - The organizational need for the expertise of the retiree and the time needed to replace such expertise.
  - b) Budgetary constraints deemed applicable by the Village Manager; and
  - c) Injury or illness that prevents the retiree from working.
2. Any regular full-time Village employee (unless specifically excluded) is entitled to a plan, which provides for a pension upon retirement. Specific details concerning pension eligibility benefits and regulations should be obtained from Human Resources or the specific pension board. Depending on the employee's affiliation with a particular department and job responsibility, the Village participates in and pays a varying portion toward the employee's retirement and disability programs as follows:
  - a) Firefighters, including Battalion Chief, Lieutenants, Deputy Chief and Fire Chief participate in and the Village contributes a portion to the Firemen's Pension Fund.
  - b) Commissioned police officers participate in and the Village contributes a portion to the Police Pension Fund.
  - c) All other Village employees participate in and the Village contributes a portion to a combination of Social Security and/or the Illinois Municipal Retirement Fund (IMRF).
3. Any regular full-time employee eligible hired before November 1, 2008 who is immediately eligible and begins collecting retirement benefits from the

applicable pension fund shall be awarded retirement pay from the Village based upon the following schedule:

10-14 years of service	4 weeks pay
15-19 years of service	7 weeks pay
20 or more years of service	9 weeks pay

No regular employee shall be entitled to the benefit provided for by this section more than once, even if after receiving said benefit they were reemployed by the Village in a position other than the position they held when they received the benefit.

If an employee is hired after November 1, 2008 and promoted from the Fire and Police bargaining unit to a non-bargaining unit position, he/she will not be eligible to receive the retirement severance pay.

If an employee accepts a voluntary incentive payment, he/she will not be eligible to receive the retirement severance pay outlined in the above schedule when he/she leaves Village employment.

Any regular employee hired after November 1, 2008, will not be eligible to receive this benefit.

4. Any employee terminated by reason of disciplinary action shall not be eligible for retirement pay, sick leave buy-back plan, any accrued unused sick time pay or holiday time pay.
5. Any unused earned vacation time may be converted into a cash payment on their last pay check or used as vacation prior to retirement.
6. Any regular full-time employee (except firefighters below the rank of Chief, including Lieutenant and Battalion Chief) who retires after twenty (20) years of continuous service shall receive payment for any sick time in excess of 100 days at the rate of one quarter day per day of sick leave balance. Any regular full-time employee (except firefighters below the rank of Chief, including Lieutenant and Battalion Chief) who resigns or is terminated by reason of disciplinary action shall not be eligible for any accrued unused sick time pay or holiday time pay.
7. Shift Battalion Chief or Fire Lieutenant and Battalion Chief who has chosen to continue to accrue sick leave until retirement and retires after twenty (20) years of continuous service shall receive payment for any sick time in excess of 49 days at the rate of one quarter day per day of sick leave balance.

## **B. RESIGNATION**

1. Any employee wishing to leave Village service in good standing should file with the Department Head a written resignation stating the reason(s) for leaving

and giving at least ten (10) working days notice. The Department Head may consent to the employee leaving sooner.

2. A copy of the letter of resignation must be forwarded to Human Resources within one (1) working day of receipt.
3. Any employee who terminated Village service (other than by retirement) in good standing and not under threat of dismissal shall be entitled to the following cash payment:
  - a) Any unused earned vacation or comp time. (Note: any accrued unused sick time will not be paid out.)
  - b) Any contributions toward a pension plan unless contrary to specific pension regulations. Prior to any payments being made, Human Resources will insure that all Village-owned property has been returned or appropriate remuneration collected.

**C. REDUCTION IN FORCE**

1. Whenever it becomes necessary, through change in duties, reorganization, lack of work, or lack of funds, to reduce the number of employees in any given class, the Department Head concerned will provide the Village Manager with a list of those employees to be laid off. The required number of employees shall be laid off based upon an evaluation of their relative skill levels, ability and work performance.
2. Employees laid off due to reduction in force will be given preference in filling positions which subsequently open within one year of the date of layoff, and for which the employee is qualified. Affected employees will, when reasonably feasible as determined by the Village, be given at least thirty (30) days notice of an impending reduction in force.

**D. EXIT INTERVIEW**

1. Any time an employee terminates employment with the Village, whether by resignation, retirement or otherwise, the employee's Department Head must schedule an exit interview between the employee and Human Resources.
2. Exit interviews are entirely voluntary on the part of the employee and in no way affects monies or benefits due to the employee by virtue of separation.
3. The exit interview is designed to solicit information from the employee concerning matters directly associated with Village employment, such as: job satisfaction, working conditions, supervision, training, compensation, work safety procedures, and general suggestions as to how to improve the overall delivery of service. See **Exhibit 15**.



**E. RE-EMPLOYMENT**

1. Any employee terminated for performance reasons or misconduct or any employee who resigns without giving ten (10) working days notice shall not be eligible for re-employment.
2. Any employee who is re-employed by the Village shall not be entitled to any previously earned benefits or seniority.

## Workplace Violence Incident Report



Name of Village Department: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Day of Week of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

---

Your name: \_\_\_\_\_ Job Position: \_\_\_\_\_

Work Address: \_\_\_\_\_ Department/Division: \_\_\_\_\_

Age: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

What were you doing at the time of the incident?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

### Offender(s)

Name(s): \_\_\_\_\_

Address(es): \_\_\_\_\_

Age: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

Relationship between employee and offender (if any):

Co-worker: \_\_\_\_\_ Patient: \_\_\_\_\_ Client: \_\_\_\_\_ Member of Public: \_\_\_\_\_

Other (specify): \_\_\_\_\_

Other details (e.g. use of drugs or alcohol, possession of a weapon):

\_\_\_\_\_  
\_\_\_\_\_

Apparent Motive:

\_\_\_\_\_

**Witness(es)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

---

**Details of the Incident**

Type of Incident: (physical injury, verbal abuse, threatening behavior, verbal threat, written threat, damage to personal/other property)

\_\_\_\_\_  
\_\_\_\_\_

Location of Incident: (attach a sketch if possible)

\_\_\_\_\_  
\_\_\_\_\_

Outcome: (assailant apprehended, police called, fatal injury, medical assistance required, first aid treatment required, time lost, emotional shock of distress, legal action initiated)

\_\_\_\_\_  
\_\_\_\_\_

Other Relevant Information: (ex. Has this incident occurred before? How many times?)

\_\_\_\_\_

Possible Contributing Factors:

\_\_\_\_\_

Relevant Events Which Preceded the Incident:

\_\_\_\_\_

Suggested Preventive or Corrective Actions:

\_\_\_\_\_

Every attempt will be made to maintain confidentiality of this information, however, some circumstances may require communication of information to Village employees to prevent future incidents or to take precautionary measures related to this information.

Access Application Form

Card Access/Key requested by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print)

Check all that apply:  Full-Time Staff  Part-Time Staff  Seasonal Staff  
 Volunteer  Contractor

Address: \_\_\_\_\_  
Street City State Zip Code

E-Mail: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_  
(Include a list of areas for which you need access)

How long will you need access?: \_\_\_\_\_

I understand and agree:

- To maintain personal possession of my issued Village access card and/or key. I will not lend my access card or key to others for any reason;
- That I will not duplicate keys;
- I will report loss or theft of my access card or key to the Operations Superintendent immediately upon discovery;
- I will personally return my access card and or key(s) to the Human Resources Director upon termination of service to the Village. Access card and keys must be returned if they are no longer needed to perform daily job-related responsibilities;
- That access cards and keys are Village property and may be reclaimed at any time;
- I will adhere to the Building Access and Control Policy.

Key Holder: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_ (Signature)

\*\*\*For office use only\*\*\*

Issued: Approved:  Yes  No. Card Access: # \_\_\_\_\_ Key Assigned: # \_\_\_\_\_

**CHECKLIST**

Employee Name(Print) \_\_\_\_\_

Department/Division \_\_\_\_\_ Job Title/Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Date of Employment \_\_\_\_\_

The following items are to be discussed with the new employee upon his/her successful completion of the post-offer physical examination:

**Required Forms and Personal Papers**

- \_\_\_ Application for Employment
- \_\_\_ Signed Offer Letter
- \_\_\_ I-9 Employment Eligibility Verification
- \_\_\_ Social Security Card                      \_\_\_ Educational Diplomas
- \_\_\_ Birth Certificate or Passport            \_\_\_ Work Permit (Non U.S Citizen)
- \_\_\_ DD214 Separation from Service        \_\_\_ Other
- \_\_\_ Drivers License
- \_\_\_ W-4 Form Federal
- \_\_\_ W-4 Form State

**Introduction to the Organization: Policies and Culture**

- \_\_\_ History and General Information about the Village of Lombard
- \_\_\_ Human Resource Manual
- \_\_\_ Other Village of Lombard Policies and Procedures
  - \_\_\_ Anti-harassment policies
  - \_\_\_ Drug-Free Workplace Policy
  - \_\_\_ Workplace Violence Policy
  - \_\_\_ Loss Prevention Manual
  - \_\_\_ Technology Policies Manual
  - \_\_\_ Introductory Period (probationary period)
  - \_\_\_ Union Contract (if applicable)

## Personnel Checklist

### Payroll/Human Resources System Sign-up Information (NWS)

- \_\_\_ New Hire Form
- \_\_\_ Emergency Contact Information Form
- \_\_\_ Beneficiary Designation Form
- \_\_\_ Village ID Card and Picture

### Benefit Information /Packets

- \_\_\_ Health Insurance Coverage and Enrollment
  - Blue Cross/Blue Shield PPO Option-pre-existing coverage limitations
  - Blue Cross/Blue Shield HMO Option
  - PPO Plus
- \_\_\_ Life Insurance Coverage and Enrollment (Village of Lombard provided amount)
- \_\_\_ Additional Life Insurance (IMRF/NCPERS)
- \_\_\_ Dental Insurance Coverage and Enrollment
- \_\_\_ Flexible Spending Plan
  - Health Care
  - Dependent Care
  - Premium
- \_\_\_ Pension Plan (I.M.R.F., Fire or Police)
- \_\_\_ Deferred 457 Plan
  - I.C.M.A. (Deferred Compensation)
  - Nationwide (Deferred Compensation)
  - Waddell & Reed (Deferred Compensation)
- \_\_\_ ROTH IRA - ICMA
- \_\_\_ RHS Plan (Group Participation)
- \_\_\_ Tuition Reimbursement
- \_\_\_ Vacation Leave
- \_\_\_ Sick Leave
- \_\_\_ Personal Days
- \_\_\_ Holidays
- \_\_\_ Crisis/Funeral/Bereavement Time
- \_\_\_ Family Medical Leave Act (FMLA)/ Personal Leaves

**Village of Lombard Records**

- Personnel file
- Changes in personal information

**Services Available to Village Employees**

- Direct Deposit
- DuPage Credit Union (packet available)
- Employee Assistance Program (brochure)
- Wellness Program

**Authorization for Village of Lombard Property/Procurement (if applicable)**

- Business Cards
- Cellular Telephone
- Credit Card Access
- Computer Access (NWS) Supervisor completes form based on position need.
- Keys (VH & PW)
- Name Plaque
- Security Alarm Access (VH & PW)
- Telephone Access/Voice Mail Access
- Uniforms/Clothing

**Compensation**

- Application for Time Off
- Payment of Salary – when and how
- Pay Periods
- Payment of Overtime & Overtime Reporting
- Salary Increases (Personnel Record Changes)
- Timesheet Procedures

## Personnel Checklist

### General

- Hours of Work
- Lunch Period
- Breaks
- Performance Evaluation System
- Deductions (Union dues, etc.)
- C.O.B.R.A.
- HIPAA
- IDES Report of New Hire
- Services Available at the Front Desk:
  - Personal Check Cashing up to \$25
  - Books of Postage Stamps
  - Refuse/Yard Waste Stickers
  - Dog Tags
  - Pay Water Bills
  - Voter Registration
  - Absentee Balloting

### Village Rules

- Proper method of answering the telephone and voice mail messages
- Personal calls
- Smoking, eating at work station, etc.
- Personal appearance and dress
- Reporting absences
- Entrance to facilities during off hours

### Safety and Health

- Importance of safety on the job
- Reporting safety hazards
- Reporting On-the-Job injuries/illnesses
- Safety - Village Vehicle Orientation for all employees.
- Departmental Training
- Fire Evacuation from Village Buildings
- Tornado Sheltering



**General Tour of Facilities**

- \_\_\_ Introduction to all employees
- \_\_\_ Introduction to Village Manager, Department Heads, and HR Staff
- \_\_\_ Location of lunchroom
- \_\_\_ Local eating places

**Orientation Completed by**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

HR Signature \_\_\_\_\_ Date \_\_\_\_\_

My signature above indicates that the items checked have been covered with me during my new employee orientation.

If taking PPO/Indemnity health plan, ask for certificate of insurance from prior group insurance plan. (This should be submitted to Blue Cross/Blue Shield to alter their pre-existing clause)

---

(Employee Signature)

(Date)

**NEW EMPLOYEE ORIENTATION  
SUPERVISOR'S CHECKLIST**

Employee Name(Print) \_\_\_\_\_

Department/Division \_\_\_\_\_ Job Title/Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

The following items are to be discussed with the new employee:

**Introduction to the Village of Lombard**

- \_\_\_ Welcome the New Employee
- \_\_\_ Tour the department (Point out restrooms, exits, eating areas, drinking fountains, parking area and public telephones)
- \_\_\_ Introduce to co-workers
- \_\_\_ Introduce to training instructor
- \_\_\_ Show work area
- \_\_\_ Show the new employee what he/she will be doing, possibly observe a co-worker
- \_\_\_ Tour the Village Facilities
- \_\_\_ Locker designation
- \_\_\_ Bulletin boards and posting of information

**Policies and Procedures**

- \_\_\_ Departmental rules and regulations
- \_\_\_ Hours of Work and Overtime Policy
- \_\_\_ Rest Periods – Lunch Period
- \_\_\_ Attendance and Punctuality Policy
- \_\_\_ Departmental safety rules and good housekeeping rules
- \_\_\_ Reporting of Injuries
- \_\_\_ First Aid

**Job Requirements**

- \_\_\_ Review job description and discuss in detail what the employee will be doing and what is expected of him/her
- \_\_\_ Type of on-the-job training to be expected
- \_\_\_ Tools needed
- \_\_\_ Clothing required – Clothing Allowance – Where to purchase clothing
- \_\_\_ Discuss the performance evaluation form and objectives the new employee may be assigned.
- \_\_\_ Give the employee a copy of the form with the objectives and required responsibilities assigned to him/her.
- \_\_\_ Answer any questions

**Supervisor's Checklist**

The following items should be discussed and issued only if the particular position being filled requires them:

- Building keys
- Security Code (This code is available from the Operations Superintendent and must be issued if building keys are issued.)
- Cell Phone
- Password/Code from Central Garage for gas pump

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Supervisor Signature)

\_\_\_\_\_  
(Date)

Return completed and signed form to the Human Resources Department

Word/Checklists/New employee-Supervisor  
Revised 11/17/05

**REQUEST FOR EDUCATIONAL INCENTIVE PAY**

DATE: \_\_\_\_\_

TO: Human Resource Department

FROM: \_\_\_\_\_  
(Print Name)

THROUGH: Police Chief/Fire

SUBJECT: Request for Educational Incentive Pay

I hereby submit the attached certified transcript(s) as proof of my attending \_\_\_\_\_ (semester, trimester, quarter) hours of approved college courses and request that the additional pay, commensurate with those hours, be processed.

Employee Signature: \_\_\_\_\_

Fire/Police Chief Signature: \_\_\_\_\_

Amount Due: \_\_\_\_\_

**Exhibit 6**

**Village of Lombard**  
**Request For Outside Employment**

In accordance with the Human Resources Manual and other applicable departmental requirements, I am requesting to engage in part-time employment with the business whose identifying information is provided below.

I agree that I will not exceed twenty (20) hours of part-time employment per week if I'm full-time and forty (40) hours per week if I work part-time. And, I fully understand that any violation will result in the immediate loss of permission for part-time employment and possible disciplinary action.

Employee Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Part-time Employer's Business Name \_\_\_\_\_  
Street \_\_\_\_\_  
Address \_\_\_\_\_ City/State \_\_\_\_\_

Nature of Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work Schedule \_\_\_\_\_

**Authorization:**

This request is approved / denied (circle one)

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Please forward a copy of this form to the Human Resources Office for the employee file.

**Exhibit 7**

**VILLAGE OF LOMBARD  
Application For Leave**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Job Classification: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Dates of Requested Leave: \_\_\_\_\_  
(Do not include Village holidays or regular days off)

Total Hours Requested: \_\_\_\_\_

Reason for Leave:

- |                        |                   |
|------------------------|-------------------|
| _____ VACATION         | _____ SICK LEAVE* |
| _____ PERSONAL LEAVE   | _____ CRISIS DAY* |
| _____ KELLY DAY        | _____ OTHER*      |
| _____ COMP TIME        | _____ JURY DUTY   |
| _____ FLOATING HOLIDAY | _____ DUTY INJURY |

\*Please explain: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Verified – Human Resources)

\_\_\_\_\_  
(Approved – Supervisor)  
(If requested time is available)

\_\_\_\_\_  
(Department Head or Designee)

*The entering of false data on this application constitutes grounds for dismissal from Village employment.*

**POLICE  
GRIEVANCE**

**Exhibit 8A**

(use additional sheets where necessary)

Department: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Grievant's Name: \_\_\_\_\_  
Last First M.I.

**STEP ONE**

Date of incident or date knew of facts giving rise to grievance: \_\_\_\_\_

Article(s) and Sections(s) of contract violated: \_\_\_\_\_

Briefly state the facts \_\_\_\_\_

Remedy sought: \_\_\_\_\_

Given to: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Grievant's Signature

FOP Representative Signature

**EMPLOYER'S STEP ONE RESPONSE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer Representative Signature

Position

Person to Whom Response Given

Date

**STEP TWO**

Reasons for advancing grievance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Given to: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Grievant's Signature

FOP Representative Signature

**EMPLOYER'S STEP TWO RESPONSE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LODGE NO. / YEAR / GRIEVANCE #





**Public Works  
Village of Lombard  
Contract Grievance**

Employee Name \_\_\_\_\_ Date Filed \_\_\_\_\_

Supervisor \_\_\_\_\_ Department \_\_\_\_\_

***I authorize AFSCME Local 89 as my representative to act for me in the disposition of this grievance***

Date \_\_\_\_\_ Signature of Employee \_\_\_\_\_

Signature of Union Representative \_\_\_\_\_ Title \_\_\_\_\_

**Step 1: First Level Supervisor Outside the Bargaining Unit**

The Union and/or grievant has up to 15 calendar days (up to 30 calendar days for a non-reoccurring grievance such as holiday pay, error on check, etc.) from the occurrence (or the employee's knowledge of the occurrence) to take up the grievance orally with the grievant's first level supervisor outside the bargaining unit.

Meeting date: \_\_\_\_\_ The supervisor has 5 working days to respond. Response due no later than: \_\_\_\_\_

**STATEMENT OF GRIEVANCE:**

List the specific alleged violation (contract, past practice, policy, law, etc.).

**RELIEF REQUESTED:**

**SUPERVISOR'S RESPONSE:**

Supervisor's Signature & Date \_\_\_\_\_

Supervisor's Response is  **accepted**  **not accepted** by the Union.

Union Representative Signature & Date \_\_\_\_\_

**Step 2: Division Head**

*If response is not accepted, the grievance must be forwarded to Step 2 (the Division Head) within 5 working days of supervisor's decision or date on which the decision was due. The Division Head shall meet with aggrieved employee and Union Representative within 5 working days after receipt of the grievance. A reply in writing is due within 5 working days from the date of the grievance meeting.*

Step 2 Meeting Date: \_\_\_\_\_ Response due no later than: \_\_\_\_\_

**DIVISION HEAD'S RESPONSE:**

Division Head's Signature \_\_\_\_\_ Title \_\_\_\_\_

Division Head's Response is  **accepted**  **not accepted** by the Union.

Union Representative Signature & Date \_\_\_\_\_

### Step 3: Department Head

*If no agreement is reached at Step 2, the aggrieved employee and Union Representative within 5 working days of receipt of the written decision or date on which the decision was due by the Division Head. A grievance meeting shall be held within 5 working days of receipt of the Step 3 grievance and a reply from the Department Head is due within 5 working days from the Step 3 meeting.*

Step 3 Meeting Date: \_\_\_\_\_ Response due no later than: \_\_\_\_\_

#### DEPARTMENT HEAD'S RESPONSE:

Department Head's Signature & Date \_\_\_\_\_

Department Head's Response is  **accepted**  **not accepted** by the Union.

Union Representative Signature & Date \_\_\_\_\_

### Step 4: Village Manager

*If no agreement is reached at Step 3, the aggrieved employee and Union Representative within 5 working days of receipt of the written decision or date on which the decision was due by the Division Head. A grievance meeting shall be held within 5 working days of receipt of the Step 4 grievance and a reply from the Village Manager is due within 15 calendar days from the Step 4 meeting.*

Step 3 Meeting Date: \_\_\_\_\_ Response due no later than: \_\_\_\_\_

#### VILLAGE MANAGER'S RESPONSE:

Village Manager's Signature & Date \_\_\_\_\_

Village Manager's Response is  **accepted**  **not accepted** by the Union.

Union Representative Signature & Date \_\_\_\_\_

## **Step 5: Arbitration**

*If no agreement is reached at Step 4, the Union may appeal the grievance to arbitration by notifying the Village Manager 15 calendar days after receipt of the Step 4 response or date on which the decision was due. Within 10 calendar days of the arbitration request, the Union and Village shall jointly request a panel of 7 arbitrators from FMCS.*

**At each step in the grievance process, a signed copy of the grievance form should be provided to the Aggrieved Employee and the Union Representative.**

**LOMBARD FIRE DEPARTMENT  
GRIEVANCE FORM**

An employee covered by this Agreement and/or the Union Steward desiring to present a grievance under the contractual procedure (Article IX) must present this completed form to the employee's Battalion Chief within ten (10) calendar days of its occurrence or within ten (10) calendar days of when the employee or the Union Steward knew or should have reasonably known of the occurrence, for the grievance to be considered.

STEP ONE

A. Date grievance

occurred: \_\_\_\_\_

Date presented orally/written to supervisor(s): \_\_\_\_\_

B. Name(s) of employee(s) involved:

\_\_\_\_\_  
\_\_\_\_\_

C. Sections(s) of Agreement violated:

\_\_\_\_\_  
\_\_\_\_\_

D. Facts supporting claim of violation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Specific relief requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. \_\_\_\_\_  
Battalion Chief's Signature Date

G. Battalion Chief's answer: Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_

State Reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

H. \_\_\_\_\_

Battalion Chief's Signature

Date

**LOMBARD FIRE DEPARTMENT**

**GRIEVANCE FORM**

**STEP II**

A. Date grievance received at Step II: \_\_\_\_\_  
(Must be presented within seven (7) days of when Step I answer given or was due.)

B. Date Fire Chief meets with the employee and/or the Union Steward: \_\_\_\_\_  
\_\_\_\_\_  
(Must be done within seven (7) calendar days of receipt of Step II.)

C. Attach Step I Correspondence.

D. Fire Chief's answer at Step II: (Must be given within seven (7) calendar days of date of meeting above.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

F. Answer Accepted: \_\_\_\_\_ Answer Rejected: \_\_\_\_\_

State Reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee/Union)

**LOMBARD FIRE DEPARTMENT**

**GRIEVANCE FORM**

**STEP III**

A. Date grievance received at Step III: \_\_\_\_\_  
(Must be presented within seven (7) days of when Step II answer was given or was due.)

B. Date Village Manager or his designee meets with the employee and/or the Union  
Representative at Step III: \_\_\_\_\_. (Must be done  
within seven (7) calendar days of receipt of Step III.)

C. Attach correspondence from previous steps.

D. Village Manager or his designee's answer at Step III: (Must be given within seven (7)  
calendar days of meeting above.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

F. Answer accepted: \_\_\_\_\_ Answer Rejected: \_\_\_\_\_

State Reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Certification of Health Care Provider for Employee's Serious Health Condition (Family and Medical Leave Act)

U.S. Department of Labor Employment Standards Administration Wage and Hour Division



OMB Control Number: 1215-0181 Expires: 12/31/2011

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: \_\_\_\_\_

Employee's job title: \_\_\_\_\_ Regular work schedule: \_\_\_\_\_

Employee's essential job functions: \_\_\_\_\_

Check if job description is attached: \_\_\_\_\_

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 20 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: \_\_\_\_\_  
First Middle Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

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

Provider's name and business address: \_\_\_\_\_

Type of practice / Medical specialty: \_\_\_\_\_

Telephone: ( ) Fax: ( )

**PART A: MEDICAL FACTS**

1. Approximate date condition commenced: \_\_\_\_\_

Probable duration of condition: \_\_\_\_\_

Mark below as applicable:

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?

\_\_\_ No \_\_\_ Yes. If so, dates of admission:

\_\_\_\_\_

Date(s) you treated the patient for condition:

\_\_\_\_\_

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

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

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?  
\_\_\_ No \_\_\_ Yes. If so, state the nature of such treatments and expected duration of treatment:

\_\_\_\_\_

2. Is the medical condition pregnancy? \_\_\_ No \_\_\_ Yes. If so, expected delivery date: \_\_\_\_\_

3. Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions.

Is the employee unable to perform any of his/her job functions due to the condition: \_\_\_ No \_\_\_ Yes.

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART B: AMOUNT OF LEAVE NEEDED**

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

If so, estimate the beginning and ending dates for the period of incapacity: \_\_\_\_\_

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_ hour(s) per day; \_\_\_\_\_ days per week from \_\_\_\_\_ through \_\_\_\_\_

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

Is it medically necessary for the employee to be absent from work during the flare-ups?  
 No  Yes. If so, explain:

\_\_\_\_\_

\_\_\_\_\_

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: \_\_\_\_\_ times per \_\_\_\_\_ week(s) \_\_\_\_\_ month(s)

Duration: \_\_\_\_\_ hours or \_\_\_\_\_ day(s) per episode

**ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Exhibit 10

## Certification of Health Care Provider for Family Member's Serious Health Condition (Family and Medical Leave Act)

U.S. Department of Labor  
Employment Standards Administration  
Wage and Hour Division



OMB Control Number: 1215-0181  
Expires: 12/31/2011

### **SECTION I: For Completion by the EMPLOYER**

**INSTRUCTIONS to the EMPLOYER:** The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave to care for a covered family member with a serious health condition to submit a medical certification issued by the health care provider of the covered family member. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees' family members, created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: \_\_\_\_\_

### **SECTION II: For Completion by the EMPLOYEE**

**INSTRUCTIONS to the EMPLOYEE:** Please complete Section II before giving this form to your family member or his/her medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave to care for a covered family member with a serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form to your employer. 29 C.F.R. § 825.305.

Your name: \_\_\_\_\_  
First Middle Last

Name of family member for whom you will provide care: \_\_\_\_\_  
First Middle Last

Relationship of family member to you: \_\_\_\_\_

If family member is your son or daughter, date of birth: \_\_\_\_\_

Describe care you will provide to your family member and estimate leave needed to provide care:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION III: For Completion by the HEALTH CARE PROVIDER**

**INSTRUCTIONS to the HEALTH CARE PROVIDER:** The employee listed above has requested leave under the FMLA to care for your patient. Answer, fully and completely, all applicable parts below. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the patient needs leave. Page 3 provides space for additional information, should you need it. Please be sure to sign the form on the last page.

Provider's name and business address: \_\_\_\_\_

Type of practice / Medical specialty: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

**PART A: MEDICAL FACTS**

1. Approximate date condition commenced: \_\_\_\_\_

Probable duration of condition: \_\_\_\_\_

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?  
 No  Yes. If so, dates of admission: \_\_\_\_\_

Date(s) you treated the patient for condition: \_\_\_\_\_

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

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

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?  
 No  Yes. If so, state the nature of such treatments and expected duration of treatment:

\_\_\_\_\_  
\_\_\_\_\_

2. Is the medical condition pregnancy?  No  Yes. If so, expected delivery date: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART B. AMOUNT OF CARE NEEDED** When answering these questions, keep in mind that your patient's need for care by the employee seeking leave may include assistance with basic medical, hygienic, nutritional, safety or transportation needs, or the provision of physical or psychological care:

4. Will the patient be incapacitated for a single continuous period of time, including any time for treatment and recovery? \_\_\_ No \_\_\_ Yes.

Estimate the beginning and ending dates for the period of incapacity: \_\_\_\_\_

During this time, will the patient need care? \_\_\_ No \_\_\_ Yes.

Explain the care needed by the patient and why such care is medically necessary:

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5. Will the patient require follow-up treatments, including any time for recovery? \_\_\_ No \_\_\_ Yes.

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

---

Explain the care needed by the patient, and why such care is medically necessary: \_\_\_\_\_

---

6. Will the patient require care on an intermittent or reduced schedule basis, including any time for recovery? \_\_\_ No \_\_\_ Yes.

Estimate the hours the patient needs care on an intermittent basis, if any:

\_\_\_\_\_ hour(s) per day; \_\_\_\_\_ days per week from \_\_\_\_\_ through \_\_\_\_\_

Explain the care needed by the patient, and why such care is medically necessary:

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**Certification of Qualifying Exigency  
For Military Family Leave  
(Family and Medical Leave Act)**

U.S. Department of Labor  
Employment Standards Administration  
Wage and Hour Division



OMB Control Number: 1215-0181  
Expires: 12/31/2011

**SECTION I: For Completion by the EMPLOYER**

**INSTRUCTIONS to the EMPLOYER:** The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. Please complete Section I before giving this form to your employee. Your response is voluntary, and while you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. § 825.309.

Employer name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

**SECTION II: For Completion by the EMPLOYEE**

**INSTRUCTIONS to the EMPLOYEE:** Please complete Section II fully and completely. The FMLA permits an employer to require that you submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a qualifying exigency. Several questions in this section seek a response as to the frequency or duration of the qualifying exigency. Be as specific as you can; terms such as "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Your response is required to obtain a benefit. 29 C.F.R. § 825.310. While you are not required to provide this information, failure to do so may result in a denial of your request for FMLA leave. Your employer must give you at least 15 calendar days to return this form to your employer.

Your Name: \_\_\_\_\_  
                    First                                    Middle                                    Last

Name of covered military member on active duty or call to active duty status in support of a contingency operation:  
\_\_\_\_\_  
                    First                                    Middle                                    Last

Relationship of covered military member to you: \_\_\_\_\_

Period of covered military member's active duty: \_\_\_\_\_

A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes written documentation confirming a covered military member's active duty or call to active duty status in support of a contingency operation. Please check one of the following:

- A copy of the covered military member's active duty orders is attached.
- Other documentation from the military certifying that the covered military member is on active duty (or has been notified of an impending call to active duty) in support of a contingency operation is attached.
- I have previously provided my employer with sufficient written documentation confirming the covered military member's active duty or call to active duty status in support of a contingency operation.



**PART A: QUALIFYING REASON FOR LEAVE**

1. Describe the reason you are requesting FMLA leave due to a qualifying exigency (including the specific reason you are requesting leave):

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2. A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes any available written documentation which supports the need for leave; such documentation may include a copy of a meeting announcement for informational briefings sponsored by the military, a document confirming an appointment with a counselor or school official, or a copy of a bill for services for the handling of legal or financial affairs. Available written documentation supporting this request for leave is attached.  Yes  No  None Available

**PART B: AMOUNT OF LEAVE NEEDED**

1. Approximate date exigency commenced: \_\_\_\_\_

Probable duration of exigency: \_\_\_\_\_

2. Will you need to be absent from work for a single continuous period of time due to the qualifying exigency?  No  Yes.

If so, estimate the beginning and ending dates for the period of absence:

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3. Will you need to be absent from work periodically to address this qualifying exigency?  No  Yes.

Estimate schedule of leave, including the dates of any scheduled meetings or appointments: \_\_\_\_\_

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Estimate the frequency and duration of each appointment, meeting, or leave event, including any travel time (i.e., 1 deployment-related meeting every month lasting 4 hours):

Frequency: \_\_\_\_\_ times per \_\_\_\_\_ week(s) \_\_\_\_\_ month(s)

Duration: \_\_\_\_\_ hours \_\_\_\_\_ day(s) per event.

**PART C:**

If leave is requested to meet with a third party (such as to arrange for childcare, to attend counseling, to attend meetings with school or childcare providers, to make financial or legal arrangements, to act as the covered military member's representative before a federal, state, or local agency for purposes of obtaining, arranging or appealing military service benefits, or to attend any event sponsored by the military or military service organizations), a complete and sufficient certification includes the name, address, and appropriate contact information of the individual or entity with whom you are meeting (i.e., either the telephone or fax number or email address of the individual or entity). This information may be used by your employer to verify that the information contained on this form is accurate.

Name of Individual: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

Describe nature of meeting: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART D:**

I certify that the information I provided above is true and correct.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT**

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution AV. NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION; RETURN IT TO THE EMPLOYER.**

**Certification for Serious Injury or  
Illness of Covered Servicemember - -  
for Military Family Leave (Family and  
Medical Leave Act)**

**U.S. Department of Labor**  
Employment Standards Administration  
Wage and Hour Division



OMB Control Number: 1215-0181  
Expires: 12/31/2011

**Notice to the EMPLOYER INSTRUCTIONS to the EMPLOYER:** The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave due to a serious injury or illness of a covered servicemember to submit a certification providing sufficient facts to support the request for leave. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. § 825.310. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees or employees' family members, created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

**SECTION I: For Completion by the EMPLOYEE and/or the COVERED SERVICEMEMBER for whom the Employee Is Requesting Leave INSTRUCTIONS to the EMPLOYEE or COVERED SERVICEMEMBER:** Please complete Section I before having Section II completed. The FMLA permits an employer to require that an employee submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a serious injury or illness of a covered servicemember. If requested by the employer, your response is required to obtain or retain the benefit of FMLA-protected leave. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to do so may result in a denial of an employee's FMLA request. 29 C.F.R. § 825.310(f). The employer must give an employee at least 15 calendar days to return this form to the employer.

**SECTION II: For Completion by a UNITED STATES DEPARTMENT OF DEFENSE ("DOD") HEALTH CARE PROVIDER or a HEALTH CARE PROVIDER who is either: (1) a United States Department of Veterans Affairs ("VA") health care provider; (2) a DOD TRICARE network authorized private health care provider; or (3) a DOD non-network TRICARE authorized private health care provider INSTRUCTIONS to the HEALTH CARE PROVIDER:** The employee listed on Page 2 has requested leave under the FMLA to care for a family member who is a member of the Regular Armed Forces, the National Guard, or the 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. For purposes of FMLA leave, a serious injury or illness is one that was incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.

A complete and sufficient certification to support a request for FMLA leave due to a covered servicemember's serious injury or illness includes written documentation confirming that the covered servicemember's injury or illness was incurred in the line of duty on active duty and that the covered servicemember is undergoing treatment for such injury or illness by a health care provider listed above. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave.

Certification for Serious Injury or Illness  
of Covered Servicemember - - for  
Military Family Leave (Family and  
Medical Leave Act)

U.S. Department of Labor  
Employment Standards Administration  
Wage and Hour Division



**SECTION I: For Completion by the EMPLOYEE and/or the COVERED SERVICEMEMBER for whom the Employee Is Requesting Leave:** (This section must be completed first before any of the below sections can be completed by a health care provider.)

**Part A: EMPLOYEE INFORMATION**

Name and Address of Employer (this is the employer of the employee requesting leave to care for covered servicemember):

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Name of Employee Requesting Leave to Care for Covered Servicemember:

\_\_\_\_\_  
First Middle Last

Name of Covered Servicemember (for whom employee is requesting leave to care):

\_\_\_\_\_  
First Middle Last

Relationship of Employee to Covered Servicemember Requesting Leave to Care:

Spouse  Parent  Son  Daughter  Next of Kin

**Part B: COVERED SERVICEMEMBER INFORMATION**

(1) Is the Covered Servicemember a Current Member of the Regular Armed Forces, the National Guard or Reserves?  Yes  No

If yes, please provide the covered servicemember's military branch, rank and unit currently assigned to:

---

Is the covered servicemember assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients (such as a medical hold or warrior transition unit)?  Yes  No If yes, please provide the name of the medical treatment facility or unit:

---

(2) Is the Covered Servicemember on the Temporary Disability Retired List (TDRL)?  Yes  No

**Part C: CARE TO BE PROVIDED TO THE COVERED SERVICEMEMBER**

Describe the Care to Be Provided to the Covered Servicemember and an Estimate of the Leave Needed to Provide the Care:

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**SECTION II: For Completion by a United States Department of Defense ("DOD") Health Care Provider or a Health Care Provider who is either: (1) a United States Department of Veterans Affairs ("VA") health care provider; (2) a DOD TRICARE network authorized private health care provider; or (3) a DOD non-network TRICARE authorized private health care provider. If you are unable to make certain of the military-related determinations contained below in Part B, you are permitted to rely upon determinations from an authorized DOD representative (such as a DOD recovery care coordinator). (Please ensure that Section I above has been completed before completing this section.) Please be sure to sign the form on the last page.**

**Part A: HEALTH CARE PROVIDER INFORMATION**

Health Care Provider's Name and Business Address:

\_\_\_\_\_  
Type of Practice/Medical Specialty: \_\_\_\_\_

Please state whether you are either: (1) a DOD health care provider; (2) a VA health care provider; (3) a DOD TRICARE network authorized private health care provider; or (4) a DOD non-network TRICARE authorized private health care provider: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**PART B: MEDICAL STATUS**

(1) Covered Servicemember's medical condition is classified as (Check One of the Appropriate Boxes):

(VSI) Very Seriously Ill/Injured – Illness/Injury is of such a severity that life is imminently endangered. Family members are requested at bedside immediately. (Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.)

(SI) Seriously Ill/Injured – Illness/injury is of such severity that there is cause for immediate concern, but there is no imminent danger to life. Family members are requested at bedside. (Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.)

OTHER Ill/Injured – a serious injury or illness that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating.

NONE OF THE ABOVE (Note to Employee: If this box is checked, you may still be eligible to take leave to care for a covered family member with a "serious health condition" under § 825.113 of the FMLA. If such leave is requested, you may be required to complete DOL FORM WH-380 or an employer-provided form seeking the same information.)

(2) Was the condition for which the Covered Service member is being treated incurred in line of duty on active duty in the armed forces?  Yes  No

(3) Approximate date condition commenced: \_\_\_\_\_

(4) Probable duration of condition and/or need for care: \_\_\_\_\_

(5) Is the covered servicemember undergoing medical treatment, recuperation, or therapy?  Yes  No. If yes, please describe medical treatment, recuperation or therapy:

**PART C: COVERED SERVICEMEMBER'S NEED FOR CARE BY FAMILY MEMBER**

- (1) Will the covered servicemember need care for a single continuous period of time, including any time for treatment and recovery?  Yes  No  
If yes, estimate the beginning and ending dates for this period of time: \_\_\_\_\_
- (2) Will the covered servicemember require periodic follow-up treatment appointments?  
 Yes  No If yes, estimate the treatment schedule: \_\_\_\_\_
- (3) Is there a medical necessity for the covered servicemember to have periodic care for these follow-up treatment appointments?  Yes  No
- (4) Is there a medical necessity for the covered servicemember to have periodic care for other than scheduled follow-up treatment appointments (e.g., episodic flare-ups of medical condition)?  Yes  No If yes, please estimate the frequency and duration of the periodic care:  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Health Care Provider: \_\_\_\_\_ Date: \_\_\_\_\_

**PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT**

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years, in accordance with 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution AV, NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION; RETURN IT TO THE PATIENT.**

Notice of Eligibility and Rights & Responsibilities  
(Family and Medical Leave Act)

U.S. Department of Labor  
Employment Standards Administration  
Wage and Hour Division



OMB Control Number: 1215-018  
Expires: 12/31/2011

In general, to be eligible an employee must have worked for an employer for at least 12 months, have worked at least 1,250 hours in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form by employers is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. § 825.300(b), which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Part B provides employees with information regarding their rights and responsibilities for taking FMLA leave, as required by 29 C.F.R. § 825.300(b), (c).

**[Part A – NOTICE OF ELIGIBILITY]**

TO: \_\_\_\_\_  
Employee

FROM: \_\_\_\_\_  
Employer Representative

DATE: \_\_\_\_\_

On \_\_\_\_\_, you informed us that you needed leave beginning on \_\_\_\_\_ for:

- The birth of a child, or placement of a child with you for adoption or foster care;
- Your own serious health condition;
- Because you are needed to care for your \_\_\_\_\_ spouse; \_\_\_\_\_ child; \_\_\_\_\_ parent due to his/her serious health condition.
- Because of a qualifying exigency arising out of the fact that your \_\_\_\_\_ spouse; \_\_\_\_\_ son or daughter; \_\_\_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- Because you are the \_\_\_\_\_ spouse; \_\_\_\_\_ son or daughter; \_\_\_\_\_ parent; \_\_\_\_\_ next of kin of a covered servicemember with a serious injury or illness.

This Notice is to inform you that you:

- Are eligible for FMLA leave (See Part B below for Rights and Responsibilities)
- Are not eligible for FMLA leave, because (only one reason need be checked, although you may not be eligible for other reasons):
  - You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately \_\_\_\_\_ months towards this requirement.
  - You have not met the FMLA's 1,250-hours-worked requirement.
  - You do not work and/or report to a site with 50 or more employees within 75-miles.

If you have any questions, contact \_\_\_\_\_ or view the  
FMLA poster located in \_\_\_\_\_

**[PART B-RIGHTS AND RESPONSIBILITIES FOR TAKING FMLA LEAVE]**

As explained in Part A, you meet the eligibility requirements for taking FMLA leave and still have FMLA leave available in the applicable 12-month period. However, in order for us to determine whether your absence qualifies as FMLA leave, you must return the following information to us by \_\_\_\_\_. (If a certification is requested, employers must allow at least 1 calendar days from receipt of this notice; additional time may be required in some circumstances.) If sufficient information is not provided in a timely manner, your leave may be denied.

- Sufficient certification to support your request for FMLA leave. A certification form that sets forth the information necessary to support your request \_\_\_\_\_ is/\_\_\_\_\_ is not enclosed.
- Sufficient documentation to establish the required relationship between you and your family member.
- Other information needed: \_\_\_\_\_

\_\_\_\_\_  
No additional information requested

If your leave does qualify as FMLA leave you will have the following responsibilities while on FMLA leave (only checked blanks apply):

- Contact \_\_\_\_\_ at \_\_\_\_\_ to make arrangements to continue to make your share of the premium payments on your health insurance to maintain health benefits while you are on leave. You have a minimum 30-day (or, indicate longer period, if applicable) grace period in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.
- You will be required to use your available paid \_\_\_\_\_ sick, \_\_\_\_\_ vacation, and/or \_\_\_\_\_ other leave during your FMLA absence. This means that you will receive your paid leave and the leave will also be considered protected FMLA leave and counted against your FMLA leave entitlement.
- Due to your status within the company, you are considered a "key employee" as defined in the FMLA. As a "key employee," restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us. We \_\_\_\_\_ have/\_\_\_\_\_ have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us.
- While on leave you will be required to furnish us with periodic reports of your status and intent to return to work every \_\_\_\_\_ (Indicate interval of periodic reports, as appropriate for the particular leave situation).

If the circumstances of your leave change, and you are able to return to work earlier than the date indicated on the reverse side of this form, you will be required to notify us at least two workdays prior to the date you intend to report for work.

If your leave does qualify as FMLA leave you will have the following rights while on FMLA leave:

- You have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period calculated as:
  - the calendar year (January – December).
  - a fixed leave year based on \_\_\_\_\_
  - the 12-month period measured forward from the date of your first FMLA leave usage.
  - a "rolling" 12-month period measured backward from the date of any FMLA leave usage.
- You have a right under the FMLA for up to 26 weeks of unpaid leave in a single 12-month period to care for a covered servicemember with a serious injury or illness. This single 12-month period commenced on \_\_\_\_\_
- Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work.
- You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. (If your leave extends beyond the end of your FMLA entitlement, you do not have return rights under FMLA.)
- If you do not return to work following FMLA leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; 2) the continuation, recurrence, or onset of a covered servicemember's serious injury or illness which would entitle you to FMLA leave; or 3) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.
- If we have not informed you above that you must use accrued paid leave while taking your unpaid FMLA leave entitlement, you have the right to have \_\_\_\_\_ sick, \_\_\_\_\_ vacation, and/or \_\_\_\_\_ other leave run concurrently with your unpaid leave entitlement, provided you meet any applicable requirements of the leave policy. Applicable conditions related to the substitution of paid leave are referenced or set forth below. If you do not meet the requirement for taking paid leave, you remain entitled to take unpaid FMLA leave.

\_\_\_\_\_ For a copy of conditions applicable to sick/vacation/other leave usage please refer to \_\_\_\_\_ available at: \_\_\_\_\_

\_\_\_\_\_ Applicable conditions for use of paid leave: \_\_\_\_\_

Once we obtain the information from you as specified above, we will inform you, within 5 business days, whether your leave will be designated as FMLA leave and count towards your FMLA leave entitlement. If you have any questions, please do not hesitate to contact:

\_\_\_\_\_ at \_\_\_\_\_

**PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT**

It is mandatory for employers to provide employees with notice of their eligibility for FMLA protection and their rights and responsibilities. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(b), (c). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.



# Employee Exit Survey

**Exhibit 13**

The purpose of this survey is to provide a means to evaluate areas of job satisfaction and dissatisfaction. This information will be helpful for the Village of Lombard to make continuous improvements. Please complete and return this form to Human Resources by \_\_\_\_\_. Thank you.

**Before you leave, we would like to find out about your experience with the Village of Lombard. Please answer the following questions by placing a circle around the appropriate number from 1 through 4 at the end of each statement or question in the space provided. Also, please take a few minutes to answer the questions requesting comments.**

Name: \_\_\_\_\_ Location \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Final Salary: \_\_\_\_\_

Exit Date: \_\_\_\_\_ Latest Position Title: \_\_\_\_\_

Length of Service with Lombard: \_\_\_\_\_ Length of Time in Latest Position: \_\_\_\_\_

Reasons for Leaving and Relative Importance: (Check any reasons that apply and the relative importance of that reason in affecting your decision.)

Pay _____%	Supervision: _____%		
Opportunity for Advancement _____%	Fellow Employees _____%		
Different Opportunity _____%	Working Conditions _____%		
Relocation _____%	Other (describe): _____%		
Retirement _____%			
To Continue Education _____%			

Poor	Fair	Good	Excellent
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1. The following questions concern working conditions:

- |   |   |   |   |   |
|---|---|---|---|---|
| • The orientation I received in my first months at the Village was.....     | 1 | 2 | 3 | 4 |
| • The on-the job training I received in my department was.....              | 1 | 2 | 3 | 4 |
| • Workload distribution in my department was.....                           | 1 | 2 | 3 | 4 |
| • The cooperation in my department was.....                                 | 1 | 2 | 3 | 4 |
| • The cooperation with other departments was .....                          | 1 | 2 | 3 | 4 |
| • I felt my chances for advancement at the Village of Lombard were.....     | 1 | 2 | 3 | 4 |
| • I feel my skills and abilities were sufficiently utilized.....            | 1 | 2 | 3 | 4 |
| • The working conditions (lighting, noise, etc.) in my department were..... | 1 | 2 | 3 | 4 |
| • Overall, as an employer, I would rate the Village of Lombard.....         | 1 | 2 | 3 | 4 |

2. What things do you like the most about the Village of Lombard?

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3. In what ways do you think the Village of Lombard can improve?

	Poor	Fair	Good	Excellent
1. The following questions concern management in your departments				
• Provided recognition on the job.....	1	2	3	4
• Provided guidance and direction concerning my job.....	1	2	3	4
• Resolved complaints and problems fairly.....	1	2	3	4
• Communicated appropriate village and department changes and news.....	1	2	3	4
• Discussed performance appraisals on time.....	1	2	3	4
• Set reasonable yet challenging work goals.....	1	2	3	4
• Was willing to listen to employee opinions and ideas.....	1	2	3	4
• Provided feedback on performance throughout the year.....	1	2	3	4

3. How would you evaluate the overall effectiveness of your supervisor?

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	Poor	Fair	Good	Excellent
1. The following questions concern insurance and other benefits				
• Rate of pay for your job.....	1	2	3	4
• Paid Holidays.....	1	2	3	4
• Paid Floaters.....	1	2	3	4
• Paid Vacations.....	1	2	3	4
• Paid Sick Leave.....	1	2	3	4
• Medical Insurance.....	1	2	3	4
• Dental Insurance.....	1	2	3	4
• Life Insurance.....	1	2	3	4
• Personal Days.....	1	2	3	4
• Deferred 457 Plan.....	1	2	3	4
• Tuition Reimbursement Plan.....	1	2	3	4
• Performance Review System.....	1	2	3	4
• Job Opportunity.....	1	2	3	4
• Employee Assistance Program.....	1	2	3	4
• Flexible Spending Account.....	1	2	3	4
• Pension Plan.....	1	2	3	4

4. How would you evaluate the overall effectiveness of your insurance and benefit plans?

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Poor	Fair	Good	Excellent
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1. How well did your performance appraisals function in the following areas:

- Reflected my performance fairly and accurately..... 1 2 3 4
- Accurately described my strengths and weaknesses..... 1 2 3 4
- Helped me in improving my performance..... 1 2 3 4

If you are leaving to work for another employer, please answer the following:

1. In what way do you consider your new position better?

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2. Will you receive better benefits? (Please describe)

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5. Did you attempt to resolve any work-related dissatisfaction or personal problems prior to termination? (Please explain)

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6. Did you find your work rewarding? (Please explain)

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7. Please describe any other issue that you consider to be significant in your decision to leave the Village.

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Employee Signature: _____ Date: _____
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