



Personnel Policy & Procedures Manual

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**CITY OF OAKBROOK TERRACE
PERSONNEL POLICY & PROCEDURES MANUAL**

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CHAPTER 1 GENERAL INFORMATION

SECTION 1.1 PURPOSE

It is the purpose of the rules and regulations set forth in this Personnel Policy and Procedures Manual by the City of Oakbrook Terrace to establish general policies and procedures, which will serve as guidelines for action concerning various personnel administrative activities.

This manual should be viewed as both a management tool and an informational resource. All employees shall familiarize themselves with its contents, and shall refer to the manual whenever specific questions or problems arise.

This manual does not, and is not intended to; cover every aspect of City operations. Nothing in this manual is intended to or shall create any contractual obligations of any kind. No policy, benefit or procedure set forth in this manual is intended to imply, nor may it be construed to imply, any obligation of the City or any employment contract. No promise of employment or employment-related benefit(s) is offered, established or implied for any specified period of time, in or from anything in this manual, and no representative of the City other than the City Council, has any authority to enter into any agreement for employment or any agreement for remuneration or any other benefit of employment for any specified period of time. Any oral or written statements or promises to the contrary are expressly disavowed, and should not be relied upon by any existing or prospective employee. Employees are at-will, and both the City and the employees are free to terminate the employment at any time.

The contents of this manual may be periodically amended to ensure compliance with evolving state and federal law and consistency with changing operational requirements in the City. The City reserves the rights to change, interpret, withdraw or add to any of the policies, benefits or terms and conditions of employment at its sole discretion, and without prior notice or consideration to any employee. None of the policies, benefits or terms and conditions of employment has been or is required to be approved by an employee or any employee group. This manual supersedes all prior policies and practices.

All employees shall be required to sign an acknowledgement that they have read and understand these provisions of this manual, on a form which is included in this manual as Appendix A.

In the event any of the provisions of this manual conflict with the laws of the State of Illinois or the Federal Government, such laws shall take precedence. Any questions regarding these policies and benefits should be discussed with the employee's supervisor, Department Head, HR Officer or the City Administrator.

SECTION 1.3 POSITIONS COVERED

This manual shall apply to all positions in the City now existing or hereafter created. Persons affected by the provisions of this manual will generally be referred to as "employees."

For classified service employees who are subject to the provisions of the rules and regulations of the Police Commission, the provisions of this manual shall apply when not inconsistent or contrary to the provisions of the rules and regulations of the Police Commission. For employees who have entered a separate employment agreement or who are covered by a collective bargaining agreement, the provisions of such agreements shall apply in the event of a conflict with the provisions of this manual.

SECTION 1.4 MANAGEMENT STRUCTURE

To carry out the day-to-day activities of the City, several levels of supervisory authority exist. The City Administrator manages the overall operation of the City with direct supervisory responsibility over Department Heads. Employees within each Department either report directly to the Department Head, or to a line supervisor who may be responsible for day-to-day supervision. The City Administrator shall designate an HR Officer.

SECTION 1.5 ADMINISTRATION OF MANUAL

The City Administrator or the HR Officer, as designee, shall be responsible for administration of this manual within the City organization, and may, from time to time, develop and promulgate procedural rules, interpretations, and administrative and/or technical changes or modifications. If the position of HR Officer is vacant, the responsibility falls to the City Administrator. In addition, the HR Officer may recommend amendments to this manual for consideration by the City Council, and may review, approve, and amend actions taken pursuant to this manual. Changes to this manual may be made with or without prior notice, but the City will provide written notification to all employees after the change is approved.

SECTION 1.6 EQUAL EMPLOYMENT OPPORTUNITY

The City is committed to providing equal employment opportunity for all persons. In keeping with this goal, it is the express policy of the City to make all employment decisions without regard to race, color, religion, national origin, ancestry, age, sex, marital status, handicap or disability, political affiliation, or unfavorable discharge from military service, except where age and physical requirements constitute a bona fide occupational qualification for proper and efficient functioning on the job.

Any person or agency acting contrary to this policy on behalf of the City will be subject to disciplinary action that may include termination of employment, or in the case of an agency, have other adverse consequences including termination of any agreement.

Department Heads and other supervisory personnel shall treat all employees in accordance with this policy, and all employees are expected to treat their coworkers with courtesy and respect. Any employee who believes that he/she was not treated in accordance with this policy with respect to an employment related decision should file a written complaint with Human Resources, who will initiate an investigation regarding the matter.

SECTION 1.7 AMERICANS WITH DISABILITIES ACT

The City of Oakbrook Terrace does not discriminate on the basis of disability or handicap in employment or the provision of services. It is the intent of the City to provide people with disabilities equal opportunity to participate in or enjoy the benefits of City services, programs, or activities, and to provide a bias-free work environment for employees with disabilities. The City is committed to making reasonable accommodations in accordance with applicable law with respect to applicants and employees with disabilities who are otherwise qualified for the position. Requests for reasonable accommodations should be directed to the respective Department Head.

1.7.1 Grievance Procedure under the Americans with Disabilities Act

- A. This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990, as amended ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City.
- B. Any complaint should be in writing and contain information about the alleged discrimination, including the name, address, phone number of complainant, the location and date of the alleged incident, and a description of the discriminatory actions alleged. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.
- C. The complaint should be submitted by the complainant and/or his/her designee as soon as possible, but no later than sixty (60) calendar days after the alleged violation took place. The complaint should be submitted to:

HR Officer
City of Oakbrook Terrace, 17W 275 Butterfield Road, Oakbrook Terrace IL 60181
Fax (630) 617-0036
- D. Within fifteen (15) calendar days after receipt of the complaint, the HR Officer, or a duly authorized designee, will meet with the complainant to discuss the complaint and any possible means of resolution. Within fifteen (15) calendar days after such meeting, the HR Officer, will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audiotape. The written response will state the findings and determination of the HR Officer following the investigation and offer options for substantive resolution of the complaint.
- E. If the written response from the HR Officer, does not satisfactorily resolve the issue, the complainant or a duly authorized designee, may appeal the decision to the City Administrator within fifteen (15) calendar days after receipt of the written response.

- F. Within fifteen (15) calendar days after receipt of the appeal, the City Administrator will meet with the complainant to discuss the complaint and possible means of resolution. Within fifteen (15) calendar days after such meeting, the City Administrator will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audiotape. The City Administrator's written response will state the Administrator's findings and determination following the appeal, and shall be deemed the final action of the City with respect to the complaint.
- G. All written complaints received by HR Officer, or an authorized designee, all appeals to the City Administrator, and all responses concerning the complaint, and the appeal will be retained by the City of Oakbrook Terrace for at least three (3) years.

SECTION 1.8 HIRING PRACTICES

The City Administrator shall be responsible for the recruitment and screening of all City employees, except for officers appointed by the Mayor with the advice and consent of the City Council, and classified employees. The City Administrator may delegate such functions to Department Heads as deemed appropriate.

1.8.1 Recruitment

As vacancies occur, qualified applicants will be sought through several means of recruitment. Depending on the level of the vacant position, employment notices may be placed in local newspapers, professional newsletters, or journals. Current employees who meet the requisite qualifications for the position will be encouraged to apply. All positions, with the exception of positions recruited by the Police Commission, shall be posted at a central location in City Hall.

1.8.2 Application for Employment

All individuals seeking employment will be required to complete and submit a standard application form to the HR Officer. Professional or Administrative applicants may submit résumés in lieu of an application form, however, the successful candidate will be asked to complete an application as a condition of an employment offer.

Any applicant, who knowingly submits false or misleading information on an employment application, by affirmative statement or omission, shall be subject to disqualification. False or misleading information on an employee's application shall be grounds for disciplinary action up to and including discharge.

The City may require applicant testing prior to selection, to measure the applicant's job skills, abilities and employment and educational background as may be required to perform the duties of the position.

1.8.3 Selection of Personnel

Personnel selected for City employment or promotion opportunities shall be chosen on the basis of merit. All applications submitted shall be given equal consideration to determine those candidates best meeting the qualifications for the position. The selection process may conclude with a personal interview of the candidate(s) deemed best qualified. Selection criteria shall generally be based upon the

following characteristics of applicants: relevant work experience, technical knowledge, educational background, general aptitude, maturity, compatibility, and personal references.

1.8.4 Citizenship and Residency

Except for those positions for which Federal or State law requires that an employee be a citizen of the United States or the State of Illinois, citizenship is not a requirement for initial or continued employment; however, in compliance with Federal law, documentation of eligibility for employment in the United States must be provided through completion of the Immigration and Naturalization Service's Employment Verification Form.

Residency within the City or within any specific distance from the City is not a prerequisite for initial or continued employment; however, the City Council may require an employee to live within a specified distance based on a job description or function, and proximity of prospective employees to their place of work may be considered when choosing which applicant to select for a vacant position.

1.8.5 Job Applications and Resumes

It is the policy of the City to keep unsolicited job applications and resumes on file for one (1) month. Solicited job applications and resumes will be kept on file for one (1) year. Job applicants are encouraged to apply for open positions when they become available.

SECTION 1.9 INDEMNIFICATION OF CERTAIN EMPLOYEES

Per Ordinance No. 01 – 52 passed on February 26, 2002 and codified in Chapter 32 Section 5 of the City's Municipal Code calls for the Indemnification of Certain Employees is as detailed below.

(A) To the fullest extent permitted by the Constitution of the State and applicable law, including 745 ILCS 10/2-302 and 10/9-102, any officer or employee of the City, including members of any boards or commissions thereof, shall be indemnified, defended, held harmless by the City from and against all liabilities for compensatory damages, expenses of investigation, judgments and amounts paid in settlement which may be imposed upon or reasonably incurred or paid by such officer or employee in connection with or resulting from any claim made, or any action, suit, proceeding or investigation in which such officer or employee may be involved, and which allegedly arose out of an act or omission occurring within the scope of employment or official duties as such officer or employee, whether or not such officer or employee holds such position at the time of such claim, action, suit proceeding or investigation; provided, however, that such indemnification may be provided by the joint self-insurance pool in which the City is a member, or by a commercial insurance company from which the City has purchased a policy providing for such coverage, in which case the City shall not be obligated to provide additional indemnity or defense, and further provided that the foregoing indemnity shall not extend to any of the following:

(1) Any liability or cost with respect to any matter as to which such officer or employee is finally adjudged to be guilty of bad faith, or actual malice, or willful and wanton misconduct in the performance of the duties as such officer or employee, such activity being outside the scope of employment or official duties;

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(2) Any payment, expense or cost arising out of a settlement of any claim, action, suit or proceeding, unless:

(a) Settlement shall be approved by the court having jurisdiction over such claim, action, suit or proceeding, with express knowledge of the existence of the indemnification provided hereby; or

(b) Such settlement shall have been made upon the written opinion of the City Attorney to the effect that there is no reasonable grounds for any finding of bad faith, actual malice, willful and wanton misconduct or other acts outside the scope of official duties or employment on the part of such officer or employee that proximately caused the damage complained of;

(3) Any liability judgment or amount paid in settlement in connection with or resulting from any claim, action, suit, or proceeding in which such officer or employee and the City itself or officers of the City acting in their governmental capacities are adverse parties; or

(4) The cost of independent legal representation in any such action, suit or proceeding, if the City offers to provide a legal defense by an attorney or attorneys chosen by the City, by the City's joint self-insurance pool, or by the City's commercial insurance company, with respect to such claim, action, suit, proceeding or investigation.

(B) The rights of indemnification as provided in this section shall be in addition to any other rights to which such officer or employee may otherwise be entitled as a matter of law.

(C) Indemnification shall be provided by the City to police officers as provided by applicable law, including 65 ILCS 5/1-4-6.

CHAPTER 2 EMPLOYMENT PRACTICES AND REGULATIONS

SECTION 2.1 INTRODUCTORY PERIOD

2.1.1 Purpose

The introductory period shall be utilized to observe an employee's work, to evaluate the employee's skills, to train the employee, and/or to reject any employee whose work performance fails to meet required work standards. An introductory employee may be terminated at any time for any reason during the introductory period. Successful completion of the introductory period does not grant an employee a right to the position, nor does completion of the introductory period create any contract or right to future employment.

2.1.2 Appointments Subject to Introduction Period.

The following appointments are subject to an introductory period of six (6) months, except as noted in Section 2.1.6.

- Initial employment.
- Transfer (as may be recommended by the Department Head and approved by the City Administrator).
- Re-employment (following minimum thirty (30) days separation).
- Promotion.

2.1.3 Supervision of Performance.

The Supervisor and/or Department Head shall observe the employee's work performance and may counsel an introductory employee whose work is marginal or inadequate.

2.1.4 Completion of Introductory Period.

Prior to the completion of the employee's introductory period, the Department Head shall recommend one of the following actions to the HR Officer:

- That the employee be removed from introductory status.
- That the employee's introductory period be extended for a period not to exceed three (3) months, at which time the employee may not receive a pay increase until performance is deemed satisfactory.
- That the employee be terminated.
- That the employee be demoted or returned to a former position.

The foregoing actions shall not be subject to review or appeal by the employee. When the employee completes the introductory period, the relationship with the city is still one of employment-at-will.

2.1.5 Classified Service Employees.

In the event of an unfavorable review of a classified service employee prior to completion of the introductory period, the classified service employee shall be subject to action in accordance with applicable provisions of State statute and the Rules and Regulations of the Police Commission.

2.1.6 Exceptions.

Notwithstanding Section 2.1.2, the initial introductory appointment for classified service employees is twelve (12) months, commencing after the successful completion of police training pursuant to the Illinois Police Training Act (50 ILCS 705/1).

SECTION 2.2 HOURS OF WORK

2.2.1 Work Schedule.

Subject to review and final approval by the City Administrator, each Department Head shall be responsible for establishing the specific work schedule for that Department to best serve the City. Current work schedules for each department shall be included in the Personnel Policy and Procedures Manual promulgated by the City Administrator.

While changes in scheduling may be necessary as conditions or circumstances change, the following hours of operation for selected City personnel are currently in place:

A. Administrator's Office, Building & Zoning, and Finance Departments

Regular Hours

8:30 a.m. to 4:30 p.m. - Monday through Friday; ½ Hour Lunch Period Daily

Summer Hours

Beginning The First Full Work Week After Memorial Day Through the First Full Work Week Prior to Labor Day

8:00 a.m. to 5:00 p.m. - Monday through Thursday; ½ Hour Lunch Period Daily

8:30 a.m. to Noon – Friday – No Lunch Period

B. Police Department

40 hours per week on a shift basis; ½ Hour Lunch Period Daily

C. Public Services

Regular Hours

7:00 a.m. to 3:00 p.m. – Monday through Friday; ½ Hour Lunch Period Daily

Summer Hours

Beginning The First Full Work Week After Memorial Day Through the First Full Work Week Prior to Labor Day

7:00 a.m. to 4:00 p.m. - Monday through Thursday; ½ Hour Lunch Period Daily

7:30 a.m. to 11:00 a.m. – Friday – No Lunch Period

2.2.2 Break Periods

Each Department Head shall establish reasonable lunch periods and two (2) break periods of no more than fifteen (15) minutes each during the workday, and shall arrange them in the most appropriate manner for maintaining departmental operations. Employees shall not combine breaks, extend mealtimes, or shorten the workday by use of break time. No employee shall receive additional compensation for lunch or other breaks that are not taken, except in extraordinary circumstances, and subject to approval by the Department Head.

2.2.3 Reporting for Work

Employees shall report promptly at their designated starting time, at their designated working place, and shall devote their entire efforts during working hours to assigned duties. In the event that an employee is unable to report for work as scheduled, the employee shall make his/her best effort to notify the supervisor by telephone at least sixty (60) minutes before the designated starting time for an absence due to illness or a non-duty related injury, or thirty (30) minutes before the designated starting time for any other reason. Failure to notify the supervisor as provided herein may result in disciplinary action up to and including discharge.

Employees who are absent for more than three consecutive days or who fail to return to work as planned from a scheduled absence (i.e., vacation) without having contacted their supervisor or the designee are considered to have voluntarily abandoned their job and will be terminated from employment with the City effective at the end of the third day of unexcused absence.

When employees become ill at work and wish to leave, they must notify their supervisor or Department Director of their desire and reason for leaving work.

Employees who will be arriving at work late due to unforeseen circumstances are required, whenever possible, to call and notify their supervisor or other departmental personnel that they will be late, as well as their estimated time of arrival at work.

To practice their religious beliefs, employees may be absent from work for a reasonable period of time. Request for religious accommodation will be treated no differently than any other request for personal time off.

SECTION 2.3 WORKWEEK

In general, the workweek is defined as a consecutive seven (7) day period commencing at 12:00 a.m. on Sunday, and ending at 12:00 midnight on Saturday, the seventh day.

SECTION 2.4 PAY PERIODS

Employees are paid bi-weekly for a total of twenty-six (26) pay periods per year. When a payday falls on a holiday, checks shall be issued on the workday preceding the holiday.

SECTION 2.5 PAY ADVANCE

If a payday falls during an employee's authorized vacation, the employee may request a pay advance for the check that is due to be paid to the employee during the authorized period of absence, not to exceed one pay period advance. Such a request shall be made using the Paycheck Advance Request Form that has been included in this manual as Appendix B.

SECTION 2.6 PERFORMANCE EVALUATION

Generally, each employee's performance will be evaluated at least annually in accordance with the procedures for performance evaluations as provided in the Personnel Policy and Procedures Manual promulgated by the City Administrator.

2.6.1 Hourly Employee Evaluation Procedure:

Formal performance evaluation reports must be prepared only on the forms provided or approved from time to time by the HR Officer. Nothing herein prohibits informal evaluation and observation of an employee's job performance by the employee's supervisor or Department Head by means that they may deem appropriate.

The employee's immediate supervisor must evaluate the employee in accordance with the standard requirements of the particular position, and the employee's ability to accomplish these requirements must be considered foremost in the mind of the evaluator. Evaluations shall be based on personally observed results, and on an objective basis. Performance problems must be noted on the evaluation form.

The completed evaluation form shall be submitted to the Department Head, who may add additional written comments. The supervisor and/or Department Head shall consult privately and confidentially with the employee and the employee shall be encouraged to freely discuss the matters noted in the evaluation form.

Following such consultation with the employee, the employee shall acknowledge in writing that the report has been discussed with him/her by signing and dating the form, and the employee may include comments regarding the evaluation that will become part of the employment record.

The completed form shall be submitted to the HR Officer. All evaluation forms shall be kept confidential and included in the employee's personnel file.

2.6.2 Indicated Action

Following the evaluation process the Department Head shall recommend to the City Administrator any action(s) to be taken. Such actions may include, but are not limited to:

- Adjustments in compensation
- Training requirements and assignments
- Promotion/Demotion
- Transfer
- Awards/Discipline
- Termination
- Performance Objectives
- Corrective Action Plans
- No action at this time

2.6.3 Salaried Employee Evaluation Procedure

Salaried employees shall be evaluated annually in accordance with the procedures outlined from time to time by the City Administrator.

SECTION 2.7 PERSONNEL FILES

2.7.1 In General

The personnel files of all employees shall be maintained by the HR Officer and shall be kept confidential. Each personnel file shall include the employee's original application for employment and all subsequent records developed while employed by the City. An employee may have access to his/her file in accordance with the Illinois Personnel Records Act (820 ILCS 40/).

An employee who disagrees with anything contained within his/her personnel file may submit in writing a report providing the employee's viewpoint, which shall then become a permanent part of the file.

Persons having authorized access to personnel files will generally be limited to the City Administrator, HR Officer, an employee's immediate supervisor and/or Department Head, and those who have reason to review the information contained in an employee's personnel file, because of any promotion, transfer, or other contemplated change in an employee's status.

2.7.2 Medical Records.

Medical records, including the results of the initial physical examination, any retest(s), and other data deemed an important factor in determining the employee's ability to satisfactorily perform the assigned tasks, shall be maintained in a separate file and shall be classified as "Restricted." Access to these files will be strictly limited and will be available only with the approval of the City Administrator or HR Officer. These files will be kept in accordance with the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA).

2.7.3 Changes in Information.

It is the responsibility of each employee to keep his/her personnel records current. Changes of address, telephone number, marital status, beneficiary for insurance purposes, emergency contact, outside training and educational achievements, and similar matters should be reported as soon after such changes take place as possible.

SECTION 2.8 POST-EMPLOYMENT PHYSICAL EXAMINATIONS

Employees may be required to undergo a medical examination at the discretion of the City, when an employee's ability to satisfactorily perform job functions is in question or when an injured or sick employee returns to work from an injury or illness. A physician designated by the City shall perform such physical examinations at the expense of the City.

SECTION 2.9 NON-HARASSMENT / NON-DISCRIMINATION *(updated 1/9/2018 Ord. #18-3)*

It is the policy of the City that discrimination or harassment on the basis of race, color, creed, religion, sex, national origin, age, disability or handicap, sexual orientation, marital status or any other protected category, whether verbal, physical or environmental, is unacceptable and will not be tolerated. This non-harassment policy covers all employees. The City will not tolerate, condone or allow harassment, whether engaged in by fellow employees, supervisors, officers or other non-employees who conduct business with the City.

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

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

2.9.1 Harassment / Discrimination Defined.

A. Sexual Harassment

While in some cases individuals may make sexual comments or jokes or personal advances without intending harm, such actions can be unwanted, threatening and perceived as harassment. For purposes of this policy, sexual harassment is defined as any unwelcome sexual advances or requests for sexual favors, or any conduct of a sexual nature, when:

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

Prohibited acts of sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. The following is a partial list of unwelcome behavior, which will generally be considered sexual harassment:

- Sexual jokes, language, epithets, advances or propositions;
- The display of sexually suggestive objects, pictures, magazines, posters or cartoons;
- Comments about an individual's body, sexual orientation, sexual prowess or sexual deficiencies;
- Asking questions about sexual conduct;
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault;
- Demanding sexual favors in exchange for favorable reviews, assignments, promotions,

continued employment or promises of the same; or

- Textual/Electronic: “sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

Harassment that does not include sexual activity or language may also constitute discrimination if it is severe or pervasive and directed at employees because of their gender.

Conduct of this sort is prohibited by this policy without regard to whether the conduct would violate applicable laws.

B. Non-Sexual Harassment or Discrimination

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

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

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

Conduct of this sort is prohibited by this policy without regard to whether the conduct would violate applicable laws.

2.9.2 The City’s Procedures

A. Reporting a Complaint

The City encourages prompt reporting of complaints so that a rapid response and appropriate action may be taken. Individuals who believe they are being harassed or discriminated against should firmly and promptly notify the offender that his or her behavior is unwelcome. The City recognizes that such a confrontation may be ineffective or impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, or even when such communication has occurred, individuals who believe they have been subjected to

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harassment or discrimination should immediately report the incident to his or her immediate supervisor, Department Head, or the City Administrator. If the alleged harasser is the City Administrator, the employee may also complain to the Mayor. Any supervisor or Department Head who receives a complaint or observes conduct which may violate this policy must immediately report the complaint or observation to the City Administrator. If the alleged harasser is the City Administrator, the supervisor or Department Head must report the complaint to the Mayor.

If the City has reason to believe (other than as a result of a complaint made under this policy) that harassment or discrimination has occurred, it may independently initiate investigation.

The City hopes that any incident of sexual or other harassment or discrimination can be resolved through the internal process outlined above. All employees, however, have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with IDHR must be filed within 180 days of the incident of sexual harassment. A charge with EEOC must be filed within 300 days of the incident. If a charge is filed with the IDHR, that charge will be investigated and, if there is substantial evidence that sexual harassment has occurred, a complaint will be issued with the Illinois Human Rights Commission.

The Illinois Department of Human Rights can be contacted at:

State of Illinois
Department of Human Rights
State of Illinois Center
100 West Randolph, Suite 10-100
Chicago, Illinois 60601
(312) 814-6200
TTY (866)740-3953

The Illinois Human Rights Commission can be contacted at:

State of Illinois
Human Rights Commission
State of Illinois Center
100 West Randolph, Suite 5-100
Chicago, Illinois 60601
(312) 814-6269
TTY (312)814-4760

The EEOC can be contacted as follows:

United States Equal Employment Opportunity Commission
Chicago District Office
500 West Madison Street
Suite 2000

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Chicago, Illinois 60661
(800)669-4000
TTY (800)869-8001

B. Investigating the Complaint

Any allegation of harassment or discrimination brought to the attention of the City will be promptly and fully investigated in a confidential manner so as to protect the privacy of the persons involved. When a complaint of harassment or discrimination has been reported, the City Administrator or his or her designee will make a determination as to whether a detailed fact-finding investigation is necessary. (For example, if the alleged harasser does not deny the accusation, there would be no need to interview witnesses, and the City could immediately determine appropriate corrective action). If a fact-finding investigation is necessary, the City Administrator or his or her designee will promptly initiate an investigation of the suspected harassment or discrimination. The person responsible for investigating the complaint will objectively gather and consider the relevant facts and shall prepare a written report of the investigation of the harassment or discrimination. The report shall include a finding that harassment or discrimination occurred, harassment or discrimination did not occur, or there is inconclusive evidence as to whether harassment or discrimination occurred.

C. Confidentiality

The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the City's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

D. Resolving the Complaint

Upon completing the investigation of a harassment or discrimination complaint, the City will communicate its findings and intended actions to the complainant and the alleged harasser. If the investigator finds that harassment or discrimination has occurred, the City will take corrective action, including but not limited to discipline and termination, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The City may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of this policy. The City has the right to apply any sanction or combination of sanctions, up to and including termination, to deal with unreasonable conduct, harassment or discrimination. Where a hostile work environment has been found to exist, the City will take all reasonable steps to eliminate the conduct creating such an environment.

Although the City's ability to discipline a non-employee harasser /discriminator is limited by the degree of control, if any, that the City has over the non-employee, any employee who has been subjected to harassment or discrimination by a non-employee should file a complaint. The City assures the complainant that it will take appropriate action. Possible remedial steps available

include, but are not limited to, letters of objection, discussing the issue and requesting that the harassment cease, or refusal to continue the business relationship.

E. False and Frivolous Complaints

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

2.9.3 Protection Against Retaliation

The City will not in any way retaliate or permit any employee, officer or agent of the City to retaliate against an individual who makes a report of harassment or discrimination or provides information related to such report. Any witness to an incident or participant in any investigation of harassment or discrimination is also protected from retaliation. Retaliation is a very serious violation of this policy and should be reported immediately to any of the persons listed in this policy. Retaliation against any individual for reporting discrimination or harassment will not be tolerated and will be treated as a separate and independent violation of this policy. Each offense will be investigated and sanctioned separately. Any person found to have retaliated against another individual for reporting harassment or discrimination will be subject to the same disciplinary action provided for harassment/discrimination offenders, meaning disciplinary action up to and including termination of employment. No one making a complaint of harassment or discrimination or providing information related thereto will be retaliated against even if a complaint made in good faith is not substantiated. Similar to the prohibition against retaliation as set forth in this policy, whistleblower protection from retaliatory action is afforded under the State Officials and Employees Ethics Act (5 ILCS 430/15-10; 5 ILCS 430/70-5), the Whistleblower Act (740 ILCS 174/15(a)) and the Illinois Human Rights Act (775 ILCS 5/6-101).

2.9.4 Training on Policy

The City will conduct training on this policy. All employees shall be required to attend regular training.

SECTION 2.10 CODE OF ETHICS

Every employee upon entering employment with the City is required to sign a non-binding declaration acknowledging such receipt and agreement to comply with the Code of Ethics (included in Section 30.26 through 30.46 of the City's Municipal Code). The HR Officer will provide the Code of Ethics acknowledgement form to all staff members. The HR Officer will update staff on any amendments to the Code of Ethics.

SECTION 2.11 DRUG FREE WORKPLACE POLICY

2.11.1 General Policy Statement

The City will not tolerate any illegal drug use or the abuse of alcohol or prescription drugs, which can imperil the health and well-being of its employees or threaten the City's operations. The City is a Drug

Free Workplace under the laws of the United States of America and the State of Illinois. This policy is applicable to all employees at all City locations.

2.11.2 Purpose

The goal of these procedures is to establish a drug and alcohol testing program for the employees of the City. Action taken against an employee as a result of violations of this policy shall be determined by the individual circumstances of each case. Disciplinary action up to and including termination is possible.

2.11.3 Position Statement

It is the position of the City that the following constitutes violation of a drug and alcohol free working environment:

- A. Use, possession or sale of illegal drugs on City premises or on City business or during working hours (prohibition extends to lunch and break time);
- B. Unauthorized use, possession or sale of a controlled substance on City premises or City business or during working hours (prohibition extends to lunch and break time);
- C. Unauthorized use, possession or sale of alcohol on City premises or on City business or during working hours;
- D. Being under the influence of legal or illegal drugs or alcohol on City premises or on City business or during working hours. "Under the influence of alcohol" is defined as a Blood Alcohol Content of .04. The standard as to legal or illegal drugs can be defined as testing positive at a specified nanogram/milliliter (ng/ml) level.
- E. Use of alcohol off City premises that adversely affects the individual's work performance, the individual's or other employees' safety at work, or the individual's or City's regard or reputation in the community;
- F. Possession, use or sale of legal or illegal drugs off City premises that adversely affect the individual's work performance, the individual's or other employees' safety at work, or the individual's or City's regard or reputation in the community;
- G. Switching or adulteration of any urine sample submitted for testing; and refusing to submit to a breathalyzer test or to submit a urine sample for testing when requested by City management.

2.11.4 Authority for Testing

- A. An employee can be ordered to an alcohol and/or drug screening for reasonable suspicion, including being involved in an accident involving damage to persons or property or a work-related injury to themselves.
- B. Any employee of the City that is involved in an on-the-job accident resulting in damage to City property estimated to be in excess of \$1,000.00 or injury requiring medical attention greater than simple first aid will be required to submit to an alcohol and/or drug-screening test. The employee's immediate supervisor will investigate the accident or injury and evaluate the employee's appearance and behavior. If, after the immediate supervisor's investigation of the

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accident together with the employee's appearance and behavior and a review by the immediate supervisor's supervisor, a conclusion is made that an alcohol and drug screening is not warranted, supervisory personnel may jointly waive the screening test requirement. In this instance, a memorandum shall be furnished to the City Administrator describing the condition of the employee at the time of the accident.

- C. All incidents that result in a waiving of the screening and testing requirement must be reported to the City Administrator on a monthly basis. Any serious incidents, as defined by the City Administrator, shall be reported to the City Council.
- D. In the case of a Department Head being involved in an on-the-job accident or injury, the investigation and option to waive the screening test requirement will be completed by the City Administrator and the Chief of Police, if both are available. In the case of the City Administrator, the investigation and option to waive the screening test will be completed by the Mayor and one (1) Alderman, acting together. If the Mayor or an Alderman is not available, the determination will be made by an elected official and the Chief of Police, acting together.
- E. In instances of reasonable cause other than on-the-job accidents and injuries, including but not limited to behavior that would lead a reasonable person to assume that a violation of this policy has occurred, an employee may be ordered to undergo drug and/or alcohol testing by two (2) supervisors as prescribed by this policy.
- F. If there is reasonable cause other than an on-the-job accident or injury, which involves a Department Head, the testing can only be ordered by the City Administrator and the Chief of Police, if both are available. In the case of the City Administrator, the testing can only be ordered by the Mayor and at least one (1) Alderman, acting together. If the Mayor or an Alderman is not available, the determination will be made by an elected official and the Chief of Police, acting together.
- G. All supervisory personnel shall be trained in identifying reasonable suspicion that a violation of this policy has occurred, other than on-the-job accidents or injuries. Reasonable suspicion is defined below in Section 2.11.5, paragraph B.

2.11.5 Conditions Allowing for Testing

- A. Employees will be subjected to drug and/or alcohol testing if the City has a reasonable suspicion that the employee is:
 - 1. Using, selling or in possession of illegal drugs, controlled substances or alcohol;
 - 2. Under the influence of alcohol; or
 - 3. Using prescription drugs without a prescription, in excess of the prescribed doses, or contrary to warnings by a physician or pharmacist.
 - 4. Using over the counter drugs contrary to a warning by a pharmacist or manufacturer's label.
- B. Reasonable suspicion shall mean suspicion based upon specific objective facts and reasonable inferences drawn therefrom. One or more of the following may exist in determining reasonable suspicion.

- Observable evidence, including but not limited to: slurred speech, the smell of an alcoholic beverage on breath or skin, inability to walk a straight line, an accident involving City property, a work-related injury, physical altercation, verbal altercation, behavior which is so unusual that it warrants summoning a supervisor or anyone else with authority, possession or sale of alcohol or drugs (with exception of law enforcement officers in the line of duty). This list is not all-inclusive.
 - An apparent state of facts and/or circumstances, which would lead a reasonable person to believe an individual was using, selling or in possession of drugs or alcohol on City premises or while on City business.
- C. Written documentation stating the grounds for reasonable suspicion shall be provided by the employee's supervisor, Department Head, City Administrator, Mayor or one of the Alderman, whichever is appropriate. Such documentation shall be provided prior to the collection of the specimen or the commencement of a breathalyzer analysis.
- D. If an employee refuses to submit to an alcohol and/or drug screening, or fails to cooperate in the process, including attempting to submit an adulterated or substitute sample, after there is a determination of reasonable suspicion, the employee shall be subject to discipline up to and including termination.

2.11.6 Testing Procedures

- A. Detailed testing, collection, analysis and reporting procedures consistent with US Department of Transportation Part 40 Procedures for Transportation Workplace Drug & Alcohol Testing shall be developed by the City. Said procedures shall include, but not be limited to the following:
- Informing all employees of the policies and procedures prior to the testing.
 - Provide for employee privacy and security of samples.
 - Establish if an employee is taking prescription drugs legitimately under medical supervision.
 - Develop a two-step test: A urine sample and a blood test shall be collected and any specimen testing positive to the urinalysis and/or blood test, shall be subject to confirmatory testing to verify results. Where there is reasonable suspicion determined to test for alcohol, a breathalyzer test may be administered in lieu of or in addition to any blood or urine screen.
- B. Cut off concentrations for drug testing only, not including alcohol shall be as recommended by the Department of Health and Human Services (DHHS).
- C. The City will utilize a reputable testing laboratory and/or medical facility to collect and analyze specimens of blood and urine. The laboratories will be approved by the National Institute for Drug Addiction (NIDA). The laboratories conducting the analysis will be experienced and capable of: quality control, documentation, chain of custody, technical expertise, as well as adherence to Federal guidelines.

2.11.7 Risk Management Reporting

As part of the City's long-standing risk management and safety program, the City encourages and requires that all accidents and work related injuries are reported by all employees and their supervisors. Pursuant to these testing procedures, the results of all supervisory decisions whether to waive said requirements shall be duly noted on the Illinois Form 45 entitled "Employer's First Report of Accident or Injury" (Appendix G) and said reports will be forwarded to the HR Officer.

2.11.8 Rehabilitation

The City reserves the right to offer any employee who violates this policy, as it pertains to the abuse of alcohol or prescription drugs in the workplace, the opportunity to seek professional counseling and/or participation in an approved rehabilitation or abuse assistance program as an alternative to disciplinary action. The rehabilitation program for illegal drug use will be offered only if the employee asks for assistance before an accident occurs or before a drug test reveals an abuse problem. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in such program as a condition of continued employment.

2.11.9 Medical Cannabis Restrictions

- A. Passage of the Illinois Compassionate Use of Medical Cannabis Pilot Program Act (PA098-0122) has not altered City policy with regard to use or possession of cannabis by employees. Cannabis remains an illegal controlled substance under the Federal Controlled Substances Act (21 USC 812(b)(1)) thereby prohibiting employees from using, possession, or selling cannabis (except when acting in their official capacity as a law enforcement officer) or engaging in any other conduct that would violate the Controlled Substances Act.
- B. The following definitions apply to this policy per 410 ILCS 130/10:
 - "Cardholder" means a qualifying patient or a designated caregiver who has been issued and possesses a valid registry identification card by the Department of Public Health.
 - "Designated caregiver" means a person who: (1) is at least 21 years of age; (2) has agreed to assist with a patient's medical use of cannabis; (3) has not been convicted of an excluded offense; and (4) assists no more than one registered qualifying patient with his or her medical use of cannabis.
 - "Medical use" means the acquisition; administration; delivery; possession; transfer; transportation; or use of cannabis to treat or alleviate a registered qualifying patient's debilitating medical condition or symptoms associated with the patient's debilitating medical condition.
 - "Qualifying patient" means a person who has been diagnosed by a physician as having a debilitating medical condition.
- C. City employees, volunteers, and interns are prohibited from having any ownership interest in, personal involvement, or association with a medical cannabis dispensing organization or cultivation center, whether as a consumer, owner, agent, cultivator, consultant, or in any other manner except as may be necessary when acting as a law enforcement officer.

- D. Any employee who has any person living with their residence or in any property they own, manage or are under the control of that is considered under the Illinois Compassionate Use of Medical Cannabis Pilot Program Act to be a “qualifying patient” or “caregiver” shall immediately notify their Department Head in writing indicating the person’s name, the location in question, and what relationship the employee has with the person(s) and/or location.

SECTION 2.12 SMOKE-FREE ENVIRONMENT POLICY

The City has designated all municipal facilities as smoke-free areas, in accordance with the requirements of the Section of the City's Code of Ordinances that serve to prohibit smoking. The City abides by the State of Illinois law prohibiting smoking indoors and within 15 feet from entrances, exits, windows that pen and ventilation intakes.

SECTION 2.13 MEDIA CONTACT

The City Administrator and Department Heads shall be responsible for all official contacts with the news media during working hours, including answering of questions from the media. The City Administrator may designate specific employees to provide procedural, factual or historical information on particular subjects or issues.

SECTION 2.14 CITY VEHICLE USE

It has been the policy of the City to provide automobiles for certain positions.

This policy was formalized as a result of the adoption of this policy, plus the employment agreements between the City and the City Administrator, and the City and the Chief of Police. In general, this vehicle policy recognizes and acknowledges the fact that City-provided automobiles are required due to the emergency and non-emergency “on call” nature of certain professional positions or are provided as a part of the total compensation package for the professional position and in recognition of expected overtime hours worked which are not directly compensated.

2.14.1 Usage and Assignment

The City shall furnish the following positions with City-purchased, insured, maintained and fueled vehicles for their use in the performance of their job duties and responsibilities and portal-to-portal use, including minor personal use as permitted by IRS regulations:

Mayor – may be used for personal or fleet purposes.

City Administrator Assistant to the Mayor and Administrator

Chief of Police Public Services Director

Police Detectives

Minor personal use includes driving privileges for the employee only. All personal trip fuel will be supplied by the employee at no cost to the City.

When an assigned vehicle is to be utilized for any work related travel that is expected to be longer than 100 miles round-trip, the vehicle will be considered a pooled vehicle and its usage restricted by the requirements of Pooled Vehicles, and therefore, must be approved by the City Administrator.

Except for public safety vehicles, any personal use of a City vehicle will be counted as gross income according to the Valuation of Personal Use of Employer-Provided Vehicles as specified in IRS regulations. The Finance Director will assure that the City follows all applicable IRS regulations in the administration of vehicle usage benefits.

2.14.2 Review of Vehicle Benefit Status

Whenever the current occupant of the positions defined in the “Usage and Assignment” section of this policy leaves City service for any reason, a review will be undertaken of the need for a successor to receive a City-purchased, insured, maintained and fueled vehicle.

2.14.3 Replacement of Vehicles

Vehicles which have been provided by the City to certain positions according to the provisions of this policy shall be replaced with new vehicles according to the following schedule:

- A. Vehicles purchased new are to be replaced no earlier than after five (5) years or 50,000 miles of service, whichever comes first.
- B. Vehicles can be operated for longer time periods depending on their maintenance history pursuant to the recommendations of the Public Services maintenance facility staff.
- C. Vehicles handed down from police patrol operations are to be replaced no earlier than after one (1) year of other types of service. Vehicles can be operated for longer time periods depending on their maintenance history pursuant to the recommendations of the Public Services maintenance facility staff.

2.14.4 Replacement Value of Vehicles

When vehicles which have been provided by the City to positions according to the provisions of this policy are replaced with new vehicles according to the prescribed schedule, the new vehicles must be consistent with similar vehicles that have been bid by the Illinois Department of Central Management Services (CMS) under the joint state and local government purchasing program or by the Suburban Purchasing Cooperative (SPC) through its joint purchasing program.

Depending on the nature of the position’s list of duties, consideration will be given to purchasing a light truck, van or SUV instead of the standard sedan. Such purchases will be approved by the City Administrator during the budget process.

2.14.5 Minor Upgrades to City-Owned Vehicles

Positions that have been provided with vehicles according to the provisions of this policy may choose to install minor upgrades to the vehicle at their cost, i.e. stereo equipment or upgraded tires. Said minor upgrades cannot be removed and will become the property of the City when the vehicle is sold. The employee will not be reimbursed by the City for the loss of the minor equipment.

2.14.6 Pooled Vehicles

Motor pooled vehicles are available primarily for local trips to employees who are not permanently assigned City vehicles or do not otherwise have access to City vehicles. All pooled use is subject to vehicle availability.

A. Interdepartmental Motor Pooled Services to City Employees for Conduct of City Business

Employees who need transportation should first determine if a vehicle assigned to the department is available. If no vehicle is available, then the pooled vehicle should be utilized. If the trip will be overnight or greater than thirty (30) miles, the employee should request approval by their Department Head and City Administrator to use the pooled vehicle. If, for any reason, a pooled vehicle is not available, the employee should use his/her personal vehicle. Authorized use of the personal vehicles will be reimbursed for mileage as outlined in Section 2.15.

B. Interdepartmental Motor Pooled Services to Elected Officials Other Than the Mayor for the Conduct of City Business

On certain specific occasions, and on a limited basis, motor pooled vehicles can be utilized by elected officials on City business. The elected official, other than the Mayor, should request permission from the Mayor to use the pooled vehicle. Even though City vehicles can be made available, it is the policy of the City to encourage elected officials to use their personal vehicles. Use of personal vehicles will be reimbursed for mileage as outlined in other City policies and procedures.

2.14.7 Regulations

A. Valid Driver's License

All operators of City vehicles and equipment shall possess a valid Illinois Driver's License of the appropriate classification for the vehicle assigned. In addition to having a valid driver's license, no City vehicle or large equipment may be operated by any individual under the legal age of eighteen (18) years.

B. Seat Belt

The policy of the City is to require mandatory use of seat belts by the operator and passengers in all vehicles so equipped. The operator is responsible for the enforcement of this policy. Removal or disabling of seat belt mechanisms is specifically prohibited.

C. Operation

The operator shall operate the City vehicle in a safe, lawful, efficient, and courteous manner and shall obey all traffic laws, parking regulations, and rules of the road. Traffic and parking violations will be the operator's responsibility and may result in disciplinary action when warranted. Common sense security precautions and driving habits shall be observed.

D. Other Regulations

Vehicles are considered an extension of the "work place" and are subject to conditions of the Personnel Policy and Procedures Manual regarding smoking, drugs, and consumption of alcoholic beverages. Any employee or elected official involved in an accident with a City vehicle is subject to an immediate drug/alcohol screening. Employees or elected officials shall not allow individuals other than City employees to operate the vehicle. The City permits only the employee assigned to the vehicle to drive it,

however, it is understood that no action would be taken against the employee if an emergency situation warranted a licensed driver from operating the vehicle.

E. Use of Cellular Telephones and Other Electronic Devices

Pursuant to Illinois law, use of cellular telephones is prohibited unless it is used in voice-activated mode; and the use of a cellular telephone or other electronic device (e.g. PDA or portable computer) while driving, to compose, send, or read an electronic message, regardless of location. An electronic message includes electronic mail, a text message, an instant message, or a command or request to access an Internet site. Employees will use the Bluetooth device if it is necessary to make or receive a cellular phone call while driving during work hours.

SECTION 2.15 USE OF PERSONAL VEHICLE FOR CITY BUSINESS

Any employee utilizing his/her personal vehicle for City business, as approved by the respective Department Head or City Administrator, shall be entitled to reimbursement in accordance with the mileage rate established by the Internal Revenue Service. All employees utilizing their personal vehicles for City business shall be required to supply their driver's licenses and proof of automobile insurance to their Department Heads for verification on an annual basis.

SECTION 2.16 USE OF CITY TELEPHONE: PERSONAL CALLS

Employees are permitted to use the City's telephones and cellular telephones for personal local calls only in cases of necessity. Phone usage may be monitored and employees will be invoiced if repeated personal use of the phone is detected.

SECTION 2.17 USE OF CITY BULLETIN BOARDS

Employees are prohibited from posting non-work-related materials or literature on City bulletin boards or in or on other City equipment or facilities. City premises, equipment and facilities are limited to City business.

SECTION 2.18 COMPUTER USE AND ELECTRONIC MEDIA ACCESS

2.18.1 Purpose

This policy establishes basic rules and procedures to be used by all departments regarding the appropriate use of computer technology, and addresses privacy, security and legal issues concerning the Internet and other forms of electronic media including e-mail, voice-mail, electronic fax, bulletin boards, and any other electronic communication forums.

City employees with access to these electronic devices and communication tools are required to review and abide by this policy to protect the organization and themselves.

2.18.2 Computer Usage Policy

- A. All employees share in the responsibility to protect City computer resources from physical and environmental damage, including correct operation, security, and daily maintenance of their computers.

- B. Software may be loaded onto the City's computer only if it is licensed by the City and has been approved by the City Administrator's office.
- C. Computers are for City business use and are not to be used for game playing, except as part of formal training programs.
- D. Configuration of each workstation shall be determined first by the City's network/system requirements and then by department requirements. Personal preference is to be considered only within such parameters.
- E. Employees are prohibited from encrypting or password-protection computer files without authorization from their Department Head. At least two (2) employees shall have access to any protected or encrypted file.
- F. When directed by the City Administrator, an individual or service provider may reconfigure systems and delete any and all unauthorized software or data after providing the appropriate notice to the users.
- G. Computers or terminals shall not be left unattended or in a condition which affords inappropriate access to records of the City, or otherwise compromises security. All employees should set a timer on the control panel so that their computer automatically logs out after a fifteen minute period of inactivity.
- H. Data security may be used only for the purposes where the information is part of City business and such security is necessary to protect the information according to Federal, State or City requirements for confidentiality.

2.18.3 Software Copyrights

The software purchased by the City and much of the information located on the Internet, which is also software, is subject to the provisions of the Federal Copyright Law. According to said law, illegal reproduction of software can be subject to civil damages of as much as \$100,000.00 per work copied, and criminal penalties, including fines and imprisonment.

Employees shall not copy software, or give software to any outside third party. Employees shall use software only in accordance with applicable license agreements. Employees who make, acquire or use unauthorized copies of computer software shall be subject to discipline, up to and including discharge as appropriate under the circumstances, and/or reported to the appropriate law enforcement agencies.

Employees shall learn proper techniques and standards for using the Internet network. Of particular concern are issues of privacy, copyright infringement, e-mail etiquette, computer viruses, worms, and intended use of the Internet and file transfer protocols.

2.18.4 Appropriate Use of Electronic Media Access

Employees shall use good judgment when using the Internet and other electronic communication tools. Employees shall be professional and courteous when sending voice and electronic messages. Electronic media shall be used only to communicate, perform research and obtain information that will assist in performing job-related tasks. Examples of appropriate use of electronic media may include tasks such as:

- Accessing external databases to obtain job-related data.
- Disseminating appropriate City documents to other individuals or organizations.
- Participating in e-mail groups that may provide insight and assistance for job-related functions.
- Communicating with other City employees.
- Communicating with other professionals with similar issues and jobs to share ideas and engage in problem-solving.
- Obtaining information from vendors on products and services.
- Professional development.

2.18.5 Prohibited Uses

City employees shall not participate in Internet chat rooms, or web-based surveys while using their City e-mail addresses and Internet accounts without prior authorization from their Department Head. Specifically, this policy prohibits employees from using electronic media for the following and other similarly inappropriate activities:

- Transmitting any material or messages in violation of federal or state law, local ordinance, regulations, policies, or this manual, including sexually, racially, or ethnically offensive comments, harassing or illegal materials, jokes, slurs, or similar messages.
- Distributing sensitive or confidential information.
- Distributing unauthorized broadcast messages or solicitations.
- Accessing or distributing offensive or pornographic materials.
- Using City provided electronic media to accomplish personal gain, to manage a business, or to communicate any material of political, religious, obscene or derogatory nature.
- Distributing copyrighted programs that are designed to infiltrate computer systems internally or externally.
- Downloading of copyrighted information or software.
- Developing or distributing programs that are designed to infiltrate computer systems internally or externally.
- Accessing or downloading any resource for which there is a fee without prior appropriate approval.
- Misrepresenting oneself as another user or employee.
- Attempting to access any system which an employee is not authorized to access, i.e. hacking.
- Giving the employee's user name and password to anyone for any purpose other than City-sponsored maintenance and operation of the systems.
- Posting anonymous messages.

2.18.6 Monitoring

The City reserves the right to access, monitor, and disclose the contents of employee electronic messages for legitimate business purposes. Legitimate business purposes may include, but are not limited to, the following:

- Investigation of suspected misuse of electronic media.
- Investigation related to pending or anticipated litigation.
- System maintenance.
- Compliance with applicable laws, ordinances, or court orders.
- Retrieval of lost messages.
- Recovery from system failures or monitoring of system performance.

2.18.7 Privacy

Employees should have no expectation of privacy in either sending or receiving electronic messages or other information on the Internet or other electronic media, as such media are not a secure communication network, and individuals other than the desired recipients could potentially read personal or privileged information. Under some circumstances, employee correspondence in the form of e-mail may be a public record subject to inspection under the Freedom of Information and Public Records Acts.

Employees using electronic media have the responsibility to respect the privacy and rights of others, and should not intentionally seek information on, obtain copies of, or modify files, communications, passwords or other data that belong to other users. The employee in whose name an account is issued is responsible at all times for its proper use.

2.18.8 Violations

Violations of this policy may result in termination of access to the Internet or other forms of electronic media, and may also result in disciplinary or legal action up to and including discharge and/or criminal or civil penalties against the employee.

2.18.9 Protection of Sensitive, Confidential and Proprietary Information

All employees are expected to maintain the integrity of the sensitive, confidential and proprietary information that is stored on or passed through City information systems. This definition includes but is not limited to:

- Personnel information, including salaries, performance reviews, complaints, grievances, disciplinary records and medical records.
- Criminal history information, mug shot images, police investigation records, intelligence files, and tactical information.
- Names, addresses or other personal information about City residents or vendors.

2.18.10 Employees' Duty of Notification

City employees learning of any misuses of software or related documentation within City departments shall notify their Department Head or the City Administrator.

2.18.11 Social Media Regulations

A. Personal Use

Barring state law or binding employment contracts to the contrary, department personnel shall abide by the following when using social media.

- City employees are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the City of Oakbrook Terrace.
- Employees are cautioned that speech on- or off-duty, made pursuant to their official duties—that is, that owes its existence to the employee’s professional duties and responsibilities—is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the City. Employees should assume that their speech and related activity on social media sites will reflect upon their position and the City.
- Employees shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from their department head or his or her designee.
- For safety and security reasons, employees are cautioned not to disclose their employment with the City nor shall they post information pertaining to any other employee of the city without their permission. As such, employees are cautioned not to display city logos, uniforms, or similar identifying items on personal web pages; or to post personal photographs or provide similar means of personal recognition that may cause them to be identified as an employee of the City. Police Officers who are, or who may reasonably be expected to work in undercover operations, shall not post any form of visual or personal identification.
- When using social media, employees should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the City’s code of conduct is required in the personal use of social media. In particular, employees are prohibited from the following:
 1. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
 2. Speech involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
- Employees may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could

reasonably be considered to represent the views or positions of this City without express authorization.

- Employees should be aware that they may be subject to civil litigation for:
 1. publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
 2. publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
 3. using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or
 4. publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
- Employees should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
- Employees should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the city at any time without prior notice.
- Reporting violations—Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.

SECTION 2.19 OUTSIDE EMPLOYMENT

- A. Employees may engage in employment outside of their official working hours for the City only with the approval of their Department Head and the City Administrator. Any employee seeking approval of outside employment shall apply for permission on the form included in this manual as Appendix C.
- B. The City reserves the right to prohibit outside employment where the outside employment:
 - Is conducted on City time;
 - Interferes with working hours or overtime requirements of the employee's position with the City;
 - Involves the use of City uniforms, facilities, equipment or supplies of any kind;
 - Involves the use of official information not available to the public;
 - May reasonably be construed by the public to be an official act of the City;
 - Reflects adversely upon the employee or the City; or

- Is in conflict with the employee's position with the City, including work which an employee would be expected to do as part of his/her normal duties for the City, work requiring approval or review of the City, or work which would tend to influence the exercise of judgment on any matter coming before the employee in the course of his/her City employment.

2.19.1 Special Police Department Employee Restrictions

Specific guidelines for secondary/off-duty employment are in accordance with the terms of their collective bargaining agreement.

SECTION 2.20 SOLICITATION AND DISTRIBUTION

To eliminate interference with work, and to promote the productivity of City employees, it is the City's policy that solicitation of employees and the distribution of non-work-related materials or literature during working hours or in non-public working areas of the City shall be prohibited. Any solicitation or distribution in public areas shall be incidental to the normal use of the area, shall not disrupt employees who are working, and shall not interfere with the use of the area by members of the general public.

For purposes of this policy, "working hours" includes the working time of both the employee doing the solicitation or distribution and the employee or other person to whom such conduct is directed, but does not include any break, lunch, or other duty-free periods of time.

SECTION 2.21 POLITICAL ACTIVITY

City employees are encouraged to exercise their individual right to vote as citizens; however, except as provided by law, employees shall not engage in political activity under the following circumstances:

- A. Employees may express their private views as Citizens, but shall not, in any manner, use their authority, position or title as a City employee as a means of influencing a City election, or inhibit others in the free exercise of their political rights.
- B. Employees shall not take an active part in any political campaign or take part in the management of political activity on any level while on duty for the City or while wearing or utilizing any equipment, supplies, wearing apparel, uniforms or identification owned or provided by the City. Employees engaging in political activity shall not represent that such activity is on behalf of the City, or otherwise represent themselves to be employees or agents of the City.
- C. Employees shall not demand, solicit, collect, or receive any voluntary or involuntary contribution, assessment or subscription for any political purpose whatsoever, from fellow employees or the public, while on duty for the City.
- D. Any employee who wishes to serve in an elected City office after being duly elected shall first resign his position with the City or seek a leave of absence there from. Such resignation or leave of absence shall commence with the first day the employee's first day in office for the elected position.
- E. Employees shall not post or display any campaign literature or posters on City property or

vehicles.

- F. An employee's political affiliation shall not, in anyway, influence appointment, retention or promotion as a City employee.

SECTION 2.22 SAFETY

Every employee is required to comply with all safety or health policies as provided in Chapter 8: Oakbrook Terrace Loss Prevention Safety Manual, including reporting any observed health or safety violation or any accident resulting in injuries to an employee or others, and the wearing of any safety clothing or equipment, such as ear protection, safety glasses or protective footwear as provided by the City without cost" to the employee. The City as needed shall replace such equipment, so long as the damage to any such equipment was not the result of the employee's negligence.

SECTION 2.23 OTHER STANDARDS OF CONDUCT

It is the policy of the City that all employees shall follow certain rules and regulations for the benefit and protection of the rights and safety of all. Employee behavior that interferes with operations, brings discredit to the City, or is offensive to fellow employees will not be tolerated.

All employees are expected to conduct themselves and behave in a manner that is conducive to the efficient operations of the City. For the protection of City property, community interests and other employees, the City has established standards for exemplary behavior and prohibited conduct.

- A. Each employee shall perform assigned duties with competence, care and efficiency.
- B. All employees shall treat one another and visitors with respect. No employee shall display any abusive or offensive attitude, conduct or language in a public place, or towards the public, City officials, or other employees. No employee shall engage in any conduct, either on or off duty, which is likely to or does result in physical harm or injury to other employees or to the public.
- C. Each employee shall comply with all regulations, orders or rules of the City or such employee's department, shall obey any lawful and reasonable direction given by a superior, and shall refrain from any insubordination or conduct which may cause any loss, inconvenience, or injury to the public or the City,
- D. No employee shall accept any gift, fee or other valuable thing for personal use, or otherwise behave in any manner that would conflict with the provisions of the City's Municipal Code of Ethics that serve to regulate ethical conduct.
- E. No employee shall be convicted of a criminal offense involving moral turpitude.
- F. No employee shall, through carelessness, negligence, or willful misconduct, cause any damage to public property or waste of public supplies or money.
- G. No employee shall be absent from work without cause, or without the timely reporting of the absence to and permission from the employee's supervisor, and no employee shall establish a pattern of excessive absences without cause that result in the inability of the employee or the department to accomplish required work.

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- H. No employee shall display an antagonistic attitude towards his/her superiors or toward other employees, or criticize orders or policies issued and adopted in public, disorderly or disrespectful manner, or act in any manner to the detriment of efficient public service or so as to interfere with proper cooperation of City employees.
- I. No employee shall falsely claim any disability due to sickness or injury.
- J. No employee shall engage in unauthorized personal business during work hours or use any City equipment, property, or material for personal use or for any other inappropriate use.
- K. No employee shall use, threaten or attempt to use, personal or political influence in securing any promotion, leave of absence, transfer, change of pay or other favorable condition of work.
- L. No employee shall induce, or attempt to induce, any officer or employee of the City to commit an unlawful act or to act in violation of any departmental or official regulation or order.
- M. No employee shall falsify or alter time sheets, personnel records, employment applications or any other City records.
- N. No employee shall sleep during working hours.
- O. During working hours, all employees shall carry and, upon request, show their official employee identification, as provided by the City.
- P. All employees shall be well-groomed and dressed in the appropriate business attire or uniform for the work performed. All employees are expected to present a professional appearance and adhere to standards of good personal hygiene and grooming while on duty. Body piercing, other than ear piercing, must not be visible. For police uniformed employees: visible tattoos and brands are prohibited for all employees while wearing the uniform of the day. Tattoos must be naturally covered by the uniform of the day without additional bandages, makeup, clothing, garments, etc.
- Q. All employees shall maintain City equipment, vehicles, supplies and tools as may be necessary for their care and conservation.
- R. No employee shall engage in theft of any property belonging to the City or any other employee.
- S. No employee other than a police officer shall possess any firearm or other weapon on City property.
- T. No employee shall engage in gambling on City property or elsewhere while on duty.

SECTION 2.24 COMPLAINT REPORTING PROCEDURE

Employees are encouraged to discuss any work-related problem with their supervisors or Department Heads, including but not limited to any complaint concerning job classifications, working conditions, salaries or other matters relating to employees' jobs. An employee with any such a complaint shall follow the grievance procedures identified below:

2.24.1 Oral Report

The employee should first discuss the concern with the immediate supervisor.

2.24.2 Written Report

If the oral discussion fails to resolve the concern, the employee may submit a written report on the Complaint Reporting Procedure Form (See Appendix D) of the complaint to the immediate supervisor. Within five (5) working days after receiving the complaint form, the supervisor shall furnish the employee with a written reply. The supervisor may meet with the employee to discuss the matter.

2.24.3 Appeal to Department Head

The employee may, within five (5) working days after receiving the Employee Complaint Form from the supervisor, appeal the decision to the Department Head by providing a copy of the same form to the Department Head. Within five (5) working days after receiving such appeal, the Department Head shall furnish the employee with a written response on the form.

2.24.4 Appeal to the City Administrator

The employee may, within five (5) working days after receiving the Employee Complaint Form from the Department Head, appeal the decision to the City Administrator by providing a copy of the same form to the City Administrator. A copy must be sent to the HR Officer at the same time. The City Administrator may conduct an investigation regarding the complaint. Within five (5) working days of receipt of the appeal, the City Administrator shall furnish the employee with a written reply. The City Administrator's decision in the matter will be final.

SECTION 2.25 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT- HIPAA

A. The General Rule

The City as a "Covered Entity" as defined by Federal law may not use or disclose "Protected Health Information (PHI)" as defined by Federal law to its employee workforce or outside vendors, except as allowed by the HIPAA Privacy Rules. The primary reasons for disclosure are treatment, payment, or healthcare operations or a specific authorization from the individual who is the subject of the PHI.

B. The Minimum Necessary Rules

- Even where permitted, only the minimum necessary amount of PHI necessary to accomplish the intended purpose will be provided by the City.
- For the purposes of insurance renewals, measures will be utilized by the City to reduce and/or eliminate PHI to accomplish the desired outcomes.

C. Following are the privacy practices regarding HIPAA for the City of Oakbrook Terrace which outline your rights under the privacy rules. For more information about HIPAA please contact:

HR Officer: Mike Sarallo
City of Oakbrook Terrace
17 W 275 Butterfield Road
Oakbrook Terrace, IL 60181
(630) 941-8300

Notice of Privacy Practices
City of Oakbrook Terrace
HIPAA Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

D. Our City's Pledge to You

This notice is intended to inform you of the privacy practices followed by the City of Oakbrook Terrace Group Benefit Plan. It also explains the federal privacy rights afforded to you and the members of your family as plan participants covered under a group health plan. As a plan sponsor, the City of Oakbrook Terrace often needs access to health information in order to perform plan administrator functions. We want to assure the plan participants covered under our group health plan that we comply with Federal privacy laws and respect your right to privacy. We require all members of our workforce and third parties that are provided access to health information comply with the privacy practices outlined below.

E. Uses and Disclosures of Health Information

- **Health Care Operations** - We use and disclose health information about you in order to perform plan administration functions such as quality assurance activities, resolution of internal grievances, and evaluating plan performance. For example, we review claims experience in order to understand participant utilization and to make plan design changes that are intended to control health care costs.
- **Payment** - We may also use or disclose identifiable health information about you without your written authorization in order to determine eligibility for benefits, seek reimbursement from a third party, or coordinate benefits with another health plan under which you are covered. For example, a health care provider that provided treatment to you will provide us with your health information. We use that information in order to determine whether those services are eligible for payment under our group health plan.
- **Treatment** - Although the law allows use and disclosure of your health information for purposes of treatment, as a plan sponsor we generally do not need to disclose your information for treatment purposes. Your physician or health care provider is required to provide you with an explanation of how they use and share your health information for purposes of treatment, payment, and health care operations.
- **As permitted or required by law** - We may also use or disclose your health information without your written authorization for other reasons as permitted by law. We are permitted by law to share information, subject to certain requirements, in order to communicate information on health-related benefits or services that may be of interest to you, respond to a court order, or provide information to further public health activities (e.g. preventing the spread of disease) without your written authorization. We are also permitted to share health information during a corporate restructuring such as a merger,

sale, or acquisition. We will also disclose health information about you when required by law, for example, in order to prevent serious harm to you or others.

- **Pursuant to your Authorization** - When required by law, we will ask for your written authorization before using or disclosing your identifiable health information. If you choose to sign an authorization to disclose information, you can later revoke that authorization to cease any future uses or disclosures.
- **Right to Inspect and Copy** - In most cases, you have a right to inspect and copy the health information we maintain about you. If you request copies, we will charge you \$0.05 (5 cents) for each page. Your request to inspect or review your health information must be submitted in writing to the person listed below.
- **Right to an Accounting of Disclosures** - You have a right to receive a list of instances where we have disclosed health information about you for reasons other than treatment, payment, or related administrative purposes, except for information disclosed in conjunction with an investigation for law enforcement purposes.
- **Right to Amend** - If you believe that information within your records is incorrect or if important information is missing, you have a right to request that we correct the existing information or add the missing information.
- **Right to Request Restrictions** - You may request in writing that we not use or disclose information for treatment, payment, or other administrative purposes except when specifically authorized by you, when required by law, or in emergency circumstances. We will consider your request, but are not legally obligated to agree to those restrictions.
- **Right to Request Confidential Communications** - You have a right to receive confidential communications containing your health information. We are required to accommodate reasonable requests. For example, you may ask that we contact you at your place of employment or send communications regarding treatment to an alternate address.
- **Right to Receive a Paper Copy of this Notice** - If you have agreed to accept this notice electronically, you also have a right to obtain a paper copy of this notice from us upon request. To obtain a paper copy of this notice, please contact the person listed below.

F. Our Legal Duties

We are required by law to protect the privacy of your information, provide this notice about information practices, and follow the information practices that are described in this notice.

We may change our policies at any time. Before we make a significant change in our policies, we will provide you with a revised copy of this notice. You can also request a copy of our notice at any time. For more information about our privacy practices, contact the person listed below.

If you have any questions or complaints, please contact:

HR Officer: Mike Sarallo
City of Oakbrook Terrace
17 W 275 Butterfield Road

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Oakbrook Terrace, IL 60181
(630) 941-8300
www.oakbrookterrace.net

G. Complaints

If you are concerned that we have violated your privacy rights, or you disagree with a decision we made about access to your records, you may contact the person listed above. You may also send a written complaint to the U.S. Department of Health and Human Services-Office of Civil Rights. The person listed above can provide you with the appropriate address upon request or you may visit www.hhs.gov/ocr for further information.

H. Procedures for Handling PHI under the Authorization Form.

When the Company is asked to aid in the investigation of a disputed item with regards to your group medical, dental, vision, prescription drug, and/or HSA benefits the participant and "HR officer" will require a signed "Authorization Form" before any work can begin.

SECTION 2.26 IDENTITY PROTECTION POLICY

This Identity-Protection Policy is adopted pursuant to the Illinois Identity Protection Act, 5 ILCS 179/1 et seq. The Identity Protection Act requires the CITY OF OAKBROOK TERRACE (the "City") to draft, approve, and implement this Identity-Protection Policy to ensure the confidentiality and integrity of Social Security Numbers (SSNs) that the City collects, maintains, and uses. It is important to safeguard SSNs against unauthorized access because SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers.

The Identity Protection Act was passed in part to require the City and other local and State government agencies to assess their personal information collection practices and make necessary changes to those practices to ensure confidentiality. All City officers, employees, and agents shall comply with the Identity Protection Act and this Policy at all times.

2.26.1 Definitions.

The following words shall have the following meanings when used in this Policy.

- "Act" means the Illinois Identity Protection Act, 5 ILCS 179/1 et seq.
- "Corporate Authorities" means the Mayor and Alderman of the City.
- "Person" means any individual in the employ of the City.
- "Policy" means this Identity Protection Policy.
- "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.

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- “Redact” means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.
- “SSN(s)” means any Social Security number provided to an individual by the Social Security Administration.
- “Statement of Purpose” means the statement of the purpose or purposes for which the City is collecting and using an individual’s SSN that the Act requires the City to provide when collecting a SSN or upon request by an individual. An example of a Statement of Purpose for the City is attached to this Policy.
- “City” means the CITY OF OAKBROOK TERRACE, an Illinois municipal corporation and home rule unit of government.

2.26.2 Statement of Purpose

The City shall provide an individual with a Statement of Purpose anytime an individual is asked to provide the City with his or her SSN or if an individual requests it.

2.26.3 Prohibited Activities

A. Neither the City nor any Person may:

- Publicly post or publicly display in any manner an individual’s SSN.
- Print an individual’s SSN on any card required for the individual to access products or services provided by the person or entity.
- Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
- Print an individual’s SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the SSN to be on the document to be mailed. Notwithstanding the foregoing, SSNs may be included in applications and forms sent by mail, including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed pursuant to this paragraph will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

B. Except as otherwise provided in paragraph (C) below or unless otherwise provided in the Act, neither the City nor any Person may:

- Collect, use, or disclose a SSN from an individual, unless: (i) required to do so under State or

federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the City's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.

- Require an individual to use his or her SSN to access an Internet website.
- Use the SSN for any purpose other than the purpose for which it was collected.

C. The prohibitions in paragraph (B) above do not apply in the following circumstances:

- The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.
- The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
- The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
- The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
- The disclosure of SSNs by a State agency to the City for the collection of delinquent child support or of any State debt or to the City to assist with an investigation or the prevention of fraud.
- The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

2.26.4 Coordination with the Freedom of Information Act and Other Laws

The City shall comply with the provisions of the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., and any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. However, the City shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents. When collecting SSNs, the City shall request each SSN in a manner that makes the SSN easy to redact if required to be released as part of a public records request.

2.26.5 Limited Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs shall first be trained to protect the confidentiality of SSNs. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

2.26.6 Embedded Social Security Numbers

Neither the City nor any Person shall encode or embed a SSN in or on a card or document, including but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the SSN as required by the Act and this Policy.

2.26.7 Applicability

- A. If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.
- B. This Policy does not apply to:
 - the collection, use, or disclosure of a SSN as required by State or Federal law, rule, or regulation; or
 - documents that are recorded with a county recorder or required to be open to the public under a State or Federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; provided, however, that the City shall redact the SSN from such document if such law, rule, or regulation permits.

2.26.8 Availability of Policy

The Policy shall be filed with the City Clerk within 30 days of its approval. All City employees shall be advised of the existence of this Policy. City employees who are required to use or handle information or documents that contain SSNs have been provided a copy of this Policy, which each shall maintain at all times. A copy of the Policy is available to all other employees and any member of the public by requesting a copy from: City Clerk, Oakbrook Terrace City Hall, 17W275 Butterfield Road, Oakbrook Terrace, Illinois, 60181.

2.26.9 Amendments

This Policy may be amended by the City at any time. If the Policy is amended, the City shall file a written copy of the Policy, as amended, with the Council and shall also advise all City employees of the existence of the amended Policy. A copy of the amended Policy will be made available to City employees and the public as set forth in the preceding section above.

SECTION 2.27 SYMPATHY/CELEBRATION GIFTS

- A. It is in the best interest of the City to send flowers or other perishable items (e.g., fruit baskets), to employees or others on certain occasions recognizing personal and family events. In some

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cases, the City will donate an amount to a designated charity in honor of an employee or other individuals when requested.

- B. An employee is defined as any current full-time or part-time city employee, elected official or appointed board/commission member.
- C. The following are guidelines regarding the sending of flowers or other perishable item with a value not to exceed \$125, including delivery. The value will be reviewed for inflation from time to time, as necessary.
- D. The City will send flowers or other perishable items:
 - When an employee has a new baby or adopts a child.
 - When an employee has surgery or an injury requiring a hospital stay or an extended convalescence.
 - When there is a death of an employee or in the immediate family of an employee. For purposes of this policy, immediate family shall be defined as spouse, mother, father, mother-in-law, father-in-law, or child.
 - When there is a death of another relative who had been living in the employee's home.
 - When there is a death of a former elected official or board/commission member.
 - There may be special events or occasions where the sending of flowers or other perishable items may be warranted, as determined by the Mayor or City Administrator.
 - Request for a Condolence, Sympathy or Celebration Gift - Any employee can notify the City Administrator's Office of any of the personal situations listed in the Guidelines herein. The City Administrator's Office will order the gifts and monitor the program. The City Administrator's Office will also provide a written notice of any gifts issued and the personal situation prompting the gift to the Mayor and Council ASAP.

SECTION 2.28 FIREARM CONCEALED CARRY REGULATIONS

Employees will comply with the provisions of the Illinois Firearm Concealed Carry Act (PA098-0063) and the regulations specific to their employment.

2.28.1 Firearm Concealed Carry Act

- A. Allows individuals with possession of a concealed carry license (CCL) in the State of Illinois to carry loaded or unloaded concealed handgun(s), fully concealed or partially concealed, on or about his/her person.
- B. Allows individuals with possession of said license to keep or carry loaded or unloaded concealed handgun(s) on or about his/her person within a vehicle.
- C. Preempts a city's municipal home rule authority to regulate the licensing and registration of handguns, the possession of handguns by individuals who have a valid firearm owner's identification card (FOID) or concealed carry license (CCL), and the transportation of any type of firearm.

D. Definitions

- Concealed Carry License: A license issued by the Illinois State Police to carry a concealed handgun. Also referred to as a Concealed Carry License (CCL).
- Concealed Firearm: For purposes of the Firearm Concealed Carry Act, a loaded or unloaded handgun carried on or about a person that is completely or mostly concealed from view of the public or on or about a person within a vehicle.
- Firearm Owner's Identification Card (FOID): (430 ILCS 65) A card issued by the Illinois State Police which allows residents of the State of Illinois to possess or purchase firearms or ammunition.
- Handgun: The Firearm Concealed Carry Act pertains to handguns only, which are designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand. Pursuant to said act, handgun does not include: a stun gun or TASER, machine gun, short barreled rifle or shot gun, pneumatic gun, spring gun, paint ball gun or bb gun.
- Licensee: A person issued a license to carry a concealed handgun.

2.28.2 Employee Restrictions

- A. Sworn police officers are not required to obtain or carry a CCL.
- B. Civilian employees who obtain a CCL shall not possess, carry or otherwise have control of or use firearms on their person in work areas, including any buildings owned or leased by the City, in the performance of duties for the City, whether on or off of City property while on duty for the City of Oakbrook Terrace. The prohibitions of this policy extend to all City work areas which includes City vehicles and parking areas designated for employee use only.
- C. Employees such as retired police officers, other than law enforcement officers specifically authorized to carry a firearm, must follow the regulations of the Illinois Retired Officer Concealed Carry Program.
- D. A civilian employee with a valid license to carry a concealed firearm who chooses to carry that firearm while driving to and from should park in designated street spots and otherwise 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 in the parking area, in accordance with State law.
- E. No person with a valid CCL shall be given a non-custodial transport while carrying a loaded or unloaded handgun on or about his person by an employee. The CCL holder shall be required to surrender their firearm to a police officer for temporary safekeeping, regardless of circumstances.
 - The officer will take temporary protective custody of the firearm. If possible, the firearm should be left in a secured method of carry (holster, case, purse etc.) in the condition received from the CCL holder. The firearm and method of carry will be secured in the rear storage compartment of the transporting officer's patrol vehicle, inaccessible to the CCL

holder during transport. If the firearm is not in a suitable method of carry to both protect the weapon from accidental discharge and/or damage during transport, it shall be placed in a department approved transport case, again secured in the rear storage compartment of the officer's patrol vehicle.

- The firearm and method of carry will be returned to the CCL holder at the conclusion of the transport so long as the destination is not a restricted location prohibiting the CCL holder from lawfully carrying the firearm.
- If the firearm cannot be lawfully possessed by the CCL holder at the conclusion of the transport, a LEADS check of the firearm shall be completed and then the firearm shall be placed into Property Control for safekeeping. A receipt shall be issued to the CCL licensee. All evidence packaging and storage procedures relating to firearms and ammunition shall apply, including all firearms must be unloaded and secure prior to being placed into Property Control.
- The CCL licensee may retrieve the items at a later time by contacting the police department and providing a current CCL license and valid FOID card. In cases involving the death of the CCL licensee, the licensee's heirs or executor may retrieve the items by providing proof of death and a valid FOID card, and/or an order of Court.

2.28.3 Concealed Carry License Requirements

- A. A CCL licensee is required to be in possession of his/her license at all times when carrying a loaded, concealed handgun.
- B. A CCL licensee is not required to be in possession of his/her license during the following circumstances:
 - When the licensee carries or possesses a concealed handgun on his/her land or in his or her abode, or fixed place of business.
 - When the licensee carries or possesses a concealed handgun on the land or in the legal dwelling of another person as an invitee with that person's permission.
 - The handgun is broken or in a non-functioning state, is not immediately accessible or is unloaded and enclosed in a case.
- C. Failure to carry a valid CCL is a violation of the Firearm Concealed Carry Act; it is not an Unlawful Use of a Weapon violation.
- D. The act does not require those already exempt pursuant to the Unlawful Use of a Weapon statute (720 ILCS 5/24-2).
- E. Retired police officers are not required to carry a CCL as they fall under the Illinois Retired Officer Concealed Carry Program.
- F. Individuals who received a firearm control card (FCC or Tan Card) from the Department of Financial and Professional Regulation are exempt from the training requirements of the Firearm Concealed Carry Act. Under Illinois law, an individual licensed by the Illinois

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Department of Professional Regulation (IDPR) as a private security guard or private detective is authorized to carry a loaded firearm if he has completed 40 hours of firearm training and complied with the requirements as provided for by the IDPR. The person can carry the weapon, if he is engaged in the performance of the duties of his employment or commuting between his home or place of employment, provided that such commuting is within one hour from departure from home or place of employment. 720 ILCS 5/24-2), (225 ILCS 447/35-35).

CHAPTER 3 PAY PLAN

SECTION 3.1 SCOPE AND DEVELOPMENT OF PAY PLAN

The City's Pay Plan includes the minimum and maximum range of pay for each position based on the work performed and length of service with the City, excluding positions covered under collective bargaining or other employment agreements.

- A. The Employment Pay, Benefit and Job Classification Program does not include, and shall not apply to any employment position covered as part of a collective bargaining agreement, or any temporary/consultant/inspector employment position with the City, such as a seasonal position or building inspector. The Program is intended to apply to employment positions covered by an employment contract, however, if a conflict arises between the Program and the employment contract, the contract will prevail.
- B. Establishing policy and general oversight of the budgetary aspects of the Program is the duty of the City Council. The structure and daily administration of the Program is assigned to the City Administrator's office.
- C. It is the policy of the City to provide a competitive wage and benefit package to all City employees based upon objective criteria. The City will find highly competent and motivated employees for every position, who will provide the best level of service as is humanly possible for the City's residents, businesses, and institutions, and will seek to retain such employees. This Program is intended to enable the City to attract a sufficient quantity of qualified applicants to fill vacant positions and to retain its high performing, valuable employees over time.

3.1.1 Objective Criteria Used to Determine Pay and Benefits

- A. In establishing a pay and benefit package for City employees, the City will utilize objective criteria. The City will attempt to obtain the most current statistical information available in establishing pay ranges and the overall benefit package. The statistical information may include databases containing the wages and benefits offered by the communities listed as comparable; national, state and local wage statistics; and consumer price indices.
 - 1. The statistical information referenced in the City's Classification Plan will be collected and compiled by the City Administrator's Office. The City Administrator's Office will make recommendations concerning the following policy decisions: salary ranges and adjustments, wage adjustments, merit or pay for performance review programs, incentive award programs, benefit levels and adjustments, increases or decreases in the number and type of positions, and other items relevant to the Program.
 - 2. The City Administrator's Office will review the recommended Program with the Finance Department to make a determination as to the availability of revenue necessary to fund the recommended Program.
 - 3. The City Council will review the information and determine if the recommendation of the City Administrator's Office will be accepted or rejected, or whether additional information is required. The City Council will approve the Program as a component of the proposed Fiscal

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Year Budget. The City Council may consider the findings of the City Administrator's Office, and may accept or reject the Program as a whole, or in part.

- B. The eleven (11) municipalities listed below are considered comparable for their geographic proximity, similarity in services and quantity of services; however, this list may be altered through an amendment to the policy at any time.
 - 1. Village of Burr Ridge
 - 2. City of Countryside
 - 3. Village of Clarendon Hills
 - 4. Village of LaGrange Park
 - 5. Village of Lombard
 - 6. Village of Riverside
 - 7. Village of Villa Park
 - 8. Village of Western Springs
 - 9. Village of Willowbrook
 - 10. City of Warrenville
 - 11. Village of Winfield

- C. In general, the City's pay plan is based on the integration of internal and external equity. The goal is to maintain a job position salary structure that is within 10% above/below the market average. It is expected that pay ranges may be adjusted pursuant to the referenced criteria for a typical position not less than every three (3) years; however, nothing contained within this policy will preclude range adjustments for specific positions in less than three (3) years if circumstances warrant such an adjustment.

3.1.2 Pay plan components

- A. Pay Plan Classification System - All jobs will be classified utilizing specific job titles together with an assignment of that job title to a salary range on the salary schedule. The hierarchy is based on the value or worth of jobs in the organization and in the general market place.
- B. Overall Pay Plan Adjustment - The City may provide an overall pay plan adjustment which results in overall pay increases to all employees included in the Program. This will normally be announced at the end of the current fiscal year and take effect with the start of the next fiscal year. The amount of wage adjustments granted will consider, and be generally competitive with, wage adjustments included in the City's collective bargaining agreement. It will also consider adjustments made by comparable municipalities and the general market place.
- C. Step Pay-for-Performance Wage Adjustments - Yearly step wage adjustments equaling four percent (4%) may be granted only for positions governed by the Program, and shall only be given in conjunction with a satisfactory performance review completed by the immediate supervisor and reviewed by the Department Head and the HR Officer.
- D. Pay-for-Performance Wage Adjustments for salaried or senior staff level positions will be determined after a detailed review process with the City Administrator, including goal setting, an evaluation of routine duties, and the construction of a development plan.

3.1.3 Pay Plan and Job Classification List – Grade Order.

- A. Pay Ranges: A pay range is defined as the variation in pay that is available for a job. Pay ranges are used to recognize job proficiency and length of service, and allow for performance-based pay increases. Pay range width is determined based on considerations such as the expected length of service for employees (the City's turnover rate), the expected size of the annual increases and, if performance increases are to be granted, the expected length of time it takes an employee to become proficient in a position.
- B. Steps: Each pay range consists of eight steps, with 4% between each step. The minimum step of the pay range provides a beginning pay rate for those with minimum qualifications. The midpoint (between step 4 and step 5) represents the pay for an employee who is fully trained and operational in the position. The maximum pay step represents the most the City will pay for the position at a given point in time. The minimum pay and maximum pay provide enough flexibility to compensate employees based on their growth, development and/or performance.
- C. Employees will move through the steps in the pay range of their positions based on satisfactory performance following an annual performance review effective on the anniversary date. A newly hired employee will be on probation for a minimum of the first six months of employment in the position. Probation may be extended by a Department Head after consulting with the HR Officer for an additional six months with a developed performance plan.
- D. The job classification listing shall segregate exempt from non-exempt staff.

3.1.4 Employee Pay-Placing Employees in the Proper Steps of the Pay Range for Their Positions

A. Pay for New Hires to Existing Positions

Typically, a new employee shall be hired at the minimum pay rate of the pay range for the position. If approved by the City Administrator prior to hiring, however, a new employee may be hired at above the minimum rate within the pay range for the position, if this is warranted by general market conditions at the time, or if the employee's experience and/or expertise exceeds stated requirements.

B. Promotional Increases

An employee who is promoted from a position in one pay range to a position in a higher pay range shall receive at least the minimum rate of the new pay range, but no more than the maximum rate of the new pay range. The new pay rate following the promotional increase should not exceed the new pay range maximum.

C. Transfer

An employee who transfers or is transferred from one position to another position in the same pay range shall receive no pay adjustment.

D. Involuntary Demotion Not Related To Performance

An employee who is demoted from a position in one pay range to a position in a lower pay range for reasons not related to performance shall be placed on a step in the new pay range closest to, but not lower than, the rate the employee was receiving when the demotion occurred.

If the employee's pay at the time of the demotion exceeds the new pay range maximum, the employee shall retain current pay, but shall not be eligible for further increases until actual pay is lower than the new pay range maximum.

E. Involuntary Demotion Related to Performance

An employee who is demoted from a position in one pay range to a position in a lower pay range for performance reasons shall be placed on the same step, which would mean a reduction in actual pay, in the new pay range. If the employee's pay at the time of the demotion exceeds the new pay range maximum, the employee's pay shall be decreased by seven percent (7%) or adjusted to the new pay range maximum, whichever is less.

F. Voluntary Demotion

An employee accepting a voluntary demotion from a position in one pay range to a position in a lower pay range shall be placed in the new pay range on the step closest to their current pay. If the employee's pay at the time of the demotion exceeds the new pay range maximum, the employee's pay shall be adjusted to the new pay range maximum.

3.1.5 Reclassifying Position Pay Ranges

A. Position Re-Classification to a Higher Pay Range

An employee in a position that has been reclassified from one pay range to a higher pay range shall be placed on a step in the new pay range closest to, but not lower than, the rate the employee was receiving prior to the reclassification or to the pay range minimum rate, whichever is greater.

B. Position Re-Classification to a Lower Pay Range

An employee in a position which has been reclassified from one pay range to a lower pay range shall be placed on a step in the new pay range closest to, but not lower than, the rate the employee was receiving prior to the reclassification.

If the employee's pay at the time of the reclassification exceeds the new pay range maximum, the employee shall retain current pay, and such employee shall not be eligible for further increases until current pay is again lower than the new pay range maximum.

C. Market Adjustments

Market adjustments represent a unique situation, and may be granted if the market pay for a position is higher than its internal ranking, based on documented findings. Such a position may command a higher rate of pay based on such current market conditions. Since market conditions vary, the HR Officer will monitor the market pay; however, a position may not be placed in a higher pay range simply because market conditions have changed. Rather, the position will retain its proper pay range placement, but documentation shall be prepared to indicate that an individual in a particular position affected by a change in market pay is temporarily being paid outside of the pay range based on an extreme market condition. Any market pay adjustments must be approved by the City Administrator.

3.1.6 Limitation on Award Programs

The City has two (2) award programs: 1) sick leave award; and 2) top of the range award. The top of the

range awards are based upon the length of service; however, actual incentive award amounts may total less than the budgeted amount.

A. **Sick Leave Award:** The purpose of the sick leave award is to recognize those employees who have exemplary attendance records. Sick leave is a benefit provided to the employee for which they exercise some control over its use. Worker's compensation is a benefit provided by law, but the control of its use is effectively removed from the employee and dictated by medical condition.

- A full-time employee who has not used any sick leave hours during the preceding calendar year will be given a one-time bonus payment for that year of \$250.
- An employee who uses one (1) to eight (8) hours of sick leave during the preceding calendar year will be given a one-time bonus payment for that year of \$150.00.
- A part-time employee that receives the sick leave benefit who has not used any sick leave during the preceding calendar year will be given a one-time bonus payment for that year of \$150.
- The eligibility for the award shall be calculated for a calendar year period based upon the sick time utilized within that same calendar year.
- Time taken for leave under the worker's compensation program will not be counted as sick time used for purposes of calculating eligibility for the sick time award, however, to be eligible for the award, an employee must have been actively at work for at least six (6) months of the same calendar year and be employed by the City at the end of the same calendar year.
- The incentive award shall be calculated by the Finance Director in December and paid in January of the following calendar year.
- Paid sick leave shall be based on the employee's straight-time pay rate for regularly scheduled weekly hours.
- Resignation or Separation from Service: For non-union personnel, no payment will be made for any accrued, but unused, sick leave upon an employee's resignation or separation.

B. **Top of the Range Award:** The purpose of the Employee Top of the Range Award is to provide a method of recognizing and financially rewarding the performance of employees who have reached the maximum of the salary range assigned to their respective position in the City's approved Pay and Classification Plan.

- Employees eligible for the program shall receive an annual Employee Performance Evaluation on their employment anniversary date. Eligible employees shall be evaluated in the same manner as all other employees in the City's approved Pay and Classification Plan who have not reached the last step in the salary range assigned to their respective position. Eligible employees shall be reviewed by their department heads. Eligible department heads shall be reviewed by the City Administrator.

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- This incentive award must be recommended by the Department Head and approved by the City Administrator or designee. Eligible employees who have reached the last step in the salary range assigned to their respective position may receive an incentive award based upon their length of service and performance as detailed in the table below:

Tier & Incentive Percentage	Required Years of Service
Tier 1 – up to a 1% Incentive	9-14
Tier 2 – up to a 2% Incentive	15-20
Tier 3 – up to a 3% Incentive	Over 21 years

- The Department Head determines with the approval of the City Administrator or designee the incentive percentage awarded to each employee. Employees who meet or exceed performance standards are eligible to receive the full percentage based upon their length of service. Employees who do not meet performance standards are not eligible for the incentive payment and will need to wait until their next evaluation for participation in this program.
- The incentive award can be earned on an annual basis if the eligible employee remains topped (in the last step) in the salary range for their respective position.
- While the purpose of the Employee Top of the Range Award is intended to provide a financial award and incentive for career employees, the bonus payment will not increase the employee's base salary or have any compounding effect on future salary range adjustments. Payment shall be distributed at the time of an annual successful evaluation and are subject to applicable federal and state taxes.

SECTION 3.2 OVERTIME PAY

- A. The appropriate Department Head or Supervisor must approve in advance all overtime worked, except in those instances where the overtime worked could not have been reasonably anticipated (e.g., repair of water main break).
- B. Non-Exempt Employees (non-union)
 - a. Non-exempt employees are scheduled for 40 hours of work on a weekly basis. They shall be entitled to overtime pay for any hours actually worked, as defined, below, in excess of forty (40) hours per week.
 - i. Hours worked shall include holidays, sick time, personal days, compensatory time, vacation time, bereavement leave and jury duty, but shall not include unpaid leaves of absence.
- C. This section shall not apply to exempt employees.
- D. Police patrol officers and sergeants are entitled to overtime pay in accordance with the terms of their collective bargaining agreement.

SECTION 3.3 COMPENSATORY TIME

Non-exempt employees, other than police patrol officers and sergeants, who are entitled to overtime pay under Section 3.2 shall have the option of accruing compensatory time in lieu of overtime pay, subject to the provisions and limitations of this Section, at the rate of one and one-half (1-1/2) times the hours actually worked in excess of forty (40) hours in a work week. The use of compensatory time shall require the prior approval of the Department Head or designee, and shall be subject to the service and operational demands of the department and the need to ensure a minimum disruption of coverage and departmental activities. For this purpose, Department Heads may consider extenuating circumstances such as personnel shortages.

Non-exempt employees, other than police patrol officers and sergeants, may accrue a maximum of one hundred (100) hours of compensatory time at any time, and any accrued compensatory time in excess of one hundred (100) shall be forfeited.

All compensatory time must be utilized during the calendar year it is accrued. If employees know that a compensatory balance will exist as of December 31st employees may request a carryover of accrued compensatory time of no more than five (5) days into the next calendar year. All carryover compensatory time must be utilized during the first one hundred eighty (180) days of the calendar year or it will be forfeited. A carryover request shall be subject to the approval of the Department Head and approved by the City Administrator.

Police patrol officers and sergeants shall be entitled to accrue and use compensatory time in accordance with the terms of their collective bargaining agreement.

SECTION 3.4 CALLBACK PAY

Public Services Department personnel who are "called back" to work outside of the hours of their assigned shift shall be guaranteed a minimum of two (2) hours at their straight time or at overtime rates, depending upon if the employee works over forty (40) hours during the week. If call back hours are greater than two (2) hours, the employee shall be compensated for the actual hours worked at straight time or overtime rates, whichever is applicable.

SECTION 3.5 PAYROLL AUTHORIZATION

Within each department, the employee's immediate supervisor is responsible for approving and signing his/her timesheet. In most instances, excluding the Police Department, the immediate supervisor will be the department head, so the department head will approve the employee's timesheet.

Should the immediate supervisor not be the department head, and is absent, or unavailable, the department head will approve the employee's timesheet.

With respect to the Police Department, patrol officers' timesheets are to be approved by their shift commander. The Records Supervisor approves the timesheets of the desk clerks. The Chief or his/her designee approves the Sergeants' and Deputy Chief's timesheets. Overall all of the Police department timesheets are reviewed by the Chief or his/her designee.

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Department Heads will have their timesheets approved and signed by the City Administrator, or in his/her absence, the Mayor.

SECTION 3.6 EMPLOYEE RECOGNITION

Currently the City recognizes employees with specified years of service as follows:

Years of Service	Amount/Gift Card Amount
5	\$50
10	\$75
15	\$100
20	\$150
25	\$200
30	\$250 Maximum

Employees must select a gift certificate from an establishment within the City of Oakbrook Terrace.

CHAPTER 4 BENEFITS

Benefits are offered as part of a comprehensive compensation package, contingent upon the availability of funds. It is the policy of the City to provide a competitive benefits program for the health and welfare of the City's employees, within the fiscal constraints of the City. Such benefits may include group health, life and dental insurance. The City reserves the right to change benefit programs as necessary and/or desirable. The percentage of cost sharing for such benefits, if any, will be determined as part of the annual review process of the overall Program. The components of the benefit programs shall be reviewed from time to time by the HR Officer. Any proposed modifications to the benefits program shall be presented as part of the City Administrator's annual budget proposal and included during open enrollment.

SECTION 4.1 HEALTH AND LIFE INSURANCE

All employees who are regularly scheduled to work a minimum of thirty (30) hours per week are eligible to participate in the City's group health and life insurance program. Insurance coverage(s) shall commence on the first day of the month following the date of employment and shall cease on the last day of employment. If the separation occurs prior to the 15th of the month, the City will refund the employee contribution paid up front for that month. A brochure describing the provisions of each insurance plan offered by the City shall be furnished to each employee.

4.1.1 Health Savings Accounts (H.S.A.)

The City will make a monetary contribution to a Health Savings Account (H.S.A.) for those employees receiving health insurance benefits from the City. Employees only participating in the City's dental and/or life insurance program are not eligible for the H.S.A. contribution. Furthermore, employees receiving health insurance from another source whether it is a spouse or a private entity, are not eligible to receive the H.S.A. contribution. The contribution will be made semi-annually to the employee's specified bank account.

The contribution amount depends upon the current benefit status at the time of open enrollment. Employees must be enrolled in the City's insurance program at the time of the contribution and the contribution amount will not be prorated. For example if an employee is hired on November 1 and the City made the semi-annual contribution on the preceding October 15, then the employee must wait six (6) months until the next contribution date.

4.1.2 Health Insurance Benefits under the Public Safety Employee Benefits Act (PSEBA)

- A. The general purpose of this policy is to establish a procedure by which employees can explain why they are entitled to health insurance benefits pursuant to the Public Safety Employee Benefits Act (hereinafter the "Act") (820 ILCS 320/1 et seq.). The procedures outlined in this policy do not limit the City's ability to engage in alternative fact-gathering in another forum.
- B. Applicants who believe they are entitled to health benefits pursuant to the Act should follow the procedure outlined below. The City reserves the right to modify this procedure and other provisions of this policy when deemed appropriate.

- Application Form.

A PSEBA application form (Appendix E) prepared by the City shall be used by public safety employees to request health insurance benefits pursuant to the Act. Failure to submit a timely application form shall result in a waiver of the claim for benefits under the Act.

- Time Period for Submission of Application.

Except as provided below, an application form for health insurance benefits pursuant to the Act must be submitted via certified mail to the Human Resources Officer, City Hall, 17W275 Butterfield Road, Oakbrook Terrace, Illinois, 60181 within one (1) year after the date on which the applicant allegedly suffered a catastrophic injury or was killed in the line of duty. The Human Resources Officer will review the application when all of the required documentation as described in paragraph B of this Section.

C. Matters Pending Before the Police Pension Board of the City of Oakbrook Terrace

- In the event that a timely application for pension benefits has been filed with the Police Pension Board of the City of Oakbrook Terrace (hereinafter "Police Pension Board"), the following rules shall govern the submission of an application form for health insurance benefits pursuant to the Act:
 - The submission deadline for the application form shall be extended to the date that is thirty (30) days after the date of any final ruling by the Police Pension Board concerning the existence of a duty-related disability. In the event the Police Pension Board's decision to deny a line-of-duty disability pension is reversed by a reviewing court, and an applicant is subsequently awarded a line-of-duty disability pension, the deadline for submitting an application shall be extended to thirty (30) days after the date on which the Police Pension Board formally issues a decision awarding a duty-related disability pension as directed by the reviewing court.

- The applicant shall be responsible for submitting to the City all transcripts and exhibits from the Police Pension Board hearing.

D. Processing of Application by Human Resources Officer.

- Upon receipt of a timely, complete, and executed PSEBA application form (Appendix E), the Human Resources Officer (hereinafter "HRO") shall review the application form and conduct such additional fact-finding as may be deemed necessary or appropriate.
- If fact-finding is determined to be necessary or appropriate, the applicant shall fully cooperate in any such fact-finding activity.
- If the applicant refuses or otherwise fails to fully cooperate with the City's fact-finding, then a reminder notice shall be sent to the applicant explaining the duty of full cooperation in the fact-finding process.
- If the applicant fails to cooperate as requested within twenty-one (21) days after receipt of such notice, then the application for benefits shall be deemed withdrawn and waived.

E. Recommendation by the Human Resources Officer.

Upon completion of the HRO's review of the application for health insurance benefits pursuant to the Act, the HRO shall make a recommendation to the City Administrator (hereinafter "Administrator") as to whether health insurance benefits should be granted to the applicant.

F. Review by the City Administrator.

Upon receipt of the recommendation of the HRO, the Administrator shall review the file in order to make a determination as to whether health insurance benefits should be granted to the applicant. That review may include an analysis of the PSEBA application form (Appendix E) and any other evidence that may have been provided by the applicant to the HRO.

G. Procedural Due Process

Before the Administrator issues a final decision, the Administrator shall alert the applicant of a tentative denial and invite the applicant to a face-to-face meeting at which time the applicant can provide the Administrator with any additional evidence that the applicant may have.

H. The City Administrator's Determination.

- The Administrator shall advise the applicant, in writing, of one (1) of the following two (2) final determinations:
 - The City will provide health insurance benefits to the applicant; or
 - The City will not provide health insurance benefits to the applicant.
- The Administrator's determination is final and not subject to subsequent appeal to another City representative or an elected or appointed board of the City.

If an applicant is awarded health insurance benefits under this policy, the following provisions apply:

A. City Insurance Plan.

The Health Maintenance Organization (HMO) insurance plan is the City's basic insurance plan for all employees, and will be offered free-of-charge to an applicant if the City decides to provide health insurance benefits pursuant to this policy. If the applicant is not currently enrolled in the HMO plan, his or her participation in the plan will become effective the first day of the month following the Administrator's determination of eligibility (as described above). If the applicant chooses to enroll in the City's Preferred Provider Option (PPO) insurance plan, the applicant must pay the difference in insurance premiums between the HMO and PPO.

B. Other Health Insurance Benefits.

According to State law, health insurance benefits payable from any other source will reduce the benefits payable pursuant to this policy and the Act. Each applicant will be required to sign the— PSEBA Affidavit located as Appendix F attached to this policy, attesting as to whether they have any such health insurance benefits payable from another source.

It is the responsibility of the benefit recipient to notify the City within thirty (30) days of any changes to other sources of health insurance benefits. Receipt of benefits in violation of this provision will require reimbursement to the City of any benefits received. On an annual basis, the City reserves the right to have the benefit recipient provide another Affidavit affirming whether other health insurance is available or payable to the applicant, the spouse and/or any dependent children.

SECTION 4.2 RETIREMENT/PENSION FUNDS

Full-time and certain part-time employees are included in one (1) of two (2) separate pension funds: the Illinois Municipal Retirement Fund (IMRF) for employees who are not classified service employees and are employed at least 1,000 hours per year; and the Police Pension Fund for sworn police officers. Both the City and the employee contribute a percentage of earnings to these programs. Eligibility, participation, payroll deductions and benefits are as mandated by State and Federal laws.

SECTION 4.3 DEFERRED COMPENSATION

Employees may participate in any deferred compensation plan offered by the City. Such a deferred compensation plan is a voluntary, tax-sheltered retirement plan available to both full-time and part-time employees, based on a deduction of a portion of the employee's salary and a transfer of the money deducted to an investment fund selected by the employee from those sponsored by the City. Information describing any deferred compensation plan offered by the City shall be furnished to each employee.

SECTION 4.4 INSURANCE CONTINUATION (COBRA AND OTHERS)

In accordance with State and Federal law, an employee who is enrolled in any group health care plan maintained by the City at the time of the employee's separation may be eligible for a continuation of any coverage which the employee is then receiving. Such continuation of coverage shall be at the employee's expense. Certain employees may be eligible for continuation of such coverage upon placement on a disability status under the applicable pension plan, subject to their meeting the requirements for eligibility for continuation of such coverage. An employee who is eligible for continuation of such coverage, and who chooses to remain in the City's group health care plan, will be required to pay the premium rate currently in effect for his/her particular class of membership

(individual, family, etc.).

SECTION 4.5 WORKER'S COMPENSATION

4.5.1 Worker's Compensation Benefits

Any employee injured during the course of employment with the City shall be eligible for Worker's Compensation benefits in accordance with State Statutes.

Classified service employees are provided additional benefits under 5 ILCS 345/1 and 820 ILCS 314/1, et seq. of the Illinois State Statutes.

- A. If an employee is injured or becomes ill in connection with and in the course of employment, the employee shall report the injury or illness immediately to an immediate Supervisor, or if the Supervisor is not available, to the Department Head. The Supervisor shall promptly complete State of Illinois Form 45 (Appendix G) and forward to the HR Officer.
- B. An employee who fails to promptly report any injury, illness or accident or to otherwise cooperate with the City's investigation and documentation of the incident may adversely affect their eligibility for Workers' Compensation or other benefits, and are subject to discipline. An employee who reports an injury or illness later than eight (8) hours after the occurrence of the injury or illness shall be considered to be in violation of this provision.
- C. In the event an employee is unable to work due to an established job related injury or illness, the employee may receive temporary total disability (TTD) payment in accordance with the workers' compensation law and any other applicable laws. These payments are equal to 66 2/3% of the employee's average weekly gross earnings, during the year before the accident or last exposure, subject to certain limits. No state or federal taxes will be withheld from workers compensation payments. No compensation is payable for the first three (3) working days, unless the lost time continues for fourteen (14) or more calendar days from the date of injury. If the job related injury/illness does not continue for fourteen (14) days, the first three (3) days are paid by the City at the employee's regular rate. During the time an employee is on an established workers compensation leave, the City will not deduct the time off from the employee's accrued leave bank (e.g. accrued vacation, sick, comp time).
- D. In the event an employee is receiving TTD benefits, the employee shall continue to accrue vacation and sick benefits. In addition, a floating holiday shall be awarded if the employee worked any amount of time during the calendar year. Personal days are awarded if the employee worked any time during the corresponding quarters of the calendar year. An unused floating holiday or personal days shall be forfeited at the end of the calendar year.
- E. An employee who is temporarily partially disabled and is working shall make every effort to schedule treatment, therapy, and follow-up appointments during non-work hours. Appointments scheduled during work hours shall be deducted from the employee's accrued sick time.
- F. An employee who is considered to be temporarily totally disabled and unable to work or temporarily partially disabled while attending work, under the provisions of the Worker's

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Compensation Program, shall have leave time designated as Family Medical Leave (FMLA). Time off for any required therapy or doctor visits may be designated as FMLA leave.

- G. An employee receiving TTD benefits shall be required to pay the regular employee contribution to the health and dental insurance premium, local and state pension plans, and union dues.
- H. The Finance Department shall monitor the insurance carrier's reimbursement checks for temporary total disability payments. The City and the insurance carrier will determine if TTD payments are paid directly to the employee or the City. If the payment is in the name of the employee, the employee is expected to endorse the check to the City.

4.5.2 Injury or Illness Non-Work Related

- A. Employees suffering from a recurrent health condition, that will require lost work time, shall contact the HR Officer for physician documentation to be completed to determine eligibility for FMLA benefits. This benefit provides up to twelve (12) weeks of non-paid time to eligible employees.
- B. Employees eligible for FMLA leave for a non-work related illness or injury must exhaust all accrued sick time. Once sick time is exhausted, other accrued benefit time will be used. Compensatory time cannot be used during FMLA.
- C. Employees should also consult the disability benefits available through their local or state pension programs: Illinois Municipal Retirement Fund www.imrf.org or the Illinois Public Pension Fund Association www.ippfa.org. All IMRF-covered employees should file for IMRF disability benefits anytime they will be off work more than thirty (30) days with no wages being reported to IMRF.

SECTION 4.6 TRAVEL, TRAINING AND CONFERENCES

- A. The City's objectives are to allow travel and conference arrangements that (1) promote the education and professionalism of City staff, (2) provide uniform treatment, (3) allow travel in a manner that is dignified and reflects credit on the City, and (4) allow travel in a manner that is cost effective and appropriate for a public sector organization. These regulations are applicable for all travel expenses incurred on behalf of the City by employees.
- B. Decisions as to which trips are authorized will be made through the budget formulation process, but in general, no more than (1) national and one (1) state conference outside the Chicago area may be authorized for any Department Head in any fiscal year and, in each case, must be approved in advance by the City Administrator. Approval must be received and the Department of Finance notified at least one (1) week before the conference when advance payment is requested.
- C. Attendance at other meetings outside the Chicago Metropolitan area may be authorized when the Department Head is an active participant in the national and/or state organization. Attendance at various local professional and technical conferences and meetings will be authorized as funds and duties permit. There is no objection to a spouse and/or other family

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members traveling on an official trip, but no expenses attributed to them will be reimbursed by the City. Good judgment and a proper regard for economy is expected in incurring travel and conference expense on behalf of the City.

- D. All registration fees for conferences will normally be paid by the City prior to the actual event. A copy of the registration form and a completed check request form must be forwarded to the Finance Department for check processing, or the fee may be charged to a City-owned credit card by a Department Head. If the fee is paid by a City-owned credit card, a copy of the registration form must be given to Finance prior to attendance.

4.6.1 Travel

- A. Commercial carrier air and train fares shall be limited to “coach” or “economy” fares when such services are available. City-owned or personal credit cards may be used for ordering and payment of air or train fare prior to the event. Receipts for all transportation costs will be required for employee reimbursement, or full documentation of transportation costs must be supplied to the Finance Department before payment is made to the City’s credit card supplier.
- B. Travel to and from train stations and airports may be by bus, limousine, taxi or private vehicle (for which mileage will be paid). Personal credit cards, checks or cash may be used for payment; however, receipts for all transportation costs will be required for employee reimbursement.
- C. Preference is placed upon the use of City cars when distance, time requirements, or other justification warrant such use. Prior approval for the use of a City car must be obtained according to the provisions of Section 2.14 “City Vehicle Usage and Assignment”. Gasoline, repairs and other expenses attributable to the vehicle are reimbursable, but paid receipts must be submitted.
- D. Rental cars may be used when conditions in the host city require the use of a rental car as the most efficient means of transportation locally, but in general, the City will not reimburse for the use of a rental car if the conference has made arrangements for travel to and from the airport and the conference facilities are within walking distance of the designated conference hotels.
- E. Tolls, parking and garage charges are also reimbursable; however, receipts must be submitted for reimbursement.
- F. Private vehicles may be used for travel on City business when authorized by the City Administrator. Reimbursement shall be limited to the lower of:
- standard IRS rate per mile plus tolls, parking and garage charges; or
 - the cost of air travel previously mentioned.
- G. Mileage reimbursement will be paid based upon recognized Internet programs such as MapQuest or Google Maps. In addition, officials and employees are required to submit a Travel and Expense Reimbursement Form (Appendix H). A mileage map indicating the route driven must also be attached to the Travel Reimbursement Form.

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- H. When two (2) or more City employees travel in the same private vehicle, reimbursement shall be paid to the owner of the vehicle. When a private vehicle is used, the driver of the vehicle must have vehicle insurance as mandated by law.
- I. Due to City security and other operational concerns, when two (2) or more City employees travel to the same out of state conference, alternative flights or separate modes of transportation should be utilized.
- J. Employees shall not drive to meetings and conference when the travel time enroute to the destination requires more than one (1) day, unless the employee is utilizing holiday or vacation time. In such instances, no reimbursement will be made for any lodging, meals or other expenses incurred enroute, except as allowed by the City Administrator. There will be no mileage reimbursement for travel for leisure or recreation purposes once at the conference site unless the recreation activities are sponsored by the conference.

4.6.2 Lodging

- A. Reimbursement of lodging expenses shall be limited to the minimum number of nights required to conduct the assigned City business. For example, if a conference ends at noon on Tuesday, lodging will not be reimbursed for Tuesday night. However, if a conference ends after 5:00 p.m., employees shall be reimbursed for lodging that night. Consideration shall be given to staying an extra night(s) when this results in reduced airfare and the airfare savings outweigh the extra cost of staying an additional night(s).
- B. Employees should always attempt to utilize a hotel that offers a pricing structure according to the schedule secured by the State of Illinois' Department of Central Management Services or the pricing structured offered to all Federal, State or local government employees nationwide.
- C. No lodging expense shall be reimbursed for meetings or conferences held in the Chicago metropolitan area unless prior approval is obtained from the City Administrator.

4.6.3 Meals and Miscellaneous Expenses

- A. The City will pay for meals during conference attendance. Employees may either request an expense advance for meals or seek reimbursement for meal expenditures upon return from business travel. An advance or reimbursement for meals and expenses shall be reasonable and must be approved by the employee's Department Head, or the City Administrator.
- B. The cost of meals shall be reimbursed upon submittal of receipts and documentation of meal costs on the reimbursement form. A \$5.00 per day miscellaneous category shall be used to cover such costs as tips, snacks, coffee, business related expenses, etc.

4.6.4 Procedures

- A. If not paid directly by the City prior to the conference according to the provisions, herein, employees shall be required to pay for registration fees by personal credit card, check or cash. Employees are encouraged to use the reimbursement procedure herein when paying for lodging when it is convenient; however, an advance for lodging shall be allowed.

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- B. Employees requesting an advance for travel expenses shall complete a Travel and Expense Reimbursement Form (Appendix H) approved by their Department Head to the Finance Department at least two (2) weeks in advance. Department Heads must present a travel advance form to the City Administrator to receive written authorization.
- C. The employee shall keep a copy of the travel advance form and document all costs incurred on the bottom section marked ACTUAL EXPENSES. Upon return, Department Heads shall forward their form to the City Administrator, with all actual expenditures documented, and the City Administrator shall approve the appropriate expenditures. All other employees shall seek approval for actual expenditures from a Department Head, as their direct supervisor, or the City Administrator. All receipts must accompany the form in order to receive reimbursement or to maintain advance payment. If an employee has received advance payment, but cannot prove all of the actual expenses incurred, that portion of the advance payment must be reimbursed to the City by check or payroll deduction, however, the City Administrator has the authority to approve any expenditures for which receipts are unavailable. In addition, actual expenses must be presented to the Department of Finance no less than ten (10) calendar days after return from the conference or seminar. Failure to submit actual expenses in the specified time period may result in a deduction of advance payments from the employee's paycheck.
- D. Required Receipts
- Meals and meal tips
 - Commercial carrier travel cost
 - Gas, repairs, and vehicle expense
 - Parking and garage charges
 - Tolls
 - Lodging
 - Registration and tuition fees (if applicable)
 - Miscellaneous expenses (whenever possible)
 - Extraordinary expenses not covered by these regulations

SECTION 4.7 TUITION REIMBURSEMENT

- A. Full-time employees of the City, who have been employed in good standing for at least one (1) year, are encouraged to enroll in college, university or technical school courses or participate in other types of studies, which are designed to improve job skills. As an incentive for employees seeking to improve their education, the City may budget training funds and make them available for tuition reimbursement.
- B. The following factors will be taken into account in determining whether the Department Head will recommend to the City Administrator if reimbursement for college credit is justified:

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- Whether the course or program is related to the employee's current position, the extent to which the employee shows initiative and the ability to handle the course of study.
 - Whether the employee is enrolled in courses from a fully accredited Illinois private or public university, college, technical college or junior college.
 - How many courses the employee is enrolled in which shall not be more than two (2) full-time classes per semester.
 - Whether budgeted training funds are available.
 - Whether there is any direct and immediate benefit derived by the City as a result of the employee completing the course.
 - How long the employee has been employed by the City and how long the employee is expected to remain in the employ of the City.
 - Whether the course is specifically job-related nature.
 - Whether the overall performance of the employee is satisfactory or better.
 - Whether the employee has technical or supervisory responsibility.
 - How compatible the course schedule is with the employee's work schedule.
- C. Class attendance and completion of study assignments are to be accomplished outside of the employee's regular working hours and are not to be considered hours worked for purposes of determining compensation. It is expected that educational activities will not interfere with the employee's job performance.
- D. Any full-time employee seeking such education or training shall complete the Request for Tuition Reimbursement Form attached to this policy as Appendix I, and submit it to his/her Department Head before enrolling in the course. All requests shall be approved by the City Administrator in advance of taking the course, and are subject to the availability of funds.
- E. Reimbursement for all credit courses offered through a university, college or technical school shall be subject to a minimum grade of "C" or its numerical equivalent. A grade of "A" will be reimbursed at 100%.
- F. A grade of "B" will be reimbursed at 75%. A grade of "C" will be reimbursed at 50%. Course work designated as pass/fail will be reimbursed at 75% for a passing grade. If an employee receives compensation from another source, e.g. the GI Bill, Illinois Law Enforcement Association, etc., the City will pay only for that portion not covered by the other sources. Reimbursement shall be limited to course registration and tuition only, and shall not include the cost of books, supplies, transportation or enrollment/activity fees.
- G. To allow for the utilization of education funds by the maximum number of employees, the reimbursement provided for credit classes shall not exceed two thousand dollars (\$2,000.00) for hourly non-supervisory employees and four thousand dollars (\$4,000.00) for Department Heads during any calendar year.

- H. To qualify for tuition reimbursement, an employee shall submit to the Finance Department proof of satisfactory course completion and proof of the amount spent for tuition. The employee shall also sign an agreement (Appendix J) agreeing to repay the City the amount of the tuition reimbursed if the employee does not remain in the employ of the City for a period of one (1) year after completion of the course(s), and consenting to allow the City to deduct the amount of tuition reimbursement previously granted from the employee's final paycheck.

SECTION 4.8 REPLACEMENT OF PERSONAL ITEMS

The City agrees to repair or replace, as necessary, an employee's eyeglasses or contact lenses at their replacement cost not to exceed \$250.00, or wristwatch at its replacement cost not to exceed \$75.00, if any or all of these items are damaged during the performance of the employee's duties; provided that the employee's negligence, improper performance of duties, or failure to wear required safety equipment is not the cause of the damage. Any damage shall be immediately documented with the employee's supervisor.

SECTION 4.9 EMPLOYEE ASSISTANCE PROGRAM

The purpose of this policy is to establish an Employee Assistance Program (EAP) for employees of the City of Oakbrook Terrace. The EAP is offered to full-time employees and their families with the intent of maintaining healthy and productive employees.

The City of Oakbrook Terrace and the Oakbrook Terrace Police Department shall provide and/or arrange for an EAP for all employees. The services shall be provided upon request, and shall be conducted on a strict confidential basis. Employees are encouraged to seek assistance from the EAP when faced with difficulties and concerns which may increase our level of anxiety by also keeping us from functioning as productively as we otherwise might and lead to work-related worries such problems.

4.9.1 EAP Services

- A. The primary goals of the EAP are as follows:
- To give comfort and aid to all employees of the City of Oakbrook Terrace and their families in times of professional or personal crisis/need.
 - To facilitate the EAP sponsored by the City of Oakbrook Terrace, by providing knowledgeable access to help in the form of professional counselors.
- B. The EAP is available at all times, 24 hours a day – seven days a week, every day of the year.
- C. The primary responsibilities of the EAP shall be to provide the following:
- Stress management counseling and training;
 - Counseling for Department members and their families in cases of injury or death;
 - Counseling for Department members and their families involved in shooting incidents;
 - Financial counseling;
 - Substance abuse counseling;

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- Counseling for personal family problems, physical abuse and interpersonal communications;
 - Counseling for emotional stress or depression;
 - Eating disorders treatment;
 - Referral to Guidance Resources for legal counseling.
- D. Voluntary participation in the employee assistance program is completely confidential and the City does not know who utilizes the EAP services unless an employee submits a written request for the EAP to share information with the City or the employee chooses to personally share the information.

CHAPTER 5 PAID LEAVE

SECTION 5.1 EMPLOYMENT SERVICE DATE

The first day of employment is the employee's employment service date which may be utilized for scheduling employment evaluations, however, vacation and personal days, are issued as of January 1st of each year of employment and sick days are issued as earned.

SECTION 5.2 VACATION POLICY

Vacation time for non-exempt staff shall be scheduled and approved by the Department Head subject to the departmental workload and the needs and demands of the City. Department Heads shall schedule and have vacation time approved by the City Administrator.

5.2.1 Non-exempt employees

Except as otherwise provided in this section, eligible non-exempt employees shall earn vacation time in accordance with the length of continuous service. Vacation days are earned on a monthly basis according to the following accrual schedule:

<u>Length of Service</u>	<u>Vacation</u>
Less than 6 months (typical probationary period)	No vacation earned
6 months to 1 Year	Ten (10) working days per year

Please see Section 5.2.4 E for when earned vacation can be utilized prior to completing the first year of employment.

Non-exempt Staff Vacation Hours Earned Table		
Years of Service	Full-time Hours Earned	# of Days Earned
1-4	80	10
5	120	15
6*	128	16
7*	136	17
8*	144	18
9*	152	19
10-19	160	20
20+	200	25

*At six (6) years through nine (9) years of continuous employment, employees will earn one (1) additional vacation day for each year worked; however, these added days are not in addition to the twenty (20) days of vacation earned after ten (10) years of continuous service. Employees leaving prior to their anniversary date and are awarded the extra vacation will be required to pay-back these hours used on their final pay check.

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5.2.2 Department Heads and other exempt personnel

Length of Service

Less than 6 months
(typical probationary period)
6 months to 1 Year

Vacation

No vacation earned

Ten (10) working days per year

Please see Section 5.2.4 E for when earned vacation can be utilized prior to completing the first year of employment.

Department Head Vacation Hours Earned Table		
Years of Service	Full-time Hours Earned	# of Days Earned
1-4	80	10
5	120	15
6*	128	16
7*	136	17
8*	144	18
9*	152	19
10-14	160	20
15+	200	25

*At six (6) years through nine (9) years of continuous employment, employees will earn one (1) additional vacation day for each year worked; however, these added days are not in addition to the twenty (20) days of vacation earned after ten (10) years of continuous service. Employees leaving prior to their anniversary date and are awarded the extra vacation will be required to pay-back these hours used on their final pay check.

5.2.3 Part-time Employees

Part-time employees working a minimum of one thousand forty (1,040) hours annually (twenty (20) hours per week) shall be entitled to vacation time on a pro-rata basis. Part-time employees changing to full-time status will accrue vacation hours in accordance with the table under Section 5.2.1.

5.2.4 Other Requirements/Regulations

A. Accumulation During Leave

Vacation time shall not accrue during any leave of absence without pay or during any lay-off or disciplinary suspension. Vacation time shall continue to accrue during a leave of absence with pay, during lost time due to an on-the-job injury, or during authorized vacation or sick leave.

B. Holidays During Vacation Leave

Whenever a paid holiday falls during an authorized vacation leave, the employee's vacation leave on the date of the paid holiday shall be considered a holiday for payroll purposes, and shall not be charged to the employee's accumulated vacation time.

C. Payment of Accrued Vacation Time Upon Termination

Any employee leaving the City shall be compensated for vacation time earned and unused at the date of termination of employment, at the employee's current pay rate. Payment for accrued vacation time shall be calculated based upon allowable limits as defined in this manual.

D. Minimum Leave

Vacation leave shall be taken in increments of not less than one-half (1/2) day.

E. Utilizing and Scheduling of Vacation Leave

A non-probationary employee may request use of accrued vacation after six (6) months of consecutive service, but no more than five (5) days before one (1) year of consecutive service.

An employee with more than one (1) year of service may utilize vacation as it is earned subject to departmental scheduling requirements and other requirements as set out in other sections of the policy.

Vacation requests for more than ten (10) consecutive workdays will not generally be permitted. Any such request must be justified to the Department Head, and will be subject to the approval of the Department Head and the City Administrator. Requests for vacation leave of five (5) or more consecutive days shall be made no later than thirty (30) days in advance to allow for proper departmental planning. The resolution of any vacation scheduling conflicts shall be based upon employee seniority.

F. Carryover of Vacation Time

All vacation time must be taken during the calendar year after it is accrued. If employees know that a vacation balance will exist as of December 31st employees may request a carryover of accrued vacation time of no more than five (5) days into the next calendar year. All carryover vacation time must be utilized during the first one hundred eighty (180) days of the calendar year or it will be forfeited. A carryover request shall be subject to the approval of the Department Head.

G. Vacation Time Buy Back

In unusual or extraordinary circumstances concerning the City's ability to schedule adequate levels of personnel, the City may offer to buy back one (1) week of vacation from employees who earn at least three (3) weeks of vacation per year and buy back two (2) weeks of vacation from employees who earn at least four (4) weeks. The request for buy back must be submitted by a Department Head and approved by the City Administrator.

SECTION 5.3 HOLIDAYS

5.3.1 Paid Holidays

Except for non-exempt Police personnel, the following provisions shall govern paid holidays by the City. In general, when a holiday falls on a Saturday, it will be celebrated on the preceding Friday; when a holiday falls on a Sunday, it will be celebrated on the following Monday. In December of each calendar year, the Office of the City Administrator shall issue a schedule of paid holidays and the dates to be celebrated for the following calendar year.

New Year's Day	January 1
President's	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Thanksgiving Day	4th Thursday in November
The Friday after Thanksgiving	
Christmas Eve	December 24th
Christmas Day	December 25th

Holiday benefits for Police Patrol Officers and Sergeants are set forth in a collective bargaining agreement.

For other non-exempt Police employees, holidays will be considered regularly scheduled workdays and the employees who are scheduled to work the holiday will be paid according to the provisions of Section 5.3.2.

5.3.2 Working Holidays

Where a holiday falls on a normally scheduled workday, the employee will receive the day off with pay at the employee's straight time hourly pay. If an hourly employee is scheduled to work on a holiday, the employee will be paid at the rate of time and one-half for hours worked and will also receive the holiday pay. A salaried employee, who is required to work a holiday, will be compensated according to the guidelines set forth in the Administrative Leave policy, Section 6.2.6.

The specific day celebrated as the City holiday is the day that overtime is earned if applicable. It may not be the actual holiday.

5.3.3 Holiday during Vacation

Where a holiday occurs during an employee's scheduled vacation, the employee shall be paid for the holiday and that day shall not be charged against the employee's vacation time balance.

5.3.4 Absence Before or After Holiday

If an employee is absent from work on the workday before or after a holiday, the employee will not receive holiday pay unless vacation, personal or compensatory leave has been pre-approved or, if due to

an illness, the illness is established in a manner satisfactory to the employee's Department Head or the City Administrator.

5.3.5 Holidays for Part-time Employees

Part-time employees working a minimum of one thousand forty (1,040) hours annually (twenty (20) hours per week) shall be entitled to holiday pay if the holiday falls on the employee's regularly scheduled work day.

SECTION 5.4 PERSONAL DAYS

After three (3) months of continuous employment, full-time employees are entitled to use up to three (3) personal days per calendar year, and part-time employees who are scheduled to work twenty (20) hours or more per week annually, are entitled to use personal days on a pro rata basis. Eligibility for full-time employees to use personal days after the first calendar year of employment shall commence with one (1) personal day available between January 1 and April 30, one (1) personal day between May 1 and August 31, and one (1) personal day between September 1 and December 31; provided that such personal days need not be used within the specific time period during which the employee becomes eligible to use them, and may be used anytime during the calendar year thereafter. For the first year of employment, the following example represents a full-time employee's rights to use personal days after three (3) months of continuous employment: an employee hired on June 1 would earn and be eligible to use one (1) personal day between September 1st and December 31st of that year. These rules concerning use of personal days during specific time periods shall also be applicable to eligible part-time employees; however, the number of days shall be on a pro rata basis as provided herein.

Full-time employees shall use personal days in not less than one-half (1/2) day increments. Part-time employees earning on a pro rata basis, shall use the time as close to a full day as possible.

The use of a personal day is subject to the scheduling approval of the Department Head. Personal days will be forfeited if not used within the calendar year they are earned.

SECTION 5.5 FLOATING HOLIDAY - FULL DAY

Full-time employees are entitled to use (1) floating holiday per calendar year, and part-time employees who are scheduled to work twenty (20) hours or more per week annually, are entitled to use the floating holiday on a pro-rata basis; provided that the employee has completed three (3) months of continuous employment. The use of a floating holiday is subject to the scheduling approval of the Department Head. The floating holiday shall be taken in full day increment and must be taken within the calendar year or it is forfeited.

SECTION 5.6 SICK LEAVE

5.6.1 Accumulation of Sick Leave

Sick leave is accumulated at a rate of one day of sick leave credit each month. Sick leave accrual may reach a maximum of one hundred twenty (120) working days. Part-time employees working a minimum of one thousand forty (1,040) hours annually (twenty (20) hours per week) shall be entitled to sick leave on a pro-rata basis.

Sick leave is a privilege, not a right, extended to full-time employees and qualified part-time employees. Sick leave shall be allowed only when the employee is actually sick or disabled (from a non-duty injury), for family illness up to a maximum often (10) days per year, or for medical appointments that cannot be scheduled outside of working hours. For purposes of this Section, members of the immediate family shall include: spouse, parent (step), sibling (step), son, daughter (step), parent-in-law, grandfather, grandmother, and grandchildren.

Employees who utilize sick leave for purposes other than those stipulated in this regulation shall be in violation of City policy and shall be subject to disciplinary action up to and including discharge.

5.6.2 Authorization of Sick Leave

Each Department Head will have primary discretion for granting sick leave in the respective department. Sick leave may not be used before it is earned.

5.6.3 Accumulation during Leave

Credit for sick leave shall not accumulate during any leave of absence without pay or during any lay-off or disciplinary suspension. Sick leave shall continue to accumulate during a leave of absence with pay due to an on-the-job injury and during an authorized vacation or sick leave.

5.6.4 Reporting of Absence

Notice of absence due to illness or non-duty related injury shall be given by the employee to his/her Department Head as far as possible in advance of the starting time for the scheduled workday. In no case shall the Department Head be advised less than sixty (60) minutes before the starting time on the day of absence. The employee shall detail the reasons for and the anticipated duration of the absence. Failure to provide such notice may constitute absence without leave and may result in the loss of sick leave compensation, or other disciplinary action up to and including discharge.

5.6.5 Medical Certificate Required

A doctor's statement or other viable documentation shall be provided to the Department Head for any use of sick leave of three (3) or more consecutive days unless specifically excused by the City Administrator. If the employee does not supply the required statement or it is not deemed satisfactory, the request for sick leave shall be denied and the time off shall be without pay. If the Department Head reasonably suspects abuse or a pattern of improper or unnecessary sick leave use, the request for sick leave shall be denied and the time off shall be without pay. Failure to report absence because of illness will result in time off without pay and/or disciplinary action up to and including discharge. Any costs associated with providing a doctor's statement are the responsibility of the employee. If the City requires a second medical opinion from its own physician, the exam will be at the City's expense.

5.6.6 On-Duty Disability

When an employee is injured in the performance of his/her duty, that employee is entitled to be off-duty if the nature of the injury renders that employee incapable of performing their respective duties.

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- A. When an on duty injury occurs, the employee suffering the injury and the supervisor on duty will have the following responsibilities:
- The employee will notify the supervisor on duty of the injury and will forward to the supervisor a memo stating the circumstances surrounding the injury.
 - The supervisor shall complete a report on the injury and will forward the report and all related documents to the Department Head.
 - All reports required by the City's insurance carrier will be forwarded to the Human Resources Officer for processing.
 - On duty injuries that result in time away from work will not result in a reduction of sick time accrued.

5.6.7 Long Term Disability

In the event an employee becomes disabled for an extended period of time (more than 1 year), or permanently, that employee must file for a disability pension under the provisions of one of the following pension plans: Illinois Municipal Retirement Fund (Civilian); Police Pension Fund (Police Officers)

5.6.8 Return from Disability Pension Status

- A. In consideration of public safety and the safety of City personnel, employees wishing to return to active service after a period of time on disability pension, will be required to meet certain standards of proficiency and competence. Any employee who is unable to demonstrate their proficiency and competence will be considered unfit for duty.
- B. The process and criteria for re-entry to active service including testing and examinations, should as much as possible be consistent with the process and criteria for selecting employees for the assignment or rank held by the applicant at the time the disability pension was granted.
- C. The process for re-entry to active service with the City will be separate and distinct from any process, hearing or decision of the Pension Board. No application for re-entry to active service with the City may be submitted by any person who is currently receiving a disability pension.
- D. Definitions:
- **Disability Pension:** The definition for an "On-Duty Disability Pension" can be found at 40 ILCS 5/3-114.1. The definition for a "Non-Duty Disability Pension" can be found at 40 ILCS 5/3-114.2.
 - **Active Service** is defined as full duty status, able to perform all tasks and duties associated with the permanent assignment or rank that was held by the applicant at the time a disability pension was granted. Special, temporary or light duty assignments are not included within this definition.
- E. The employee applying for re-entry to active service will fully cooperate with a background

investigation. This will include, but will not be limited to, providing certain written waivers for the examination of certain records concerning the applicant and providing fingerprints for the purpose of a criminal history check.

- F. If the result of any examination, test or investigation is a result that may have disqualified an applicant applying as a new hire or disqualified a candidate for the applicant's assignment or rank, the City may refuse the application for re-entry to active service. In all cases of such refusal, the applicant will have the opportunity to meet with the Department Head to discuss the refusal and present any additional facts or information that may be relevant to the re-entry process.
- G. No person may re-enter active service with the City unless an opening exists for the position held by the employee at the time a disability pension was granted. The City will not be obligated to displace another employee or to create a position to accommodate the applicant's re-entry.
- H. The City may authorize the re-entry to active service, with such re-entry being subject to the successful completion of certain training or education. If the re-entry applicant does not successfully complete the training or educational courses specified before the employee was conditionally re-hired, the conditional approval of the application for re-entry will be withdrawn and the employee's employment with the City terminated. The assigned training and/or educational courses must be completed on the first attempt unless extraordinary circumstances result in the failure(s).
- I. After successful completion of all re-entry requirements, the applicant will have the employment status equal to the status that the employee held at the time the disability pension was granted.

SECTION 5.7 BEREAVEMENT LEAVE

The Department Head or City Administrator may grant an employee an emergency leave of absence up to four (4) days without loss of pay in cases of death of a member of the employee's immediate family. For purposes of this Section, members of the immediate family shall include: spouse, parent (step), sibling, son, daughter (step), parents-in-law, grandfather, grandmother, and grandchildren. For other relatives, the Department Head or City Administrator may grant an employee an emergency leave of absence for the day of the funeral without loss of pay.

The purpose of such leave shall be to attend the funeral, including making arrangements for the funeral. The City Administrator or Department Head reserves the right to request documentation of the death.

SECTION 5.8 JURY DUTY

A full-time or a part-time employee working at least an average of twenty-two and one half (22.5) hours per week shall receive full pay or pro-rated pay at the straight-time hourly rate for time not worked while serving on jury duty. The employee is required to notify his/her Department Head as soon as notice is received. The employee will be allowed to keep the full juror payment. Employees are expected to return to work whenever possible during the time of jury duty and carry out as many of their job responsibilities as time permits during regularly scheduled hours.

SECTION 5.9 NO PYRAMIDING

Compensation shall not be paid (nor compensatory time taken) more than once for the same hours under any provision of this Chapter.

CHAPTER 6 UNPAID LEAVE

SECTION 6.1 FAMILY MEDICAL LEAVE ACT (FMLA)

6.1.1 Circumstances

A. Up to 12 weeks leave:

In accordance with the Family and Medical Leave Act, the City will grant job protected unpaid family and medical leave to eligible employees for up to twelve (12) weeks per 12-month period for any one or more of the following reasons:

- The birth and/or care of the employee's child (within 12 months of the child's birth);
- The placement of a child with the employee for adoption or foster care (within 12 months of the placement);
- To care for the employee's spouse, child, or parent if they have a "serious health condition;"
- Due to a "serious health condition" of the employee that makes the employee unable to perform the functions of his/her job; or
- Due to any "qualifying exigency" (as defined by the Secretary of Labor) arising out of the fact that the employee's spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the National Guard or Reserves or as a retired member of the Regular Armed Forces or Reserves in support of a contingency operation.

B. Up to 26 weeks leave:

Military Caregiver Leave (Service Member Family Leave Provision). An eligible employee who is a spouse, child, parent or 'next of kin' of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness may receive up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to care for the service member.

6.1.2 Definitions

- A. CHILD. A child is a person under the age of 18, who is a biological, adopted or foster child; stepchild; legal ward or a child for whom an employee has daily responsibility for care and financial support (i.e., in loco parentis). Additionally, a child includes one who is over eighteen (18) years old and is either mentally and/or physically impaired to the extent that he or she requires active assistance with activities of daily living.
- B. PARENT. A parent is a biological parent or an individual who stands or stood in loco parentis to an employee when the employee was the child. This does not include grandparents or in-laws.
- C. SPOUSE. A person to whom one is legally married.
- D. NEXT OF KIN. The nearest blood relative of that individual (regardless of service member's age). The employee is required to provide confirmation of the relationship upon request.

- E. **SERIOUS HEALTH CONDITION.** A serious health condition is an illness, injury, impairment, or physical or mental condition that involves:
- in-patient care
 - any period of incapacity requiring absence from work for more than three (3) consecutive calendar days AND that involves continuing treatment by a health care provider; or
 - continuing treatment by a health care provider for a chronic or long term health condition that is incurable or which, if left untreated, would likely result in a period of incapacity of more than three (3) calendar days; or
 - prenatal care by a health provider. Conditions or medical procedures that would not normally be covered include minor illnesses that last only a few days and surgical procedures that typically do not involve hospitalization and require only a brief recovery period.
- F. **CONTINUING TREATMENT.** Continuing Treatment is:
- A period of incapacity lasting more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:
 - treatment by a health care provider at least two (2) times for the same injury or illness (in-person visits, the first within seven (7) days and both within 30 days of the first day of incapacity); or
 - one treatment by a health care provider (i.e. an in-person visit within seven (7) days of the first day of incapacity) with a continuing regimen of treatment (e.g. prescription medication, physical therapy); or
 - Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or
 - Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes or incapacity. A visit to the health care provider is not necessary for each absence; or
 - A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or
 - Any absence to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three (3) days if not treated.
- G. **TWELVE MONTH PERIOD.** A rolling 12-month period measured backwards from the date leave is

taken and continuous with each additional leave day taken.

6.1.3 Eligibility

To qualify for a FMLA leave, an employee must have accumulated twelve (12) months of employment by the date the requested leave is to start and must have worked one thousand two hundred and fifty (1,250) hours according to the Fair Labor Standards Act (FLSA) during the prior twelve (12) months. The twelve (12) months of employment do not have to be consecutive.

For eligible part-time employees and those who work variable hours, the FMLA entitlement is calculated on a pro-rata basis in determining the amount of time off available. A weekly average of the hours worked over the twelve (12) weeks prior to the commencement date of the leave should be used for calculating the employee's normal workweek.

6.1.4 FMLA Effective Conditions (both parents are employees of the City)

- A. The arrival of a new child by birth, adoption or foster care placement. If the biological, adoptive, or foster parents(s), the stepparent, legal guardian(s) or parents in loco parentis are both employees, the total combined leave shall be twelve (12) weeks. Leave for this purpose expires twelve (12) months from the arrival of the child.
- B. The care of a child, parent or spouse who has a serious health condition if it is medically determined that the care given by an employee is necessary. The term "parent" does not include in-laws for the purpose of this policy. Twelve (12) weeks leave for this purpose is available to each of the employee parents of the child or the employee children of the parent.
- C. If both parents become eligible for FMLA leave, then the two (2) employees together are limited to a combined total of twelve (12) workweeks of leave in any rolling 12-month period. In addition, if the parent employees both become eligible for leave under the Service Member Family Leave Provision above or under a combination of the Service Member Family Leave Provision and under FMLA, the two (2) together are limited to a combined total of twenty-six (26) workweeks of leave in any rolling 12-month period (with some exceptions for multiple service members (more than one person) or multiple illnesses/injuries).

6.1.5 Notification Requirements

- A. When requesting leave for the birth, adoption or foster care placement of a child, an employee must give thirty (30) days notice or, if not possible due to unforeseen circumstances, the maximum notice practicable. The employee will be required to take all twelve (12) weeks consecutively.
- B. For care of a seriously ill child, spouse or parent, or for an employee's own serious health condition, the employee must give thirty (30) days notice, or if not possible due to unforeseen circumstances, the maximum notice practicable. In any event, the employee must provide medical certification of the need for the employee to provide such care for another or of the employee's serious health condition within fifteen (15) days of the commencement of the leave.

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- C. If the employee request is medically certified as necessary, the City will arrange an intermittent or reduced leave schedule for taking all or part of the twelve (12) week leave. An intermittent or reduced leave for regular part-time employees will translate to the number of hours in their regular workweek times. The alternative schedule must be the least disruptive to City operations and may include transfer to another position that has equivalent pay and benefits.
- D. For the birth of a child, the employee is required to use all paid sick leave, personal days, floating holiday and vacation time as part of the FMLA leave. If the employee applies for and is granted disability benefits under the provisions of the Police Pension Fund or Illinois Municipal Retirement Fund (IMRF), the requirement to utilize paid leaves as stated above is not in effect during the time of disability.
- E. For the adoption or foster care placement of a child, the employee is required to use all paid personal days, floating holiday and vacation time as part of the FMLA leave.
- F. For care of a spouse, child or parent with a serious health condition, the employee is required to use all personal days and vacation time as part of the FMLA leave. The employee may use up to a maximum of ten (10) days of paid sick leave per year.
- G. For a personal non-job-related illness or accident, the employee is required to use all paid sick leave, personal days, floating holiday and vacation time as part of the FMLA leave. If the employee applies for and is granted disability benefits under the provisions of the Police Pension Fund or IMRF, the requirement to utilize paid leave as stated above is not in effect during the time of disability.
- H. For an employee's job-related illness or accident, paid benefits during this time will be according to Worker's Compensation requirements; however, leave time shall be designated as a FMLA leave, including any time off for required therapy or doctor visits.

6.1.6 Health Care and Other Benefits

- A. The employee must discuss payment arrangements for the continuation of health care and other benefits before the FMLA leave begins. To maintain the health plan in effect, the employee will be required to pay the City a contributing share either:
 - Through payroll deductions, if the employee is eligible for paid-time substitutions during the FMLA leave; or
 - In advance of the leave; or
 - At certain agreed-upon intervals during the leave.
- If not practical to discuss such continuation of benefits before going on leave, the employee must do so within fifteen (15) days after the commencement of the leave. Failure to make timely arrangements or to make the required payments may result in the interruption of health benefits.

- B. Holiday pay will not be paid during the FMLA leave, except in those instances where the employee is on an intermittent or reduced schedule which makes the employee eligible for holiday pay or where the employee is utilizing paid leave during the FMLA leave when the holiday occurs.
- C. If the employee is required to serve on a jury or in the military while on a designated FMLA leave, no makeup pay will be granted. No bereavement leave benefits will be paid while on a designated FMLA leave.
- D. For the purpose of calculating benefits, any employee on FMLA leave should verify with the representatives of the Police and IMRF pension funds, as applicable, whether or not he/she will continue to be credited with service time without loss during the period of such FMLA leave.
- E. If the employee is on an intermittent or reduced schedule, the effective hourly rate of pay will be continued for hours worked for both hourly and salaried employees, as if leave had not been taken. For any hours lost, paid leave time may be substituted.

6.1.7 Returning to Work

- A. Upon return from a FMLA leave for the employee's own serious health condition, the employee will be required to furnish a certification from the attending physician that the employee is fit for duty and can perform the essential function(s) of the regular job (or of the job to which the employee is restored, if different) together with any restrictions and the reasons for the restrictions.
- B. Upon the expiration of the designated FMLA leave the employee will be restored to his/her position prior to the FMLA leave, or to an equivalent position in pay, benefits and other terms and conditions of employment. The designated FMLA leave does not guarantee a restoration of employment if the employee would have been terminated during the period of leave because of general economic conditions of employment or due to a restructuring of the department or a reduction in force. The employee will be treated the same as any other employee similarly positioned and actively at work on the date of any such reduction in force and/or restructuring.
- C. All benefits, increases, general wage increases or other terms and conditions of employment generally applicable to the position will be restored to the employee as if the employee had not been on FMLA leave.
- D. If the employee fails to return to work upon expiration of the designated FMLA leave, the employee shall lose the right to restoration to the job. If the reason for not returning to work from the FMLA leave is a reason within the employee's control, the City will recoup from employee the City's cost of health care premium cost paid on the employee's behalf during the FMLA leave.

6.1.8 Overview

This section is intended to be an overview of the FMLA and its key features. To the extent that this policy is inconsistent with the FMLA, the Act and its Rules shall supersede. The U.S. Wage and Hour Division publication titled "Employee Rights and Responsibilities Under the Family and Medical Leave Act (FMLA)" is posted on the employee bulletin boards. Further details about FMLA may be obtained from the HR Officer.

SECTION 6.2 GENERAL LEAVE OF ABSENCE

Employees may request an unpaid general leave of absence for personal matters. The decision to grant such leave shall be at the sole discretion of the City Administrator. Such leave may be requested for:

6.2.1 Purposes

- A. The continuation of or completion of the employee's pursuit of a degree for the purpose of receiving training in subjects which relate to and are of benefit to the work of the employee and to the City.
- B. To recover an employee's own health or to attend to a family illness that extends beyond family leave as provided for in Section 6.1.
- C. Personal business which will require an employee's attention for an extended period, such as a settlement of an estate, liquidating a business, attending court as a witness on non-City related cases, and for purposes other than the above, if such leave is not deemed detrimental to the City's operations.

6.2.2 Procedure

- A. An employee may submit a written request asking for an unpaid general leave of absence to his/her Department Head. The request shall be in writing, stating the reasons for the request, the date desired for the start of the leave and probable date of return. The request, together with the written recommendation of the Department Head, shall be forwarded to the City Administrator for authorization.
- B. Authorization for an unpaid general leave of absence shall be within the sole discretion of the City Administrator whose decision will be based upon the operational needs of the Department, the work record of the individual and the reason for the request.
- C. An employee requesting an unpaid general leave of absence is required to exhaust available paid vacation and personal leave and unpaid family leave, if applicable, before any unpaid general leave of absence is commenced.

6.2.3 Benefits

- A. For the remainder of the month during which a general leave of absence begins, and for one (1) calendar month thereafter, the City will continue to provide group health insurance coverage under the same conditions as it did before the leave began. Subsequently, such insurance coverage, if desired by the employee and otherwise available through the City, shall be fully paid by the employee through the duration of the leave.
- B. With the exception of group health insurance, an employee is not entitled to accrue any other employment benefit while on a general leave of absence.

6.2.4 Duration

A general leave of absence may be granted for up to twelve (12) workweeks. Extensions may be granted for additional periods of up to twelve (12) workweeks, not to exceed a total of twenty-four (24) workweeks.

- A. The employee and the City Administrator shall agree to a return date at the time the general leave of absence is granted. Generally, this will be the probable return date specified in the employee's application.
- B. An employee may request an extension of the general leave of absence by making application to the City in the same manner as on the original application; provided, however, that such extension may not be granted in excess of the limit set forth in Section 6.2.4.
- C. An employee returning from a general leave will be placed in the employment position held before the leave began, if the employment position is vacant. If the former employment position is not vacant, the employee may be returned to the most equivalent, available employment position with the City for which the employee is qualified, with the right of the employee to transfer to the employee's former employment position if and when it becomes available and if the employee remains qualified. If the former employment position is not vacant, and no alternative employment position is available, the leave period shall be automatically extended and the employee shall be given the next available employment position for which the employee is qualified, with the right of the employee to transfer to the employee's former employment position if and when it becomes available.
- D. Prior to reinstatement after a general leave of absence for an illness, an employee must present to the City Administrator a physician's written statement certifying that the employee is capable of returning to work and performing, either with or without reasonable accommodation, the essential functions of the employment position involved.

6.2.5 Implicit Resignation during General Leave of Absence

An employee, who fails to return to work from a general leave on the designated return date, either as originally agreed or as extended, shall be considered as having abandoned and resigned his/her employment position with the City.

6.2.6 Department Head Level Administrative Leave

To clarify the administrative responsibilities of Department Head and other supervisory positions and the paid and unpaid compensation for those positions. In the case of non-unionized executive, administrative, Administrative, supervisory or professional personnel, it is implicit in the nature of their positions, that time beyond normal work schedules may be required. These positions include:

City Administrator	Assistant to the Mayor & Administrator
Police Chief	Building and Zoning Administrator
Public Services Director	

- A. The salary for these positions is designed to compensate for the responsibilities inherent to the position. These responsibilities include such things as attendance at night meetings, administrative tasks such as meeting deadlines and catching up on paperwork.
- B. As a means to recognize responsible, dedicated service, the employees filling the positions listed in this Section, may be eligible for administrative leave under this policy as approved by the City Administrator in advance of taking this time. Administrative Leave shall not be considered as compensatory time, and for most positions is entirely at the City Administrator's discretion.

SECTION 6.3 MILITARY SERVICE

Military leave shall be granted in accordance with applicable Federal and State law.

SECTION 6.4 VICTIMS' ECONOMIC SAFETY AND SECURITY ACT (VESSA)

City employees may take unpaid leave under the Victims' Economic Security and Safety Act ("VESSA") in order to seek assistance in response to an act or threat of domestic or sexual violence. An employee may take this leave to seek services for someone who is a victim of domestic or sexual violence if the victim is: 1) the employee; 2) a covered family member (spouse, child, parent); 3) a household member (who is currently residing with the employee); or 4) person related by blood or by present or prior marriage and persons who share a relationship through a son or daughter. VESSA leave is not allowed, however, if the employee's interests regarding the violent act are adverse to the victim's interests, and the City's HR Officer or City Administrator may request a copy of a police report concerning the act or threat of domestic or sexual violence if there is any question concerning the adverse interests of the employee and the victim. Employees are eligible to take up to twelve (12) weeks of unpaid VESSA leave within any twelve (12) month period and shall be restored to the same or an equivalent position upon their return from leave.

6.4.1 Reasons for Leave.

An employee may take VESSA leave to obtain assistance or services for a victim for the following purposes: (1) to seek medical attention for, or to recover from, physical or psychological injuries caused by domestic or sexual violence; (2) to obtain services from a victim services organization; (3) to obtain psychological or other counseling; (4) to participate in safety planning, to seek temporary or permanent relocation, to take other actions to increase the safety of the victim from future domestic or sexual violence, or to 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 or sexual violence. If an employee misrepresents the facts in order to be granted a VESSA leave, such employee will be subject to disciplinary action, up to and including discharge.

6.4.2 Notice of Leave.

An employee must give the City's HR Officer or City Administrator at least forty-eight (48) hours prior notice, unless providing advance notice is not practicable under the particular circumstances. If an employee is unable to provide advance notice, upon the request of the City's HR Officer or City Administrator, such employee must provide notice when able to do so but, in any event, within a reasonable period of time after the absence. Failure to provide the required notice may result in treatment of the absences as unexcused.

6.4.3 Reporting While On Leave.

An employee on VESSA leave shall be required to contact such employee's supervisor on a regular basis regarding the status of such leave and such employee's intention to return to work.

6.4.4 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, a covered household member, a person related by blood or by present or prior marriage, or a person who shares a relationship through a son or daughter; (2) the victim was subjected to an act or threat of domestic or sexual violence; and (3) the leave is to seek assistance for a purpose covered by the Act as stated in the provisions of this Code. The employee must provide two (2) 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 or sexual 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 City receives the proper certification. If the City does not receive adequate certification within a reasonable time period after leave is requested, or if the certification does not confirm a VESSA-qualifying purpose, the employee's absences may instead be processed under other applicable leave policies, and the employee will be held accountable for time taken under the City's attendance requirements.

6.4.5 Leave Is Unpaid.

VESSA leave is unpaid leave. An employee on VESSA leave may elect to substitute any period of unpaid leave for which the employee is eligible under Federal, State or local law, or a collective bargaining agreement for an equivalent period of leave under VESSA. An employee on VESSA leave may also elect

to use any accrued paid time off which would otherwise apply to the circumstances of the leave, including any accrued vacation time, compensatory time or other personal time. For instance, if VESSA leave is required because the employee is temporarily disabled due to domestic or sexual violence, the employee may use any accrued sick time for that portion of the leave. The substitution of any such paid or unpaid leave time shall not extend the maximum twelve (12) week VESSA leave period.

6.4.6 Medical and Other Benefits.

During an approved VESSA leave, the City will maintain the employee's health benefits, as if the employee continued to be actively employed and, if the employee elects to take paid leave, shall deduct the employee's portion of the health plan premium as a regular payroll deduction. If the employee's leave is unpaid, the employee shall pay the employee's portion of the premium during the leave. The group health care coverage may cease if the employee fails to make timely payments of the employee's share of the premiums.

If the employee does not return to work at the end of the leave period, the employee may be required to reimburse the City for the cost of the premiums paid by the City for maintaining health care coverage during the employee's unpaid leave, unless the employee cannot return to work because of the continuance, onset or recurrence of domestic or sexual violence, or other circumstances beyond the employee's control. In such a case, the employee will be required to produce written certification to confirm the circumstances beyond the employee's control, as provided in Section 6.4.4. Vacation, sick time, or other benefits shall not accrue while an employee is on unpaid VESSA leave; however, the employee will retain the right to all of the benefits that were accrued prior to the leave.

6.4.7 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 the employee works per workweek or workday). If leave is unpaid, the City will determine the employee's salary based on the amount of time actually worked.

6.4.8 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 also be designated as VESSA leave.

6.4.9 Returning From Leave.

If the employee wishes and is able to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions; however, the employee has no greater right to reinstatement or other benefits and conditions of employment than if the employee had not taken the leave. The employee must return to work immediately after the expiration of the approved VESSA leave in order to be reinstated to the same position or an equivalent position.

If the employee takes leave because of the employee's own medical or psychological condition, the employee is required to provide medical certification that the employee is fit to resume work, according to the City's usual policies.

6.4.10 Reasonable Accommodation in the Workplace.

The City will consider making reasonable accommodations to an employee or job applicant for a known limitation resulting from domestic or sexual violence, unless the accommodation would cause the City an undue hardship. If the employee is an otherwise qualified individual who can perform the essential functions of the job, but needs such an accommodation, the City may provide an adjustment to the job structure, workplace facility, or work requirements, including a change in the employee's telephone number or seating assignment, or installation of a lock or implementation of a safety procedure in the employee's work area in response to a need covered by VESSA.

The City 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 or sexual violence. Other safety measures or assistance in documenting domestic or sexual violence that occurs at the City's workplace or in a work-related setting may also be appropriate. Any employee covered by VESSA may make a request for leave or for a reasonable accommodation to the HR Officer or the City Administrator. If a reasonable accommodation is to be provided, it shall be provided in a timely fashion, and any exigent circumstances or dangers facing the employee or his or her family, a household member, a person related by blood or by present or prior marriage, or a person who shares a relationship through a son or daughter, shall be considered in determining whether the accommodation is reasonable.

6.4.11 Confidentiality.

The City will maintain the employee's written certifications and other documentation regarding any requests for VESSA leave in a confidential file. The City will not disclose the nature of the leave other than to those specific persons who need to know in order to ensure the employee receives the appropriate VESSA rights, except as requested or consented to in writing by the employee or as otherwise required by applicable Federal or State law.

6.4.12 No Retaliation.

The City strictly forbids any of its elected or appointed officials, employees, supervisors, or other representatives from discriminating, retaliating, harassing, interfering with, restraining or otherwise treating an employee unfavorably, with respect to compensation, terms, conditions or privileges of employment, for requesting or taking VESSA leave or exercising any other rights under VESSA. If the employee believes he or she has been denied VESSA rights, or if the employee believes he or she has been treated unfavorably for having exercised any VESSA rights, the employee should immediately report such action to the HR Officer or the City Administrator.

The City will investigate the employee's concerns and take corrective action if it determines that any of its elected or appointed officials or employees has violated the City's VESSA policy.

CHAPTER 7 DISCIPLINARY ACTION AND SEPARATION FROM EMPLOYMENT

SECTION 7.1 DISCIPLINE

It shall be the duty of all employees to maintain high standards of conduct, cooperation, efficiency, and economy in their work for the City.

Discipline may include counseling with an employee, as well as special training for the employee's job. Discipline may also include imposing a penalty for breaking rules or for actions that are detrimental and/or disruptive to the effective discharge of City functions. Corrective disciplinary action shall be applied in cases involving unacceptable job performance or misconduct. This section shall not limit in any way the ability of the City to take disciplinary action, up to and including discharge, against employees, as it deems appropriate.

7.1.1 Forms of Discipline

The City has the right and authority to impose any form of discipline, up to and including discharge that it determines to be appropriate, in its sole discretion, based upon the facts of any given situation. No employee is guaranteed that disciplinary action will be progressive, or that disciplinary action will be taken in any specified sequence. The City retains the right to discipline and/or discharge an employee with or without cause or notice.

Possible disciplinary action includes the following:

- A. An oral or written reprimand maybe given when an employee's performance or conduct does not meet acceptable minimum standards or for any other purpose in the discretion of the Department Head or supervisor. An oral or written reprimand may include criteria for improvement of performance and time limits may be set for accomplishment of acceptable performance.
- B. Suspension without pay for up to three (3) working days may be imposed by a Department Head when an employee's action violates a supervisor's order or is contrary to Departmental or City rules, but the employee's action is not serious enough to warrant discharge, or for any other purpose in the discretion of the Department Head. Whenever possible, the Department Head shall notify the City Administrator, in writing, at least forty-eight (48) hours prior to the scheduled suspension. The Department Head may impose a suspension of more than three (3) days, but not more than thirty (30) days, but only with the approval of the City Administrator. When the City Administrator suspends a Department Head, the Administrator shall notify the Mayor and City Council in writing.
- C. A Department Head may discharge any employee, but only with the approval of the City Administrator. The notice of discharge shall be in writing. When a Department Head is discharged, the City Administrator shall notify the Mayor and City Council in writing.

SECTION 7.2 REDUCTION IN FORCE

The City Administrator may lay off an employee whenever lack of work or funds, abolishment of a position, or other material changes in duties or organization makes a reduction in force necessary.

The Department Head(s) shall prepare, for the City Administrator's approval, a list of those employees to be laid off, and employees to be laid off shall be notified of the effective date of the layoff.

SECTION 7.3 RESIGNATION OR SEPARATION OF SERVICE

An employee separating from City employment shall submit to his/her Department Head a written resignation at least ten (10) working days prior to the termination date. The Department Head may consent to an employee leaving sooner than the scheduled termination date when appropriate. A copy of the employee's letter of resignation shall be forwarded to the City Administrator and to the HR Officer. The employee shall not be penalized for failing to provide notice. The goal of this policy is to establish an orderly and clear procedure for processing an employee who is terminating employment with the City, whether on a voluntary or involuntary basis.

7.3.1 Retirement/Resignation Policy

- A. Employee Retirement: When a full-time or part-time employee retires from the City, the City will provide up to \$300 funding for a retirement cake, food for a party or some like expression. This is at the discretion of the Department Head with the City Administrator's approval. This will be coordinated by the department from which the employee worked. Retirement is defined as leaving City service at either retirement age or receiving an employer sponsored pension. Anything in addition must be funded through employee contributions.
- B. Elected/Appointed City Official: For elected officials and appointed officials/advisory board members retiring or resigning from office, the City Administrator's Office will coordinate and fund an appropriate acknowledgement at the conclusion of the official's last official meeting.
- C. Department Head & Deputy Department Head Level Retirement/Resignation: For executive level employees, the City will provide up to \$300 funding for a retirement cake, or food for a party or some like expression. This is at the discretion of the City Administrator or Department Head, as appropriate. This will be coordinated by the department from which the employee worked or the City Administrator's Office as appropriate. A farewell plaque or gift will also be provided at the discretion of the City Administrator. Anything in addition, must be funded through employee contributions.
- D. Employee Resignations: For those employees resigning from service that do not meet the above parameters, the employee's department may initiate the coordination and funding of an appropriate farewell gathering through employee contributions.
- E. Police Retirements: The Police Department will issue credentials to retirees to eligible sworn officers.

7.3.2 Meeting with Finance Department

After the notice of termination of service has been submitted, the employee will schedule a meeting with the Finance Department to discuss issuance of the employee's final paycheck and compensation for benefits due, if any, upon termination (accrued vacation, compensation time etc.).

If applicable, the HR Officer will inform the terminating employee of his/her right to continued health and dental insurance coverage under COBRA. The process for electing COBRA and the responsibilities and obligations of both the City and the terminating employee under COBRA will be covered.

7.3.3 Exit Interview

An exit interview may be requested by the terminating employee, Department Head or City Administrator upon submission of the notice of resignation. Exit interviews are not mandatory. If an exit interview is not held it will not affect or reduce the final compensation or any other benefits due the terminating employee.

The primary purpose of the exit interview is to provide an opportunity for the terminating employee to tell his reason(s) for leaving and to provide feedback to City management on employment matters such as working conditions, compensation, job satisfaction, and quality of supervision and training, as well as to give suggestions for improvement.

SECTION 7.4 ABANDONMENT OF POSITION

When an employee is absent from work three (3) days or longer without communicating the cause for the absence to his/her Department Head, the lack of notice shall be construed as job abandonment, and the employee shall be deemed to have resigned his/her employment position. In this event, the Department Head shall send notice to the employee by regular mail, at the employee's address as shown in the employee's personnel file, advising the employee that he/she is deemed to have resigned from employment with the City.

SECTION 7.5 RETURN OF CITY PROPERTY

An employee leaving City employment, whether through resignation, lay-off, retirement or discharge, shall return any City property in his/her possession. Failure to return all City property in the employee's possession may result in a delay in the employee's final check until the subject property is returned, or in criminal prosecution. The Department Head, of the employee leaving City service, will be responsible for seeing that the return of material is completed.

SECTION 7.6 FINAL PAY

The final compensation for any employee shall be paid on the next regular pay period following the effective date of said employee's termination, unless the employee has failed to return City property.

If requested by any retiring full-time employee, the City will assist in developing a final pay schedule that maximizes pension benefits within IMRF guidelines.

SECTION 7.7 REFERENCES ON FORMER EMPLOYEES

In response to a telephone inquiry, the HR Officer will only verify that an individual was formerly employed by the City, dates of employment, and final position title. This is the City's standard verification of employment and should not be interpreted as a negative evaluation or response. Additional information is only available as required by legal action or a signed request by the former employee identifying the release of specific information.

SECTION 7.8 REINSTATEMENT

After an employee has been separated from employment with the City for at least thirty (30) days, the City may rehire such employee as a new employee if he/she resigned in good standing. An employee who is rehired shall not be eligible to carry forward any accrued service time. A former classified employee must comply with the rules and regulations of the Oakbrook Terrace Police Commission. An employee who resigns while awaiting disciplinary action or who is discharged shall not be eligible for re-employment.

7.8.1 Guidelines

Individuals interested in re-employment must fill out an application form and participate in the same job application process as all other candidates.

For any employee who is re-instated by the City, all benefit eligibility will be based upon the new hire date. There is no credit for any benefit prior City employment.

Credit for prior service for classified staff will be determined by the Oakbrook Terrace Police Commission. Pension credit will be pursuant to the applicable pension fund rules and regulations.

All reinstated employees must complete a new probationary period.

These guidelines do not apply to reclassifications, promotions, or position changes.

CHAPTER 8: LOSS PREVENTION SAFETY

SECTION 8.1 PURPOSE AND INTENT OF PROGRAM

This section is intended to give ideas, suggestions, and guidelines for a safer workplace. Everyone should be aware that injuries benefit no one. We, as employees, suffer physical pain, possible loss of income and the City is forced to pay higher insurance premiums and Workers' Compensation payments. There are no winners in these situations.

Although this manual is comprehensive, it obviously cannot spell out the necessary safety procedures for all tasks. Unique tasks entail an improvised safety approach. All employees will use common sense in safely finishing any assigned task. When in doubt, check with your supervisor to be positive that all hazards present have been controlled.

A degree of flexibility is built into this manual so that it meets the needs of as many job situations as possible. This manual will instill a positive, long-lasting approach to safety for everyone. Your suggestions, comments and criticisms are welcome.

There is a separate safety manual for the Department of Public Services which details addition tasks assigned to that department. The Police Department also has Standard Operating Procedures for their specific duties.

The City is sincerely concerned with the safety and welfare of its employees and the public it serves. It acknowledges an obligation as an employer to provide the safest possible working conditions for employees and a safe environment for the public that uses our services. It is your fingers, limbs, eyes and life for which the City is concerned--these are irreplaceable. Your means of livelihood are diminished or, at worst, destroyed, when you are disabled.

We should perform the tasks of government operations and provide public service without accidents. It is the responsibility of all City employees to contribute to that goal. The attitude, which should guide our efforts, is:

1. Accidents are often caused by unsafe acts and conditions that can be prevented.
2. Safety is a mark of skill and of good sense.
3. The City is sincerely interested in safety and is willing to pay in time and money to prevent accidents.
4. No job is so important and services so urgent that we cannot take time to perform our work safely.
5. We owe a moral obligation to each other to do everything possible to prevent accidents.
6. Work areas and equipment shall be kept as safe as possible. As new hazards are discovered, corrective measures shall be taken to minimize the risk.
7. Each employee shall report all unsafe conditions encountered in his or her work.
8. No employee is expected to undertake a job until s/he learns to do it safely and is authorized to do so by his/her supervisor.
9. All personal injuries and property damage occurrences must be reported to your supervisor immediately.

SECTION 8.2 TRAINING AND JOB INSTRUCTION

Supervisors are expected to conduct on-the-job training to help employees learn how to adapt their skills to the unique requirements of municipal employment. Supervisors are expected to conduct documented "tailgate sessions" to plan and lay out daily work assignments, or make frequent individual contacts emphasizing potential hazards and safety procedures to avoid them. Supervisors will observe employee performance and correct it when necessary to ensure that safe job procedures are followed.

When accidents occur, supervisors shall investigate it as soon as possible. The main purpose for the investigation is fact-finding, not fault-finding. The objective, of course, is to determine how and why the accident happened so that it can be prevented from happening again. There should be a constant program of job safety analysis to identify hazards and eliminate them before accidents happen. You may be called upon to help make such an analysis.

SECTION 8.3 RESPONSIBILITY FOR SAFETY

1. **SUPERVISORS** shall assume the responsibility of thoroughly instructing their personnel in the safe practices to be observed in their work situations. They will consistently enforce safety standards and requirements to the utmost of their ability and authority. Supervisors should act positively to eliminate any potential hazards within the activities under their jurisdiction, and set the example of good safety practice in all spheres of their endeavors. Safety records shall be measured along with other phases of a supervisor's performance. Therefore, it is absolutely essential that such records are complete and accurate, and that all accidents be fully reported and documented.
2. **ALL EMPLOYEES** are responsible for compliance with safety procedures, standards, and rules outlined in this manual or other applicable directives that are established to prevent injury to themselves, other persons, or damage to equipment, property or the environment. Employees are also responsible for promptly reporting to their supervisors any hazardous conditions or procedures that affect them, their fellow workers, or the general public.
3. **HUMAN RESOURCES OFFICER** is responsible for the organization, coordination and implementation of programs and safety education, hazard inspections/elimination, and accident/injury reporting.

SECTION 8.4 GENERAL RULES AND HOUSEKEEPING

Safety means efficient performance. Safety must, therefore, be a part of the planning of every job, equal in importance to all other operational considerations. Observing the safety procedures contained in this manual will make City operations safer. People are constantly finding new ways to do things. Employees' suggestions for improvements to work conditions and work procedures are welcome. Changes should not be made, however, until suggestions have been evaluated and revisions of the current procedure have been approved.

Unsafe conditions, procedures, and practices must be identified before they can be corrected. Each employee is responsible for immediately reporting those problematic situations. Remember that "near misses" are danger signals. The accident you prevent may be the one that could have injured you.

The following general safety procedures are established:

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1. Report all personal incidents/accidents, no matter how minor, to your immediate supervisor as soon as possible. This must be done whether or not the injury resulted in lost time from work or required medical attention. Prompt reporting of accidents is a requirement under Federal and State Workers' Compensation Law.
2. The City does not expect you to take any unnecessary chances to work under hazardous conditions. Learn the right way to do your job; that will be the safe way. If you are not sure that you thoroughly understand the job, ask your supervisor for further instruction.
3. Horseplay and practical jokes are not tolerated.
4. The City does not tolerate any illegal drug use or the abuse of alcohol or prescription drugs, which can imperil the health and well-being of its employees or threaten the City's operations. The City is a Drug Free Workplace under the laws of the United States of America and the State of Illinois. This policy is applicable to all employees at all City locations.
5. Work at a speed consistent with safety.
6. Keep yourself in good physical condition to do a day's work. Being tired or fatigued spells danger.
7. Use the handrails on stairs or in elevated places.
8. Jumping from an elevation, such as vehicles or equipment, may result in serious injury. Use three points of contact when mounting or dismounting vehicles or other equipment.
9. Always inspect tools and equipment before use. Report defects to supervisors and place the equipment out of service until repaired. Do not use tools and equipment that are defective.
10. Remove, cut off, or hammer down protruding nails, staples, steel straps, or splinters from work area.
11. Work clear of suspended loads; if a load is moved above where you are working, stand aside until it has passed.
12. Obey warning tags and signs. They are posted to point out hazards.
13. Operate only the machinery or equipment you have been authorized and trained to operate safely.
14. Remove jewelry, such as rings, identification tags, etc. in work involving climbing, materials handling, or operating mechanical equipment. If "medical identification tags" are needed, they should be worn on neck chains under clothing.
15. Never reach over moving parts of machinery or equipment.
16. Never operate machinery or equipment with guards removed.
17. Report to work in appropriate clothing suitable for the type of work you perform. This includes footwear. Avoid wearing loose clothing near machinery or equipment with moving parts.
18. Wear protective equipment as required.
19. Common sense, health and sanitation rules must be observed for the welfare and consideration of other employees.
20. Always turn off all types of mechanical equipment, including office equipment, before making adjustments or repairs. Use lock out/tag out procedures as required.
21. Try not to work alone, or if you must, tell someone where you are and how long you will be.
22. Dial 9-1-1 immediately in case of emergency.

Many painful and sometimes disabling injuries are caused when falling objects strike employees, or employees trip over objects they did not see, or slip on a wet surface. Many injuries and much property damage stems from fires caused by poor housekeeping practices and improper storage of flammable materials. The best protection against these hazards is good housekeeping.

When materials are stored properly, with adequate space to move through the storage area, or with adequate clearance to work within the storage area, accidents are prevented. With some planning before laying out a job, tripping hazards can be avoided and many other sprains, fractures and bruises that result from falls can be prevented.

Aside from the accident-prevention benefits, good housekeeping means efficient performance. When materials, tools, and equipment all have a place for orderly storage and are returned to the proper place after use, they are easier to find and easier to inspect for damage and wear.

The following safety procedures are established:

1. Keep work areas and storage facilities clean, neat and orderly.
2. All aisles, stairways, passageways, exits and access ways to buildings shall be kept free from obstructions at all times. All grease and water spills shall be removed from traffic areas immediately.
3. Do not place supplies on top of lockers, hampers, boxes or other movable containers at a height where they are not visible from the floor.
4. When piling materials for storage, make sure the base is firm and level. Cross-tie each layer. Keep piles level and not stacked too high. Keep aisles clear and with adequate space to work in them.
5. When storing materials suspended from racks or hooks, secure them from falling, and route walkways a safe distance from the surface beneath.
6. When storing materials overhead on balconies, provide adequate toe boards to prevent objects from rolling over the edge. Do not exceed load limits.
7. Do not let soft drink bottles, soiled clothes, etc. to accumulate in lockers, work places or equipment.
8. Tools, equipment, machinery and work areas are to be maintained in a clean and safe manner. Defects and unsafe conditions should be reported to your supervisor.
9. Return tools and equipment to their proper place when not in use.
10. Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc. in such a manner as to minimize tripping hazards or obstructions to traffic.
11. Clean up spills immediately to avoid slipping hazards. In the event the removal cannot be done immediately, the area should be appropriately guarded. Snow shall be removed from all access sidewalks and exterior stairs to buildings as soon as practicable.
12. Nail points, ends of loop or tie wires, etc., should not be left exposed when packing and unpacking boxes, crates, barrels, etc. Nails are to be removed as soon as lumber is disassembled.
13. Sharp or pointed articles should be stored as to prevent persons from coming in contact with the sharp edges or points.
14. All packing materials should be properly disposed of to prevent fire.
15. Wastebaskets are to be emptied on a daily basis into approved containers.
16. Oily and greasy rags should be placed in a metal container with a lid and emptied daily.
17. Adequate lighting in obscure areas should be secured for the protection of both employees and public.
18. Employees may not smoke or handle food with gasoline or toxic materials on their hands.
19. Fire inspections and prevention measures should be maintained.
20. Keep safety in mind when selecting housekeeping supplies and equipment- try to minimize the use of the chemicals that cause skin irritations, have harmful vapors, are combustible or otherwise harmful to the user. Always review the Material Safety Data Sheet (MSDS) before using a new

chemical

21. All chemicals, solvents and fuels will be clearly marked with the chemical's name and associated hazards, and in the proper containers.

SECTION 8.5 FIRE PREVENTION

One of the most fearsome and damaging disasters that can occur in work activities is fire. In the variety of activities performed in municipal operations, there are shops and job sites in which potential fire hazards exist. Fires can be prevented by orderly planning, sensible arrangement of heat and spark-producing activities in relation to combustible materials, good housekeeping, and observance or practical controls of smoking habits when flammable substances are present.

The following safety procedures are established.

1. Fire equipment should be prominently displayed, routinely inspected and serviced, labeled for usage, and kept clear for easy access at all times.
2. Know the location of fire extinguishers and how to use them. After use of an extinguisher, report such use immediately to your supervisor so a replacement may be obtained or the extinguisher recharged.
3. Do not use water-type extinguishers on electrical fires because of the danger of electrocution. They are intended for use on class "A" fires only (combustibles such as wood, paper, rags, etc.).
4. Oily rags and other flammable wastes should be kept in covered metal containers. Such debris shall be removed from shop building as soon as possible, and not left unattended in a building overnight.
5. All solvents that have flammable properties should be kept in approved (certified by the manufacturer to meet OSHA requirements) safety containers having spring-lift caps. Each container shall be labeled as to its contents. Gasoline should not be used for cleaning parts, floors or any parts of buildings. Containers of flammables must be kept in an approved flammable storage area.
6. Gasoline utilized in small quantities in shops for fueling engines being repaired, tested, adjusted, etc., should be handled and dispensed in the smaller (five gallon) approved safety containers having a spring-lift cap. Container must be labeled as to its contents.
7. The fueling of any type of motorized equipment while the engine is running may cause fire and/or explosion. Before fueling, turn off engine. When transferring flammable liquids, make sure the filler nozzle touches the equipment (or can) being filled in order to guard against the build-up of static electric charge. No smoking is permitted while fueling.
8. Never over-fill a tank, but rather under-fill it to allow room for expansion of the liquid.
9. If you note the unusual presence of gasoline or other flammable vapors, notify your supervisor. If you believe the situation is serious, call the Fire Protection District by dialing 9-1-1.
10. Dark places, basements or cellars must not be entered without proper light. Matches must not be used.
11. The City has designated all municipal facilities as smoke-free areas, in accordance with the requirements of the Section of the City's Code of Ordinances that serve to prohibit smoking. This is also in accordance with the Illinois State Law.

12. Exits must not be locked (or otherwise secured) to prevent immediate escape (use) from the inside to the outside. Exits must be clearly marked so that the location and path of the exit is clear.
13. Employees in each department must know the location and how to operate all Fire Extinguishing equipment in their department. Fires are classified in the following manner:
 - Class A Fires which occur in ordinary combustible materials such as wood, cloth, paper, rubber, and many plastics.
 - Class B Fires which occur in flammable liquids, oils, greases, tars, oil based paints, lacquers and flammable gases.
 - Class C Fires which involve energized electrical equipment where the electrical conductivity of the extinguishing agent is of importance.
 - Class D Fires which occur in combustible metals such as magnesium, titanium zirconium, sodium, lithium and potassium.
14. Keep spark-producing equipment and other sources of ignition at least 25 feet from flammable use.

It is necessary that shops and fixed activities that contain potential fire hazards have a fire plan to combat fire if it should occur. The plan should include:

1. Adequate warning measures for alerting all persons in the area of the existence of a fire and the need to evacuate.
2. Rapid reporting to the Fire Protection District- Dial 9-1-1.
3. Evacuation of affected personnel from areas involved in a fire and the assembly of those individuals at a designated location.
4. Regular inspection of fire extinguishing equipment to ensure that it is available, accessible and functional for emergency use.
5. A fire plan for each building that is organized and developed with the Fire Protection District.
6. Annual training for designated incipient fire responders in the use of fire extinguishers.

SECTION 8.6 MATERIAL HANDLING

Material handling causes many types of injuries such as strains, crushing, hernia, rupture, fractures, lacerations, bruises and contusions. Common risk factors contributing to the development of an injury include high repetition, awkward postures, twisting, and carrying loads and lifting bulking loads.

Planning ahead, using mechanical equipment wherever possible, and thinking about the proper way to do the task as well as the proper tools to use for performing it can avoid accidents of this nature.

SECTION 8.7 PROPER LIFTING TECHNIQUES

The single and most important preventative safety measure an employee should keep on his mind is the **FOUR STEP LIFTING PROCESS**. The technique saves you pain and suffering that may extend into your retirement years. Therefore, it is essential that you carefully read and implement the lifting process as illustrated on the following pages. Beyond knowing the proper handling technique for lifting, employees should follow established material handling rules:

1. GET READY ...

Size up the load. If it is too heavy or bulky, be smart- get help.

Check the load and remove protruding nails, splinters, sharp edges, oil, grease or moisture.

If the surface is rough, wear gloves.

Wear steel-toed safety shoes to help prevent foot injuries.

Know where the load is going and where you are going to put it down. Be sure the path is clear of obstacles.

2. PICK IT UP ...

Get a firm footing and good balance; place your feet shoulder-width apart. If the load is below waist level, bend your knees to get into position. Keep your back as straight as possible.

Grip the load firmly.

Lift the object to carrying position, keeping it close to the body. LET YOUR LEG AND ARM MUSCLES DO THE WORK. DO NOT LIFT WITH YOUR BACK OR TWIST WHILE LIFTING.

3. CARRY IT CAREFULLY ...

Be sure you can see where you are going.

When changing direction, BE CAREFUL NOT TO TWIST YOUR BODY. TURN YOUR BODY WITH THE CHANGES OF THE POSITION OF YOUR FEET.

Always push rather than pull.

Use extra caution in tight places so as not to smash your fingers or hands.

4. PUT IT DOWN ...

If the receiving surface is about waist high, use the edge to take part of the load, then push it forward.

If you lower your load to the floor, BEND YOUR KNEES, KEEP YOUR BACK AS STRAIGHT AS POSSIBLE AND THE LOAD CLOSE TO YOUR BODY.

SECTION 8.8 SPECIAL MATERIALS HANDLING INSTRUCTIONS

1. Plastic bags may contain sharp, pointed objects that can puncture the bag and inflict wounds upon the unsuspecting collector. Carefully feel plastics bags to check for sharp objects before picking them up. Gloves should be worn.
2. Inspect metal refuse containers carefully for rusted, insecure handles to avoid dropping them if the handle should break.

SECTION 8.9 MOTOR VEHICLES AND MOBILE EQUIPMENT

City vehicles are easily identified as such and thus constitute a traveling advertisement seen by many

citizens.

In our relationship with other motorists and pedestrians while operating vehicles, we exert an important influence upon good or bad public relations with the City. By courteous, considerate driving habits, we can build good public relations. The following safety procedures are recommended:

1. All employees should be responsible for a safety check EACH DAY of any vehicle or mobile equipment he/she is assigned to drive. Visual inspection should be made to check for damages before you accept vehicle.
2. Safety checks shall include:
 - Lights
 - Directional signals
 - Horn
 - Tires
 - Power steering
 - Brakes (Shall be tested by putting the vehicle in gear and applying the brakes to bring it to a stop)
 - Safety equipment in vehicle (fire extinguishers, reflective triangles and flares)
3. Position all adjustments for safe driving before putting the vehicle into gear, such as seat, inside and outside mirrors, and sitting positions.
4. Drivers of City vehicles must possess a valid Illinois Driver's Class "C" license and they must be thoroughly familiar with the state and local regulations governing motor vehicle operation. The fact that an employee is operating an emergency vehicle does not absolve him from civil or criminal liability for the consequences of wantonly reckless driving. Even though emergency equipment has warning devices, the drivers are expected to PROCEED WITH ALL CAUTION.
5. If a City employee loses his/her license, it must be reported immediately to the supervisor. Under no circumstance is a vehicle to be driven by an employee without a valid license. If the employee's job depends upon driving, discipline up to and including termination may occur.
6. The City may ask for a copy of an employee's license at any time.
7. All slow-moving equipment operated in public right-of-way should be equipped with a triangular shaped reflecting sign in accordance with Illinois Motor Vehicle Code.
8. Load security:
 - a. Supplies transported in a motor vehicle must be secured in such a manner that the supplies will not be dislodged or fall out or forward during transit or sudden stops.
 - b. Drawers or cabinets in movable trucks must always be secured before the truck is driven.
 - c. All tower equipment (ladder trucks, aerial buckets, etc.) must be checked or secured prior to the movement of the vehicle.
 - d. Only materials and equipment necessary to carry on City work are allowed to be transported in or on City vehicles.
9. DON'T TAKE PRESCRIPTION DRUGS OR STRONG MEDICATION BEFORE OPERATING A VEHICLE.

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DRUGS, ILLNESS OR EXTREME FATIGUE MAY AFFECT YOUR ABILITY TO JUDGE DISTANCES, SPEED AND DRIVING CONDITIONS.

10. Employees shall not consume intoxicating liquor to the extent that evidence of such consumption is apparent when reporting for duty or to the extent that ability is in any way impaired. The odor of intoxicating liquor on the breath will not be permitted during any period when the employee is at work. Please refer to the City's Drug and Alcohol Policy in Section 2.11 for additional information.
11. All persons who drive or ride in City vehicles must wear the installed seat belts.
12. City vehicles must not be used to transport hitchhikers.
13. All motor vehicle laws-Statute or Ordinance- must be adhered to at all times.
14. When backing up a vehicle, be sure the way is clear. Get out of the vehicle when necessary and inspect the area to be backed into. Back up slowly. Sound horn while backing when necessary. If there is another employee along, he/she shall get out and direct the backing.
15. Never leave the vehicle with the engine running except as conditions or job warrants.
16. Drivers must be particularly alert while driving near children. Children must be kept from playing in or about City-owned vehicles and equipment. While working in areas such as schools, parks, playgrounds, or community centers, drivers will be especially watchful for children and will drive carefully and slowly at all times.
17. Stay within posted speed limits. Slow down when conditions warrant.
18. Do not assume the right-of-way. The driver who has the last chance to avoid an accident may be the driver in the legal right. DON'T BE PUSHY: YIELD OR STOP.
19. Keep a distance behind other vehicles so as to avoid tailgating. Do not allow others to tailgate. Slow down, pull over to the side, and let the tailgater pass.
20. Signal intentions at least 100 feet in advance including change in lanes and actual change in direction. Avoid sudden braking.
21. Parking lights designate a vehicle is parked. Never drive with only the parking lights on.
22. Filling tanks:
 - a. Shut off the motor of the equipment.
 - b. Do not smoke near gasoline pumps.
 - c. Keep the hose nozzle against the edge of filler pipe.
 - d. To avoid spilling gasoline, do not fill tank too fast or too full.
 - e. Use a funnel when necessary.
23. In the event of an accident involving City-owned vehicles, the following procedures shall be followed:
 - a. Find out if there are any injuries and notify DUCOMM- Call 9-1-1.
 - b. Render first aid if you have been properly trained and have protective equipment.
 - c. Notify the Police Department and your supervisor immediately and request an investigator at

the scene of ALL accidents, no matter how small. Do not move vehicle unless instructed by proper authority. Do not admit liability!

- d. The supervisor shall report this accident to the proper authorities as soon as possible.
- e. All claims against City insurance policies are to be promptly forwarded to the Department Head, who forwards them to the HR Officer.

SECTION 8.10 FIRST AID

While emphasis is placed on the prevention of accidents and injuries, injuries do occur. Prompt, knowledgeable treatment of wounds or other physical results of accidents will, in many cases, prevent minor injuries from becoming major ones and sometimes save lives.

The following first aid rules are recommended:

1. It is encouraged that all full-time employees receive Cardiopulmonary Resuscitation (CPR) and American Red Cross first-aid training.
2. First-aid cabinets or kits should be maintained in all City buildings. First-aid kits shall be carried in all City vehicles supervisors deem necessary.
3. Supervisors (Public Services Director, Police Chief) are to check first-aid supplies on a periodic basis. Minimum amounts of each item must be maintained. Supervisors order supplies.
4. There may be cases in which an injured employee, while needing professional attention, could be transported to the hospital by car. There may be cases, however, in which it is important that the injured employee be transferred by ambulance as a stretcher case with a qualified attendant. If there is any doubt in mind of the supervisor in charge, it should be resolved by calling for ambulance service. As an example, the following conditions would definitely indicate ambulance service:
 - a. Employee unconscious (including momentarily) or apparently in shock.
 - b. Any apparent fracture.
 - c. Any hemorrhaging.
 - d. Severe abdominal cramps and/or vomiting.
 - e. Other symptoms of internal injury.
5. To call emergency medical services or police for an emergency, first call 9-1-1.
6. All employees who are designated or trained as first aid responders must also complete blood borne pathogens training and qualifications as outlined in the City of Oakbrook Terrace's Blood borne Pathogens Program.
7. All animal bites, because of the possibility of rabies, shall receive prompt medical attention by a physician. If someone is bitten, an attempt should be made to contain the animal. If the animal is vicious, call Police who may have proper restraining equipment. Police may contact DuPage Animal Control.
8. Eye injuries resulting from small particles or dilute chemicals in eye should be immediately flushed at the on-site eye wash stations. If irritation persists or any other eye injury occurs, employee should be taken to a designated medical facility (as approved by the City).

Eye wash station locations

Police: Continuous flow station located in the SE entrance

Public Services Facility: located in the break room inside the First Aid cabinet.

City Hall: located outside of employee restrooms

Water Tower: Continuous flow eye wash station located outside the Cl2 Room.

Eye wash station located within operations room of water tower

Pressure Adjusting Station

Water Maintenance Facility: Within bathroom with first aid equipment

Public Services Facility: locker room area by the First Aid cabinet

9. All injuries, no matter how minor, are to be reported to the Department Head through the proper chain of command. Supervisors must document the date and nature of the occurrence and need for further medical treatment. Injuries that are or have a potential to be OSHA recordable or result in an auto, property or worker's compensation claim must have an Illinois Form 45 Employer's First Report of Injury (Appendix G) completed. The supervisor who performs the investigation must complete an injury report form within 24 hours of the incident. The form needs to be given to the HR Officer.

SECTION 8.11 EMERGENCY NUMBERS

DUCOMM: 630-260-7500

Nicor Gas: 1-888-642-6748

ComEd: 1-800-334-7661

AT&T : 1-800-244-4444

1-620-209-4149 Do Not Publicize

Police 9-1-1 or 630-941-8320

Fire 9-1-1

SECTION 8.12 NOISE EXPOSURE

The City of Oakbrook Terrace is dedicated to providing a safe and healthful working environment. Ultimately; it is the employee's responsibility to seek assistance when required, and to carry out the job in a safe manner. The City will administer a continuing, effective hearing conservation program, as described in the following paragraphs, whenever employee noise exposures equal or exceed an 8 hour time weighted average sound level (TWA) of 85 decibels measure on the A scale (slow response) or, equivalently, a dose of fifty percent. For purposes of the hearing conservation program, employee noise exposures will be computed without regard to any attenuation provided by the use of personal protection equipment (PPE). An 8 hour time weighted average of 85 decibels or a dose of fifty percent will also be referred to as the action level.

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The City of Oakbrook Terrace will ensure noise hazards are evaluated, and that information concerning the hazards is transmitted to all employees. This standard practice instruction is intended to address comprehensively the issues of; evaluating the potential hazards of noise, communicating information concerning these hazards, and establishing appropriate protective measures for all employees.

1. Identification of Exposure

- a. This program applies to all employees who respond to emergencies and service request calls on a regular basis. The associated work tasks on emergency scenes and service request calls are suspected of exposing employees to noise levels at or above 85 decibels as an 8 hour TWA. (time-weighted average) Personnel shall wear hearing protection whenever exposed to noise at or above 85 decibels.
- b. The following work areas have been identified as requiring hearing protection, but are not limited to the following:
 - i. While present at a firing range.
 - ii. Investigation of trouble alarm or CO alarms when no indication of injury or death exists.
 - iii. All training activities that generate noise from either equipment or sirens, e.g., tactical type activities.
- c. Personnel are required to wear hearing protection when operating equipment that produces noise in excess of 85 decibels, except in situations where the use of such personal protective equipment (PPE) would create an additional hazard to the user. Identified equipment includes, but is not limited to the following:
 - i. Weapons utilized on a range, either indoor or outdoor.
 - ii. Vehicle sirens during driver training activities.
 - iii. Extrication equipment utilized by fire rescue personnel, i.e., auto accident scene during investigation process.
 - iv. Flash bangs or other distraction devices used by EST during training.

2. Audiometric Testing Program

- a. The City of Oakbrook Terrace will establish and maintain an audiometric testing program free of charge for employees whose exposures equal or exceed an 8-hour time-weighted average of 85 decibels.
- b. Audiometric tests will be performed by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation. A technician who performs audiometric tests must be responsible to an audiologist, otolaryngologist or physician.
- c. All audiograms obtained pursuant to this standard practice instruction will meet the requirements of OSHA Regulation 29 CFR 1910.95, Appendix C: Audiometric Measuring Instruments.
- d. The City will provide protection against the effects of noise exposure when the sound levels

exceed those shown in OSHA's Table G-16, when measured on the A scale of a standard sound level meter at slow response.

3. Hearing Conservation Program

- a. Monitoring. When information indicates that any employee's exposure may equal or exceed an 8 hour time weighted average of 85 decibels, the City will implement a monitoring program.
- b. Baseline audiogram. At implementation of this program or if an initial hire, as part of post-offer pre-employment physical exam, the City will provide employees with a valid baseline audiogram against which subsequent audiograms can be compared. The City will obtain a valid baseline audiogram within 1 year of an employee's first exposure at or above the action level. Where baseline audiograms are obtained more than 6 months after the employee's first exposure at or above the action level, employees will wear hearing protectors for any period exceeding six months after first exposure until the baseline audiogram is obtained (Mobile test van exception: where mobile test vans are used to meet the audiometric testing obligation, baselines will be obtained within 1 year.). Testing to establish a baseline audiogram will be preceded by at least 14 hours without exposure to workplace noise (Hearing protectors may be used as a substitute for the requirement that baseline audiograms be preceded by 14 hours without exposure to workplace noise). The City of Oakbrook Terrace will notify employees of the need to avoid high levels of non-occupational noise exposure during the 14 hour period immediately preceding the audiometric examination.
- c. Annual audiogram. At least annually after obtaining the baseline audiogram, the City will obtain a new audiogram for each employee exposed at or above an 8 hour time weighted average of 85 decibels. Each employee's annual audiogram will be compared to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred. This comparison may be done by an individual trained to technician level. If the annual audiogram shows that an employee has suffered a standard threshold shift, a retest will be accomplished within 30 days and the results considered as the annual audiogram. If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift has occurred, the employee will be informed of this fact in writing, within 21 days of the determination.
- d. Standard threshold shift. A standard threshold shift is a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more at 2000, 3000, and 4000 Hz in either ear. In determining whether a standard threshold shift has occurred, allowance may be made for the contribution of aging (presbycusis) to the change in hearing level by correcting the annual audiogram according to the procedure described in Appendix F of OSHA Regulation 29 CFR 1910.95: Calculation and Application of Age Correction of Audiograms. Unless a physician determines that the standard threshold shift is not work related or aggravated by occupational noise exposure, this department will ensure that the following steps are taken when a standard threshold shift occurs:

Employees exposed or potentially exposed to high noise will be fitted with hearing protectors, trained in their use and care, and required to use them. For known high noise job assignments employees will be fitted and trained prior to job assignment. Employees already using hearing protectors will be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation, if necessary.

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- Employees will be referred for a clinical audiological evaluation or an ontological examination, as appropriate, if additional testing is necessary or if it is suspected that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors. Employees will be informed of the need for an ontological examination if a medical pathology of the ear that is unrelated to the use of hearing protectors is suspected.
- e. If subsequent audiometric testing of an employee whose exposure to noise is less than an 8 hour TWA of 90 decibels indicates that a standard threshold shift is not persistent, this department:
 - i. Will inform the employee of the new audiometric interpretation.
 - ii. May discontinue the required use of hearing protectors for that employee.
 - f. Revised baseline. An annual audiogram may be substituted for the baseline audiogram when, in the judgment of the audiologist, otolaryngologist or physician who is evaluating the audiogram determine that:
 - i. Audiometric tests will be conducted with audiometers (including microprocessor audiometers) that meet the specifications of, and are maintained and used in accordance with, American National Standard Specification for Audiometers, S3.6-1969.
 - ii. Pulsed-tone and self-recording audiometers, if used, will meet the requirements specified in Appendix C of OSHA Regulation 29 CFR 1910.95: Audiometric Measuring Instruments.
 - iii. Audiometric examinations will be administered in a room meeting the requirements listed in Appendix D of OSHA Regulation 29 CFR 1910.95: Audiometric Test Rooms.
 4. Hearing protectors. The City will make hearing protectors available to all employees exposed to an 8 hour time weighted average of 85 decibels or greater at no cost to the employees. Hearing protectors will be replaced at no cost as necessary.
 5. Training Program. The City will institute a training program for all employees who are exposed to noise at or above an 8 hour time weighted average of 85 decibels, and will ensure employee participation in such program.
 6. Recordkeeping
 - a. The City of Oakbrook Terrace Human Resources Officer will maintain an accurate record of all employee exposure measurements and all employee audiometric test records. This record will include as a minimum:
 - i. Name and job classification of the employee.
 - ii. Date of the audiogram.
 - iii. The examiner's name.
 - iv. Date of the last acoustic or exhaustive calibration of the audiometer.
 - v. Employee's most recent noise exposure assessment.
 - vi. Accurate records of the measurements of the background sound pressure levels in audiometric test rooms.

- b. The audiometric and related records will be retained for at least the following periods:
 - i. Noise exposure measurement records will be retained for seven (7) years.
 - ii. Audiometric test records will be retained for four (4) years beyond an affected employee's employment.
- c. Access to records. All records cited in this standard practice instruction will be provided upon request to employees, former employees, representatives designated by the individual employee, and representatives of applicable regulatory agencies. The provisions of OSHA Regulation 29 CFR 1910.1020 apply for access to records under this section.

SECTION 8.13 INFECTIOUS DISEASES

The City of Oakbrook Terrace is dedicated to providing a safe and healthful working environment. Personnel must constantly be aware of the personal hazards presented by contagious diseases. This policy is developed for the express purpose of providing personnel with the maximum protection and guidance possible in order to eliminate or minimize the employee's risk of exposure.

Personnel with the potential of coming into direct contact with contagious persons or with contaminated items from a contagious persons will use Personal Protective Equipment and follow Universal Precautions to prevent contamination. For the purpose of this manual, all body fluids, body wastes, body parts, and all items that could have body fluids on them will be considered contaminated. In the event that any body fluids from another person come in contact with police personnel's body fluids through their broken skin or otherwise, the personnel will be treated as contaminated and require post-exposure evaluation and treatment.

1. Definitions

Acquired Immune Deficiency Syndrome (AIDS) – A disease of the immune system characterized by increased susceptibility to opportunistic infections; caused by a retrovirus (HIV) and transmitted chiefly through blood or blood products that enter the body's bloodstream.

Airborne Pathogens – Pathogenic microorganisms that are carried through the air and can cause disease in humans.

Blood borne Pathogens – Pathogenic microorganisms that are present in human blood and other bodily fluids and can cause disease in humans.

Communicable Disease – A disease that can be transmitted from one person to another. Also known as a contagious disease.

Contaminated – The presence or the reasonable anticipated presence of blood or other potentially infectious materials on an item or surface.

Decontamination – The use of physical or chemical means to remove, inactivate, or destroy blood borne pathogens on a surface or item, to the point where they are no longer capable of transmitting infectious particles, and the surface or item is rendered safe for handling, use or disposal.

Exposure Incident – A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials, that results from the performance of a member's duties.

Hepatitis B Virus (HBV) – A viral infection that can result in jaundice, cirrhosis and cancer of the liver.

Human Immunodeficiency Virus (HIV) – A retrovirus that causes AIDS.

Infectious Disease – An illness or disease resulting from the invasion of a host by disease-producing organisms such as bacteria, viruses, fungi or parasites.

Parenteral – Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

Personal Protective Equipment (PPE) – Specialized clothing or equipment worn by a member for protection against a hazard. General work clothes (e.g. uniforms, pants, or shirts) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Sharp – Any object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Source Individual – Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to a member.

Tuberculosis (TB) – A disease caused by infection with the bacteria *Mycobacterium tuberculosis*. The disease is characterized by clinical symptoms such as fever, fatigue, weight loss, and night sweats. The disease is spread through the air when persons with an active TB infection cough, sneeze, or otherwise transmit saliva through the air.

Universal Precautions – An approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious.

2. Procedures for Prevention of Contagious Disease

The City of Oakbrook Exposure Control Plan shall consist of this manual and OSHA Standard 1910.1030 and will be available to all personnel. All personnel will wear protective gloves supplied by the City when handling persons where they may come in contact with body fluids. All used protective gloves will be disposed of in the manner required in this manual. All personnel will use pocket masks and/or air bags when performing C.P.R. All used protective masks and/or air bags will be disposed of or decontaminated in the manner required in this manual. After the proper removal of protective equipment, personnel will wash with a suitable antiseptic soap supplied by the City.

All protective equipment used outside of the building, upon completion of the assignment, will be placed in a plastic bag and transported to the appropriate area of the building where it will be decontaminated or placed in a biohazard bag as required. Any area where regulated waste or regulated evidence is stored; such as refrigerators, cabinets, lockers, etc., shall have a biohazard label applied. It will be fluorescent orange or orange-red. Red bags or containers may be substituted for the labels.

Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in areas where there is possible exposure to regulated waste. Food and drinks will not be kept in areas where there is regulated waste, such as refrigerators, cabinets, counter or bench tops.

- a. Hepatitis B vaccination (HBV) is available to all personnel.
 - i. Each new employee shall be offered the HBV within the first ten (10) working days of initial assignment. Such vaccination shall be at no cost to the employee and shall be administered

- by the municipal designated medical facility.
- ii. Employees desiring anti-body testing shall have that opportunity prior to vaccination and every four years thereafter. If testing reveals the employee is immune or the vaccine is contraindicated for medical reasons, or the new employee has previously received the complete HBV series, then vaccination is not required.
 - iii. At-risk personnel declining the HBV series must sign the Declination Statement before they are permitted to work beyond the 10-day period.
 - iv. Any at-risk personnel who initially declined the HBV may, at a later date, request and receive the HBV at no cost to the employee.
- b. Tuberculosis, commonly known as TB, is a bacterial infection that can spread through the lymph nodes and bloodstream to any organ in the body, and most often is found in the lungs. Most people who are exposed to TB never develop symptoms, since the bacteria can live in an inactive form in the body. But if the immune system weakens, such as in people with HIV or elderly adults, TB bacteria can become active. In their active state, TB bacteria cause death of tissue in the organs they infect. Active TB disease can be fatal if left untreated. Because the bacteria that cause tuberculosis are transmitted through the air, the disease can be quite contagious.
- i. All applicable personnel are informed of take necessary precautions against exposure to TB. In addition, all outside contractors or personnel from other departments that may perform duties within the facility will also be informed of the potential TB hazard and are required to take necessary precautions in order to minimize such exposure potential.
 - ii. All personnel are responsible for the screening of all arrestees, detainees, and/or other individuals where direct contact is necessary for TB symptoms. These symptoms are a persistent cough lasting 3 or more weeks with 2 or more signs and symptoms of active infectious TB, e.g. bloody sputum, night sweats, weight loss, fever, anorexia, or has had a positive acid-fast bacilli (AFB) smear completed. An attempt should be made to complete this screening process as soon as it is feasible depending on various circumstances, e.g. combative suspect, intoxication, unconscious, etc.; at which times it would be difficult or even impossible. Should the individual exhibit any of these symptoms, identify oneself as being infectious TB, or such condition verified via local or State health department, this person should be isolated as soon as feasible in order to prevent oneself and others from potential exposure. The individual should be placed in an isolation room or, if one is not available, segregated from other individuals and personnel. Personnel shall don their assigned N-95 respirator as soon as possible prior to transport either by ambulance or squad car. The suspect or alleged infectious TB individual could also be masked so long as not to jeopardize either treatment or medical conditions that may exist. A surgical mask, O2 mask, and/or tissue may be used so long as no respiratory distress results in this individual.
 - iii. During isolation or transport, minimal number of personnel should come in contact with this individual in order to prevent further potential TB exposure. All access points leading to the isolation area shall be labeled, placarded, and/or marked as described previously. These individuals should be transported and/or relocated to more suitable facilities that are equipped to handle such situations as soon as feasible.
 - iv. Signs shall be posted at rooms or areas used to isolate an individual with suspected or

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confirmed infectious TB or areas where procedures or services are being performed on an individual with suspected/confirmed infectious TB. Signs shall be posted at all entrances in order to inform both personnel and other individuals that a potential TB risk exists. Signs shall include a single word, e.g. STOP, HALT, or NO ADMITTANCE; or hazard symbol, and/or a descriptive message, e.g. Respiratory Isolation, No Admittance without Wearing a Type N-95 or more protective Respirator, or see a specific person or position as identified.

3. Training For At-Risk Personnel - Prior to offering the HBV, each employee will be trained on biohazards. Such training shall include:

Contents of the Standards.

Epidemiology of blood borne diseases.

This exposure control policy.

Types of controls available and use of protective equipment.

The Hepatitis B vaccination program.

Emergency procedures.

Post-exposure procedures.

Contaminated materials/clothing control, laundering and disposal procedures.

A record of all such training including dates, attendees, program content and instructors shall be maintained. All personnel will also be given updated communicable disease annual training. Training records will be kept on file for three (3) years from the date of the training.

4. Universal Precautions Shall Be Followed By All Employees

All bodily fluids of another shall be considered contaminated or potentially infectious materials and protective procedures shall be followed when handling such material or assisting any individual. All personnel are required to report any exposure incident immediately and before handling another assignment. Any personnel involved in emergency first-aid procedures shall follow the guidelines for universal precautions and use all personal protective equipment as required.

5. Post-Exposure Evaluation and Treatment for Police Personnel

WITHIN TWO (2) HOURS OF EXPOSURE the affected employee will respond to the nearest hospital Emergency Room for evaluation.

The source individual will be transported to the hospital for blood sampling and testing. Per 410 ILCS 305/7(c) "Written informed consent is not required for a health care provider or health facility to perform a test when a law enforcement officer is involved in the line of duty in a direct skin or mucous membrane contact with the blood or bodily fluids of an individual which is of a nature that may transmit HIV, as determined by a physician in his medical judgment."

The source individual will be tested for HIV and Hepatitis. Treatment will be based on the result of these tests. If the source individual is not immediately available, an assumption will be made that the individual was infected.

If the exposure is the result of a needle stick or other instance where there is no source individual, the instrument of contamination will be taken to the hospital for evaluation.

There is a two (2) hour window in which an exposed person must begin treatment with anti-viral medications to minimize the possibility of contracting HIV. It is essential the exposed employee respond IMMEDIATELY to the nearest hospital Emergency Room.

Treatment for Hepatitis does not need to begin immediately, the Emergency Room physician will decide if an “immune globulin” is necessary based on the results of the source individual’s test or the possibility of a high-risk exposure.

Follow up to the initial treatment will be based on the stage of infection of the source. The Emergency Room treating physician will refer the exposed employee to an Infectious Disease Specialist. A three (3) day follow up regimen of anti-viral medications will be supplied to the patient for HIV treatment. An appointment must be made with the Infectious Disease Specialist for possible continuing treatment within these three days. Follow up treatment for Hepatitis will be determined by the Infectious Disease Specialist.

All positive infectious TB incidents shall be reported to either the County Health Department and/or State of Illinois Department of Public Health as required for both employees and those individuals that are encountered during the fulfillment of such assigned duties arising out of the course of employment.

As required by Occupational Safety and Health Administration (OSHA) regulation, medical records on all HBV and/or HIV, immune evaluations, TB, and exposure records shall be maintained. These records will be maintained for 30 years after the employee leaves the employment of the City of Oakbrook.

Exposure records shall include documentation of route of exposure, circumstances of exposure, identification and documentation of source individual, if feasible, and medical monitoring of the exposed employee.

The Human Resources Officer shall keep and maintain all such records in a strictly confidential manner.

When submitting an employee to post-exposure evaluation and treatment by a healthcare professional, the Human Resources Officer will provide the physician with a copy of the OSHA regulation and all information regarding the employee’s duties, exposure and prior employment medical information on HIV and HBV procedures and medical records.

The Human Resources Officer will provide the employee with a written copy of the healthcare professional’s written opinion within 15 days of completion of the post-exposure evaluation.

Any Illinois Department of Labor or OSHA Inspector requesting it shall receive a copy of this policy.

6. Contaminated Clothing and Equipment

“Heptagon Disinfectant Spray” is designed to destroy most infectious germs, including HBV and HIV and will be maintained in the facilities.

Personnel whose clothing comes into contact with bodily fluids of an unknown nature as a result of work-related activities shall be considered contaminated.

If a garment is penetrated by blood or other potentially infectious materials, the employee shall immediately, or as soon as possible, and before responding to another assignment, report back to

the station's booking area and remove the garment and spray it with the "Heptagon Spray" and placed in a red biohazard bag for laundering by the Department. Contaminated equipment will be decontaminated and the officer will decontaminate him/herself. In the booking area there will be another biohazard bag for disposable equipment.

- a. Soiled/contaminated laundry as described above shall be sent for laundering only after being sprayed.
- b. Personnel involved in the bagging or transport of contaminated clothing shall wear protective gloves.
- c. Boots, leather goods, uniform jewelry, and other non-disposable equipment may be brush-scrubbed with soap and hot water to remove contamination.
- d. Contaminated personnel will shower with a suitable antiseptic soap in the booking room shower after the above has been completed.
- e. All personnel at risk will store a complete uniform in their departmental locker to change into should their duty uniform become contaminated.

In the event of a building contamination involving a bodily fluid incident, the Supervisor will contact the company Aftermath at 1-877-688-7753 for clean up as soon as possible. The area will be cordoned off for containment until it can be properly cleaned.

Whenever a vehicle becomes contaminated, it is to be sprayed with the "Heptagon Spray". If the contamination is minimal, the vehicle can be wiped clean after ten minutes. If there is a large amount of contamination, the vehicle will be taken to an approved vehicle detailing center for cleaning after being sprayed.

CHAPTER 9.0: ADMINISTRATIVE POLICIES

SECTION 9.1 PETTY CASH PROCEDURES

The purpose of this policy is to establish the guidelines and procedures that are to be followed for the disbursement of petty cash and the reconciliation of the petty cash fund.

- A. The maximum number of disbursements that can be requested annually by an individual will not exceed five (5). Exceptions will require the approval of the Finance Director.
- B. The maximum amount that can be requested for any single disbursement will not exceed one hundred dollars (\$100). Exceptions will require the approval of the Finance Director or designee.
- C. Reimbursement checks will be made out to the order of the custodian. The custodian of the petty cash fund will be the Finance Director or designee.
- D. The petty cash fund will not exceed three hundred dollars (\$300) and will be reconciled monthly by the Finance Department.

SECTION 9.2 CASH RECEIPT PROCEDURES

The purpose of this policy is to establish the procedures to be followed for the receipt, entering, and balancing of cash (defined here to include checks) that are received through the mail or by payment made at City Hall and the Police Station.

9.2.1 Cash Receipts

- A. **Mail** - Cash received in the mail should be entered daily by the administrative staff located at City Hall. Cash should be entered into the system using the appropriate type code. All cash should be put into the cash drawer, along with all back-up documentation. Upon receipt of payment by check, all checks shall be endorsed either by an endorsement stamp or the validating printer prior to placing in the cash drawer.
- B. **Internal** - Cash that is processed directly by the administrative staff at the City Hall or Police Station (e.g., utility bill payments, building permit payments, Fourth of July tickets, etc.) shall be entered daily into the system according to the appropriate type code. The cash along with all back-up documentation is to be placed in the cash drawer.
- C. Upon receipt of payment by check, all checks shall be endorsed either by an endorsement stamp or the validating printer prior to placing in the cash drawer.
- D. **Online Payments** – Online payments are accepted for certain transactions. The cashier shall record online transactions into the general ledger on a daily basis. All online transactions are recorded as a separate batch and reconciled back to the bank statements.

9.2.2 Daily Cash Receipts

The Finance Director or her designee will install and open the cash drawer by 8:30 A.M. daily at City Hall and the Police Station. The cash drawer will then be the responsibility of the administrative staff at City

Hall or the Police Station throughout the rest of the day. The cash drawer is expected to be locked and closed at all times unless when entering a transaction.

9.2.3 Daily Cash Drawer Procedures

- A. Cash receiving personnel should always keep money received in full view of the patron.
- B. Cash receiving personnel should use the counterfeit detector pen on all bills \$50.00 or larger.
- C. Cash receiving personnel should secure cash only after the transaction is complete and the correct change has been given, and always double count the change given out.
- D. Cash receiving personnel should print and distribute a receipt for ALL transactions.
- E. If staff needs to access cash drawer for non-transaction related circumstances, the Finance Department must be notified to do so. (e.g., to make change, etc.).
- F. Staff should not have access to the cash drawer for any other reason but to ring up a transaction.
- G. The Finance Director or designee shall retrieve the cash drawer(s) at City Hall and the Police Station by 4:30 P.M. daily, and log off the register. The cash drawer(s) will be secured in the Finance Director's office in a locked cabinet. The Finance Coordinator or designee should make sure the cabinet is locked before leaving for the day.
- H. If a keying error has been made, and the transaction needs to be voided, the Finance Department must be notified to do such transaction.

9.2.4 Reconciliation of Cash Drawer

The Finance Director or designee should do the following on a daily basis:

- A. Count out and distribute starting cash drawers containing currency and coin amounting to one hundred fifty dollars (\$150.00), for the City Hall cash drawer.
- B. Compare all cash and check totals to the cash receipt proof listing and the general ledger distribution report. All cash totals and check totals should match exactly.
- C. Make certain that all internal cash receipts are supported by the pre-numbered C/R forms. Any variance in the numbers on the pre-numbered forms should be investigated.
- D. Make certain that one (1) copy of the C/R form should be stamped paid and returned to the Police Department for their records.
- E. Make certain that if there is a transaction error, a written explanation be provided on the report, and the report should be initialed. Corrections are not to be made.
- F. Make certain that all cash, reconciliation reports, and backup documentation should be forwarded to the Finance Director for review.

9.2.5 Depositing Cash

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- A. All deposits will be prepared by the Finance Director, and be made at the Harris Bank, N.A., 17W695 Roosevelt Road, Oakbrook Terrace, IL.
- B. An employee designated by the Finance Director, who is outside of the Finance Department, and does not handle any cash transactions, shall take the deposit to the bank.
- C. Cash and checks in the specific or accumulated amount equaling \$5,000.00 or more should be deposited within twenty-four (24) hours of receipt. Cash and checks in the accumulated amount of less than \$5,000.00 should be deposited on a weekly basis.
- D. Deposits should be placed in a locked bag.
- E. The designated employee should remain at the bank to ensure that the bank receipts are correctly matched against the deposits made.

9.2.6 Overages/Shortages

If an overage or shortage in cash receipts is detected by the Finance Department, the following corrective procedures must be undertaken by the Finance Department:

- A. Re-add all transactions and re-verify against the reports.
- B. Check for any register over/under rings.
- C. Recount the money.
- D. Check office areas (trash cans, floor areas, etc.) to see if checks or cash were dropped or misplaced.
- E. Notify the Finance Director immediately if a shortage or overage is detected and not reconciled.
- F. Shortages and overages must be officially documented and recorded in the Finance records by the Finance Director and reported to the City Administrator.

SECTION 9.3 CREDIT CARD ACCEPTANCE POLICY

The City of Oakbrook Terrace has determined that it is in the best interest of the citizens, government administration, and taxpayers thereof to accept credit cards as a method of payment. The following standards must be followed when accepting credit cards.

Point of Sale (POS) Types of Credit Cards Authorized

1. Only Visa, MasterCard, Discover, and American Express will be accepted.
2. The card must be clearly examined to determine its legitimacy. The name of the card and the card issuer must appear in bold letters on the card, and the card must be signed by the cardholder. If the card is not signed, ask for a driver's license or an identification card that matches the name on the credit card for confirmation of the signature.

Point of Sale (POS) Authorized Obligations

1. Credit cards will be accepted for payment of only the following City services: utility bills; ordinance fees and fines; engineering permits; building permits; business licenses; and miscellaneous receivables.

2. Mail order transactions are prohibited.
3. Over-the-phone transactions will be allowed. The credit card information from the caller ***should not be written down anywhere***. The card number should be provided verbally and entered into the terminal from memory. Every effort to ensure the confidential nature of this information must be followed. If a customer is not able to provide all the cardholder information over-the-phone as requested by staff; then the customer will be required to use another payment source for the transaction. *Over-the-phone transactions should be avoided and customers should be re-directed to the online E-pay portal on the city's website.*
4. Credit card numbers cannot be emailed or sent through any electronic device other than the terminal itself. No paper or electronic copies of credit card numbers will be retained.
5. In no way is the City compelled to accept credit cards as a method of payment. The City may use its discretion to deny credit card acceptance at any time.
5. Refunds on credit card transactions will be handled electronically. Cash and check refunds are prohibited.

Unauthorized Obligations

1. Credit cards will not be accepted from companies remitting taxes in compliance with City ordinances.
2. ***Credits cards will not be accepted for utility billing deposits.***

Point of Sale (POS) Required Procedures

1. Every effort to successfully swipe the card or utilize the chip reader on the terminal must be made. Lower discount rates are charged and less risk is assumed when the card is swiped or the chip reader used.
2. The customer signature must be obtained on the credit card slip or printer receipt.
3. City staff may request a secondary piece of identification when warranted.
4. Daily transactions must be processed within 24 hours of authorization date. The daily batch must be transmitted before 6:00 p.m. central time to ensure prompt funding.
5. The City's copy of the original carbonized receipt must be retained for a period of seven (7) years. Receipts will be kept in date order and placed in a secure location that is readily available.
6. A City employee who accepts payment by credit card in accordance with these rules and state statutes shall not incur personal liability for the final collection of payment.
8. No additional fees or surcharges shall be assessed on the credit card holder in connection with point of sale transactions. However, the City reserves the right to seek reimbursement for chargebacks and other extraordinary expenditures resulting from cardholder misrepresentation.
9. The City does not retain any cardholder data in any format.

Online Credit Card Acceptance

The City utilizes the State Treasurer's E-pay system for online payments. A minimal convenience fee of 2.3% is assessed for online transactions. If the 2.3% fee is less than a \$1, then a \$1 minimum transaction fee is applied. Only certain authorized obligations above are allowed under the E-pay system. Customers can access the E-pay portal from the City's website as well as the Illinois Treasurer's website.

Device Tampering

1. Front counter staff from time to time shall examine the credit card terminal for any skimming devices that would fraudulently obtain credit card information.
2. Verify the identity of any third-party persons claiming to be repair or maintenance personnel, prior to granting them access to modify or troubleshoot devices.
3. Do not install, replace, or return devices without verification.
4. Be aware of suspicious behavior around devices (for example, attempts by unknown persons to unplug or open devices).
5. Report suspicious behavior and indications of device tampering or substitution to the Finance Director.

System Breach

In the event the terminal has been breached or tampered with (*section 12.10 of the PCI checklist*) the following response should be initiated:

1. Contact the City Administrator who will then contact:
 - a. BMO Harris Vantiv 844-309-7605
 - b. If Visa contact:1-650-432-2978
 - c. If MasterCard contact: 1-636-722-4100
 - d. If Discover contact:1-800-347-3083
2. The City's merchant numbers are as follows:
 - a. City Hall – new # under Vantiv 4445025980094, (old Moneris number -295354968881)
 - b. Water - new # under Vantiv 4445026606798, (old Moneris number - 295460097880)
 - c. Police – new # under Vantiv 4445026617290, (old Moneris number – 295469692889)
3. All credit card transactions will cease until the system can be restored and secured.
4. Alert necessary parties including but not limited to: BMO Vantiv and the Oakbrook Terrace Police Dept.

Devices

1. The City maintains three (3) credit card terminals namely, VeriFone VX-520 terminals, at the Front Counter of City Hall and the Police Department. Only the Executive Administration, Police, Finance, and Building and Zoning staff are authorized to utilize the terminal.

VeriFone Terminal Information

VX-520 Terminal – Governmental Serial #327-385-544 – located at Front Counter

VX-520 Terminal – Water Serial #330-085-785 – located Front Counter

VX-520 Terminal – Police Department Serial #330-089-913 - located at the Police Department

VX-510 Terminal (no longer in use – no chip technology) Serial #214-789-788 (located in Finance Dept. File Cabinet)

I read and understand the City's Credit Card Terminal Policy.

Employee Signature_____

Printed Name_____

Updated March 2018

SECTION 9.4 EMPLOYEE CITY CREDIT CARD USAGE

The purpose of this policy is to establish procedures for City employees that purchase goods and services using a City provided credit card. This policy intends to accomplish the following:

- A. To ensure purchases made with a City-issued credit card adhere to City's ordinances and rules.
- B. To ensure appropriate internal controls are established so the cards are only used for authorized purposes.
- C. To ensure that the City bears no legal liability from inappropriate use of purchasing cards.
- D. To provide a convenient method to purchase goods and services, while in some cases reducing the need for a purchase order, check request, training advance or use petty cash.

9.4.1 Eligible Cardholders

- Mayor
- City Administrator
- Police Chief
- Finance Director
- Public Services Director
- Building and Zoning Director
- Assistant to Mayor and City Administrator
- Administrative Coordinator

9.4.2 Required Documentation

Proofs of purchase such as receipts or invoice copies must be retained to verify purchases shown on the cardholder's monthly Statement of Account. Receipts should be attached to the monthly statement and coded accordingly. The Finance Department will audit all credit card usage.

9.4.3 Cardholder Responsibility

The purchasing card is for City purchases only. Cardholders cannot use the purchasing cards for personal purchases with the intent of reimbursing the City at a later date. The purchasing card that the cardholder receives has his or her name embossed on it and may be used only by that cardholder. No other person is authorized to use the card.

The cardholder must obtain and submit a receipt for all purchases to the Finance Department. The cardholder should protect against fraudulent use of the card. Card privileges may be rescinded at any time or at the discretion of the Finance Director or City Administrator. Whenever a card is misused or these policies violated, the City Administrator will determine the appropriate disciplinary action which could include termination or suspension.

9.4.4 Cardholder Spending Limits

Each City issued card has a \$5,000 credit limit.

9.4.5 Disputes

Disputed charges will be handled by the Finance Department upon learning from the cardholder about an incorrect charge on the Monthly Statement.

9.4.6 Lost or Stolen Cards

When a card is lost or stolen it is the responsibility of the cardholder to immediately notify the card issuer and the Finance Department within 24 hours after the discovery of the loss or theft of the card. A new application must be completed to replace the card.

9.4.7 Terminating Employees

If an employee leaves or is terminated, their card must be collected and destroyed. The Finance Department will destroy the card and will contact the financial institution to cancel the card.

CHAPTER 10 DEPARTMENT RESPONSIBILITIES

SECTION 10.1 NEWSLETTER PREPARATION

The following policy regulations and standards shall apply for the preparation and dissemination of the *Terrace Leaves* Newsletter or a newsletter by any other name which is published by the City in the future (the “Newsletter”).

10.1.1 Creation and Editing of the Newsletter

- A. The Newsletter will be produced on a periodic basis as specified by the Mayor and City Council, by either city staff or an independent contractor working in conjunction with city staff.
- B. If the Newsletter is produced by city staff, the Editor shall be appointed and report to the City Administrator or a designee. If the Newsletter is produced by an independent contractor, the contractor will be the Editor and a city staff liaison to the editor shall be appointed by the City Administrator and report to the City Administrator or a designee.
- C. The Editor shall have editorial control of the content of the Newsletter and shall, with the assistance of city staff, uphold the provisions of this policy whenever an article is proposed for publication. Editorial control shall include the refusal to publish an article that is deemed to violate these provisions.
- D. Only the City Administrator or the designee can override the publishing decisions of the Contractor, but any override decisions can be appealed to the Mayor and Council at the next most convenient regular Council meeting.

10.1.2 Structure of the Newsletter

- A. The writing of the Newsletter should be as factual as possible.
- B. Articles should be written as clearly as possible. Sentences and headlines should be kept as short as possible.
- C. Newsletter articles should be relatively short. Newsletter copy that is to be furnished to the editor should be limited to no more than one page double-spaced. Longer articles can be approved if warranted.
- D. Photos and clip-art are acceptable and encouraged.
- E. If at all possible, type size throughout the Newsletter shall be maintained at 10 point or above.

10.1.3 Content of the Newsletter

- A. Newsletter articles should serve as an unbiased service to the community. Newsletter articles should not include opinions of an individual or group, because an equal forum is not provided for those individuals or groups who may have opposing opinions.
- B. Quotations from individuals are acceptable if they support the story and provide “news” to the community. Quotes that constitute policy opinions are not acceptable.
- C. Sarcasm is a type of opinion and is not appropriate.

- D. Folksy language or common vernacular is acceptable where appropriate, as it can provide a “friendly” feel to an article.
- E. Short articles from community groups are acceptable, but only if they provide information of general interest to the community.

10.1.4 Submittal of Information and Priority of Articles

- A. Articles will be published on a priority basis. Time sensitive articles take precedence over those that are of a general nature.
- B. Space for cover articles will be reserved for a significant article(s) concerning city operations, projects or upcoming events on a priority basis. If there is no significant project or upcoming event, articles shall be selected by the Editor for the cover.
- C. All City Departments shall keep the Editor informed in a timely manner concerning departmental news of interest to the community, as well as upcoming city events.

SECTION 10.2 IDENTITY THEFT PREVENTION PROGRAMS

The purpose of this Identity Theft Prevention Program (the “Program”) is to protect customers of the City of Oakbrook Terrace’s (the “City”) water utility service from identity theft. The program is intended to establish reasonable policies and procedures to facilitate the detection, prevention and mitigation of identity theft pursuant to the Federal Trade Commission’s Red Flags Rule, which implements section 114 of the Fair and Accurate Credit Transactions (FACT) Act of 2003.

10.2.1 Identity Theft and Red Flag Rule Requirements

- A. Under the Red Flag Rules, every financial institution and “creditor” is required to establish an Identity Theft Prevention Program tailored to its size, complexity and the nature of its operation. The program must contain reasonable policies and procedures to:
 - Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the program.
 - Detect Red Flags that have been incorporated into the program.
 - Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
 - Ensure that the Program is updated periodically, to reflect changes in risks to customers or to the safety and soundness of the creditor from Identity Theft.
- B. Definitions Related To the Red Flag Rules
 - Covered Account: An account that the City offers or maintains, primarily for personal, family or household purposes that involves or is designed to permit multiple payments of transactions. A utility account is a “covered account”. (16 CFR 681.2(b)(3)(i)).

- Identity Theft: A fraud committed or attempted using the identifying information of another person without authority. (16 CFR 681.2(b)(8) and (16 CFR 603.2(a)).
- Identifying Information: Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including any name, social security number, date of birth, official state or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number. Additional examples of "identifying information" are set forth in 16 CFR 603.2(a).
- Red Flag: A pattern, practice or specific activity that indicates the possible existence of identity theft.
- Certain terms used but not otherwise defined herein shall have the meanings given to them in the FTC's Identity Theft Rules (16 CFR Part 681) or the Fair Credit Reporting Act of 1970 (15 U.S.C. 1681 et seq.), as amended by the Fair and Accurate Credit Transactions Act of 2003 into law December 4, 2003. (Public Law 108-159).

10.2.2 Identification of Red Flags

- A. The City has considered the guidelines and the illustrative examples of possible Red Flags from the FTC's Identity Theft Rules and has reviewed the City's past history with instances of identity theft, if any. The City hereby determines that the following are the relevant Red Flags for purposes of this Program given the relative size of the City and the limited nature and scope of the services that the City provides to its citizens:
- The presentation of suspicious documents.
 - Documents provided for identification appear to have been altered or forged.
 - The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.
 - Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.
 - Other information on the identification is not consistent with readily accessible information that is on file with the City, such as an application form or a recent check.
 - An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.
 - The presentation of suspicious personal identifying information.
 - Personal identifying information provided by the customer is not consistent with other personal identifying information provided by the customer.
 - Personal identifying information provided is associated with known fraudulent activity.

- Personal identifying information presented is consistent with fraudulent activity, such as an invalid phone number or fictitious billing address.
 - The address or telephone number provided is the same as or similar to the information submitted by other customers.
 - The person opening the covered account fails to provide all required personal identifying information on the application or in response to notification that the application is incomplete.
 - Personal identifying information provided is not consistent with personal identifying information that is on file with the City.
 - Upon the City's raising of challenge questions, the person opening the covered account or current customer cannot provide authenticating information beyond that which would generally be applicable.
 - Suspicious Account Activity or Unusual Use of Account
 - Shortly following the notice of a change of address for a covered account, the City receives a request to change the account holder's name.
 - A new utility account is used in a manner commonly associated with known patterns of fraud practices. For example: the customer fails to make the first payment or makes an initial payment but no subsequent payments.
 - A covered account with a stable history shows irregularities.
 - A covered account that has been inactive for a reasonably lengthy period of time shows activity.
 - Mail sent to the customer is returned repeatedly as undeliverable although usage of utility services continues in connection with the customer's covered account.
 - The City is notified that the customer is not receiving mail sent by the City.
 - The City is notified of unauthorized usage of utility services in connection with a customer's covered account.
 - Notice of possible identity theft.
 - The City is notified by a customer, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.
- B. Detection of Red Flags
- The employees of the City who interact directly with customers on a daily basis shall have the initial responsibility for monitoring the information and documentation provided by the customer and any third-party service provider in connection with the opening of new accounts, modification of; or access to existing accounts; and the detection of any Red Flags that might arise. Management shall see to it that all employees who might be called upon to

assist a customer are properly trained so that they have a working familiarity with the relevant Red Flags identified in this program are able to recognize any Red Flags that might surface in connection with the transaction. An employee who is not sufficiently trained in this Program shall not have the authority to assist the customer with any service transaction without the direct supervision and specific approval of a management employee. The Finance Director shall be properly trained to recognize the relevant Red Flags identified in this Program and exercise sound judgment in connection with the response to any unresolved Red Flags that may be present. The Finance Director shall be responsible for making the final decision on any such unresolved Red Flags.

- After the adoption of the Program by the City Council, the Finance Director shall establish a written policy setting forth the manner in which a prospective new customer may apply for service, the information and documentation to be provided by the customer in connection with an application for a new utility service account, the steps to be taken by the employee assisting the customer with the application in verifying the customer identity and the manner in which the information and documentation provided by the customer and any third-party provider shall be maintained.
- After the adoption of the Program by the City Council, the Finance Director shall establish a written policy setting forth the manner in which customers with existing accounts shall establish their identity before being allowed to make modifications to their account(s).
- After making a good faith effort, if the responsible City employees, as set forth in this policy, are unable to form a reasonable belief that they know the true identity of a customer attempting to open a new account, or modify an existing account based on the information and documentation provided by the customer or any third-party provider, the City shall not open up or modify the existing account.
- After the adoption of the Program by the City Council, the Finance Director shall establish a written policy setting forth the steps to be taken in the event of an unresolved Red Flag situation.

10.2.3 Program Management

A. Initial Risk Assessment – Covered Accounts

Utility accounts for personal, family and household purposes are specifically included within the definition of “covered account” in the FTC’s Identity Theft Rules. Therefore, the City has determined that, with respect to its utility accounts, the City offers and/or maintains covered accounts. The City has also performed an initial risk assessment to determine whether the City’s utility service offers or maintains any other accounts for which there are reasonably foreseeable risks to customers from identity theft. In making this determination the City has considered (1) the methods it uses to open its accounts, (2) the methods it uses to access its accounts, and (3) its previous experience with identity theft, and it has concluded that it does not offer or maintain any such other covered accounts.

B. Program Updates – Risk Assessment

The Program, including relevant Red Flags, is to be updated as often as necessary but at least annually to reflect changes in risks to customers from identity theft. Factors to consider in the Program update include:

- An assessment of the risk factors identified above.
- Any identified Red Flag weaknesses in associated account systems or procedures.
- Changes in methods of identity theft.
- Changes in methods to detect, prevent and mitigate identity theft.

C. Oversight

The initial adoption and approval of the Identity Theft Prevention Program shall be through Resolution #08-01. Thereafter, changes to the program of a day-to-day operational character and decisions relating to the interpretation and implementation of the Program may be made by the City Administrator. Substantial changes or shifts of policy positions under the Program shall only be made by the City Council.

D. Specific Program Elements and Confidentiality

For the effectiveness of Identity Theft Prevention Programs, the Red Flag Rule envisions a degree of confidentiality regarding the City's specific practices relating to Identity Theft detection, prevention and mitigation. Therefore, under this Program, knowledge of such specific practices is to be limited to those employees who need to know them for purposes of preventing identity theft. Because this Program is to be adopted by the City Council, and will thus be publicly available, it would be counterproductive to list these specific practices here. Therefore, only the Program's general red flag detection, implementation and prevention practices are listed in this document.

SECTION 10.3 CLASS ACTION SUITS

To establish procedures for consideration of the appropriate action to be taken when the City is a member of a certified class for a class action suit and to preserve the City Council's right to be informed and determine the final action to be taken.

10.3.1 Procedures

- A. Upon receipt of any "Notice of Class Action" or similar notice by any employee, the original thereof shall be filed in the Office of the City Clerk, and a copy shall be provided by the City Clerk to the City Attorney and City Administrator.
- B. The City Attorney and City Administrator will review the notice, discuss any known facts concerning a potential claim by the City with appropriate staff members, and the City Attorney will prepare a brief written report and recommendation to the City Council concerning the appropriate action to be taken (i.e. whether to remain a member of the class in the class action suit or opt out to enable the City to file its own claim against the defendant in light of the specific circumstances).
- C. If the City Attorney's report and recommendation advises the City Council that the City has incurred no special damages and recommends that the City remain a member of the class in the

class action suit, no further action shall be required unless the Mayor or any Alderman specifically requests that the City Administrator include the matter on a City Council agenda for discussion.

- D. If the City Attorney's report and recommendation advises the City Council that the City has incurred special damages and recommend that the City opt out of the class action suit in order to retain its right to file a separate action for such damages, no request to be excluded from the suit shall be filed at that time. The City Administrator will include matter on the next available City Council agenda for further discussion so the Council can provide direction as to the filing of litigation.
- E. After the initial notice, report and recommendation, and action, if any, by the City Council, if there is any change of circumstances surrounding the class action suit with respect to the City's position, the City Attorney shall notify the City Administrator of such circumstances and any recommended change in the City's course of action in writing, and the City Administrator shall place the item on the next available City Council agenda so that the Council can consider any such recommendation and provide direction as to further actions.

SECTION 10.4 BANKRUPTCY LITIGATION

To establish procedures for consideration of the appropriate action to be taken when the City is notified of bankruptcy litigation, including a determination of whether the City has a claim to be filed against a Debtor; and if so, how best to preserve any such claim.

10.4.1 Procedures

- A. If any City employee receives a "Notice of Commencement of Bankruptcy", a "Notice to File Proof of Claim" or a similar type of legal notice, (hereinafter "the Notice"), the original thereof shall immediately be filed in the Office of the City Clerk, and a copy shall be promptly provided by the City Clerk to the Finance Director and City Attorney.
- B. The Finance Director and City Attorney will review the notice, discuss with appropriate staff members any known facts concerning a potential claim by the City, make a determination as to whether the City has a claim against the Debtor and, if so, for what amount.
- C. If it is determined that the City has no potential claim against the Debtor, the Notice and all subsequent documents received concerning the bankruptcy litigation may be destroyed as irrelevant to the conduct of the City's operations and not appropriate for preservation by the City as evidence of its organization, function, policies, decisions, procedures or other activities.
- D. If it is determined that the City has a potential claim against the Debtor, the following actions shall be taken:
 - The City Attorney shall file the "Proof of Claim" required to preserve the City's claim, and shall report the filing of the Proof of Claim to the City Council and City Administrator in writing.
 - The City Administrator shall notify appropriate staff members of the bankruptcy litigation and claim, and inform them that no demands for payment or collection proceedings may be

initiated to obtain the debt owed during the pendency of the bankruptcy litigation. If a demand or claim has already been made or filed against the Debtor, the City Attorney shall be notified, and shall provide direction to the City Administrator with respect to the appropriate action required to hold any further action during the pendency of the bankruptcy litigation.

- The City Attorney shall advise the City Council and City Administrator, from time to time, in writing, of the status of the claim and the likelihood of collecting any specific amount on behalf of the City.

SECTION 10.5 CITY PARKS USE

This policy is intended to clarify the rules and regulations governing the use of Kreml Park, or any future park that is owned and operated by the City of Oakbrook Terrace (the “City”), for scheduled gatherings by outside groups, to coordinate the use of limited park space, and to assure preservation of park facilities and prevent uses that are dangerous, unlawful or impermissible under the rules and regulations established in this Policy.

10.5.1 Approval for Use

The City’s parks may be utilized for public or private assembly on terms and conditions set forth in this policy. Approval for the park use will require that the event or activity meet the following standards:

- A. The primary purpose of the gathering provides for an event, activity or program that would be in the public interest and that would be consistent with law.
- B. The activity or event does not unlawfully discriminate or defame any individual or organization and/or create an unreasonable danger to park facilities or to the health and safety of the public.

10.5.2 Reservations

- A. City parks are available for use by the general public on a first-come, first- served basis; however, priority scheduling for all City parks shall be as follows:
 - City-sponsored events, meetings and/or scheduled programs.
 - Organizations or groups that are located within the corporate limits of the City, or that provide services to residents of the City.
 - Residents of the City
 - Non-residents
- B. Those interested in reserving a City park are required to complete the Appendix K Park Use Permit Form. In order for a park use permit to be considered, a Park Use Permit Form must be submitted to the City Administrator’s Office with a \$25.00 permit fee and the required insurance documentation.
- C. The application, fees and documentation must be received no later than one (1) week in advance of the desired date for the proposed use or activity.

- D. The permit fee and insurance may be waived if the City Attorney determines that the activity is protected by the First Amendment, and that the requirements would be so burdensome as to preclude the applicant from using a City park for the proposed activity. Such determination shall be based on an affidavit from the applicant and sufficient financial information about the applicant to enable the City Attorney to reasonably determine whether the fee and insurance requirements would be unduly burdensome to the applicant. Fees for equipment or other special arrangements shall not be waived. The City Attorney's determination shall be made within fourteen (14) days after receipt of the required affidavit and financial information. Denials of such waivers shall be subject to the appeals procedures set forth below.

10.5.3 Capacity

The number of attendees at any event, activity or program shall be limited based on the size of the park. The City Administrator or a designee shall determine the reasonable capacity at the time of issuing any permit based on a determination of what limitations are needed to assure that persons attending the event, activity or program can and will stay on the park site and will not trespass on private property, that the number of persons will not result in damage to the public park, and that sufficient lawful parking is available for the attendees so that parking restrictions in the area can be followed.

10.5.4 Consideration and Granting or Denial of Permits

- A. Any application for a permit for the use of a City park shall be considered by the City Administrator, and a permit shall be granted or denied within not more than twenty-eight (28) days after the filing of the application. Any application not acted upon by the City Administrator within such time shall be deemed granted.
- B. The City Administrator may deny a permit only for one or more of the following reasons:
- The application (including any required attachments and submissions) is not fully completed and executed;
 - The applicant has not tendered the required permit fee, indemnification agreement, or insurance certificate with the application;
 - The application contains a material falsehood or misrepresentation;
 - The applicant is not at least twenty-one (21) years of age;
 - The applicant, or the organization on whose behalf the application was made, has on prior occasions damaged City property and has not paid in full for such damage, or the applicant or such organization has other outstanding and unpaid debts owed to the City;
 - A fully executed prior application for a permit has been received for the same time and place, and a permit has been or will be granted to such prior applicant for uses or activities that do not reasonably permit multiple occupancy of the particular park or portion thereof;
 - The proposed use or activity would conflict with previously planned programs or activities organized and conducted by the City and previously scheduled for the same time and place;

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- The proposed use or activity is prohibited by or inconsistent with the available uses of the park or portion thereof as designated by the City or exceeds the reasonable capacity of the park;
 - The proposed use or activity would present an unreasonable danger to the health or safety of the applicant or other users of the park, of City employees, or of the public;
 - The applicant has not complied or cannot comply with any applicable licensure requirements, ordinances or regulations of the City; or
 - The proposed use or activity is prohibited by law, including the ordinances or regulations of the City.
- C. Written notice of any denial of a permit for use of any City park shall be provided to the applicant, and shall include the grounds for denial. If possible, the denial may include measures by which the applicant may cure any defects in the application, including but not limited to an alternative date and time for the event or activity.
- D. Any applicant who is denied a permit may, within seven (7) days after service of notice of such determination, file a written appeal to the Mayor. The Mayor shall have seven (7) days from the date on which the appeal was filed to serve upon the applicant a notice that the denial of a permit has been affirmed, modified or reversed. If the denial is affirmed or modified, the applicant shall have the right to promptly appeal the denial or modification to the Circuit Court for the Eighteenth Judicial Circuit.

10.5.5 Insurance and Indemnification

- A. Insurance: Any permit to be issued will be subject to a requirement that the permittee provide evidence of comprehensive general liability insurance with minimum limits of \$1,000,000 general liability coverage. The required certificate of insurance shall name the City as an additional insured under the policy. Additional coverage may be requested when deemed necessary due to the specific risks posed by the permitted activity.
- B. The City assumes no responsibility for any personal injury or loss or damage to property within a City park during an activity or event for which a permit is granted. The applicant and any organization on whose behalf the application was made shall provide a certificate of insurance as evidence of coverage to insure the applicant, its guests and the City, its officers, agents, employees and volunteers from and against any and all claims, costs, causes, actions and expenses, including but not limited to attorneys' fees incurred by reason of lawsuit or a claim for compensation arising in favor of any person, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting directly or indirectly from the applicant or organization's use of the park.

10.5.6 Rules

- A. The applicant shall be present at the activity or event, and shall assume complete responsibility for any damages to a City park. If the City repairs or replaces any property as a result of any such damage, the applicant shall be charged the cost of materials and labor incurred by the City.

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- B. Disorderly conduct during the use of a City park under a Permit may result in revocation of the Permit and clearing of the park, if required, in order to preserve the public safety and welfare.
- C. No Alcoholic Beverages shall be allowed in any City park.
- D. The Appendix K Park Use Permit Form shall be referred to and used as a Permit upon the approval of the City, and such Permit shall be on the park site at all times during a permitted event or activity.
- E. Fires of any kind shall be prohibited.
- F. No motorized vehicles shall be allowed on any City park grounds, other than in designated parking areas.
- G. No littering shall be allowed. When an event or activity has ended, the applicant shall provide for full clean-up of the area.
- H. The event or activity shall be confined within the park grounds and to the number of attendees permitted, and no person shall be permitted to trespass upon any private property bordering the park area.
- I. The applicant shall notify the City of any request for special arrangements or equipment at the time the application is filed, and the applicant shall be responsible to pay the City for all labor and materials required. If a tent is to be used, contact Building & Zoning for permitting regulations.
- J. The applicant or another responsible person in the City's park at the time of a permitted event or activity shall immediately report any unlawful acts or incidents involving personal injury or property damage, dangerous or unsafe conditions, disorderly conduct, or similar incidents to the City's Police Department by calling 9-1-1.
- K. The posting of advertisements for any product, service or sale shall not be permitted in any City park.
- L. No individual or group shall charge admission or any other fee in connection with its use of a City park, unless written permission is granted by the City Administrator at the time of issuance of the permit.
- M. No gambling shall be permitted in any City park.
- N. City park hours are from 6:00 a.m. until 10:00 p.m. No person shall be or remain in any City park at any other time.
- O. Because the City's parks are located in close proximity to residential areas, the use of loud speakers or other public address systems shall not be permitted unless written permission is granted by the City Administrator at the time of issuance of the permit. Any such permission may specify conditions of use to protect the surrounding residential properties from unreasonable noise, and such conditions may include the decibels of volume permitted, the direction of the speakers, the hours of use, and similar protective measures.

- P. The firing, discharge or setting off of any rocket, firecracker, fireworks or other explosive device shall be prohibited in the City's parks.

SECTION 10.6 USE OF CITY MEETING SPACE

To clarify the rules and regulations governing the use of City Hall meeting space by the City and outside groups.

- A. The meeting rooms located in the City Hall may only be used by the City's corporate authorities and its affiliated appointed boards and commissions, other governmental bodies providing services to residents of the City, intergovernmental organizations of which the City is a member, homeowners' associations and other civic organizations providing services to residents of the City.
- B. Use of the facilities shall be restricted to the conducting of regular organization business.
- C. The City Hall meeting rooms will be available any Monday - Saturday, excluding holidays, until 10:30 p.m. at no fee.
- D. The number of participants for meetings is limited as follows: Council Chambers - 70
- E. It is understood that the City's governmental activities have preference over outside activities in the use of the City meeting rooms, and the City reserves the right to cancel any reservation at any time.
- F. The Police Department will be notified of the starting time and group contact name by the City Administrator's office and the police department will provide access to the building.
- G. The sale, serving, or consumption of alcoholic beverages on City premises is strictly prohibited.
- H. During evening hours, if something is not as requested, users may contact the Police Desk and the message will be relayed to the appropriate City staff member.
- I. Use of the City's projection screen can be arranged at no charge.
- J. The sound or noise from the meeting should be no louder than normal speaking voices.
- K. The Administrative Coordinator shall approve the scheduling of all meetings to take place in the Council Chambers.
- L. THE CITY OF OAKBROOK TERRACE RESERVES THE RIGHT TO DISCONTINUE THE USE OF THE FACILITIES IF THEY ARE NOT MAINTAINED PROPERLY.

SECTION 10.7 FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES

This policy outlines the staff responsibilities for the City to be in compliance with the State Freedom of Information Act (FOIA). It also declares, in no uncertain terms, that it is a fundamental obligation of government to operate openly and provide public records as expediently and efficiently as possible. This places the burden on the City to show by clear and convincing evidence that a denied record is exempt.

10.7.1 Responsible City Positions

Until further notice, the City Administrator has appointed the Office of Deputy City Clerk to serve as FOIA Officer, and the Assistant FOIA Officers are designated as the Finance Director, Public Services Director, Building & Zoning Administrator, and the Assistant to the Mayor and City Administrator. All such officers shall successfully complete the electronic training curriculum developed and administered by the Public Access Counselor (“PAC”) as designated by the Illinois Attorney General’s Office.

10.7.2 FOIA Officer Duties & Responsibilities

The daily management of FOIA at the City is the job of the FOIA Officer, and shall consist of the following duties and responsibilities.

- A. Noting the date a request was received on the face of the request;
- B. Computing the day the response must be made and noting it on the face of the request;
- C. Unless the requested records can be provided immediately, the request should immediately be scanned and e-mailed to the City Attorney and the appropriate department holding the requested records;
- D. Maintaining an electronic or paper file of requests and any documents submitted with a request;
- E. Creating a file to retain the original request, a copy of the response, a record of written communications with the requestor, and a copy of any other communications concerning the request;
- F. Following-up on the response with the City Attorney and appropriate Department;
- G. Maintaining the list of documents or categories of records that the City immediately discloses upon request;
- H. Maintaining the City document index; and
- I. Providing and displaying a description of the City and the procedures for making FOIA requests. This information must also be posted on the City website.

10.7.3 Assignment of Other Duties & Responsibilities

The oversight of all FOIA requests is the responsibility of the City Attorney. The City Administrator oversees the FOIA procedures at the staff level.

SECTION 10.8 DISPLAY OF MOURNING BUNTING POLICY

It is in the interest of the City to recognize and honor the mourning of City employees, Board and Commission members and elected officials.

10.8.1 Guidelines

- A. Displaying the mourning bunting and lowering the City flag to half-staff will occur with the passing of:
 - Current City employee

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- Current/former Board or Commission member
 - Current/former elected official
- B. Public Services will be notified to put up the bunting at the City Hall entrance and lower the City flag to half-staff.
- C. This will be in place for three (3) days. For a current elected official that passes while in office, the bunting will be displayed and flag at half-staff for one (1) week.
- D. In the event a City of Oakbrook Terrace law enforcement officer is killed in the line of duty, the United States flag and Illinois State flag will be displayed at half-staff in accordance with the Illinois Flag Display Act (5 ILCS 465). Those two (2) flags will be displayed at half-staff on the day designated for the funeral date and the two (2) days preceding that day. The bunting and display of City flag at half-staff will be one (1) week.
- E. The United States flag and Illinois State flag will be displayed in other circumstances according to the Governor and/or U.S. President's official notice.

SECTION 10.9 BUSINESS LICENSE ADMINISTRATIVE POLICY

10.9.1 Initial Procedures

- A. All Business License (B/L) applications and any correspondence will be mailed by the 15th of February. B/L applications are due by May 1st of that year.
- B. Once applications are received, Finance is to distribute all applications to the Building & Zoning Department for zoning requirement review. Building & Zoning will initial off if the zoning requirements are correct and send back to Finance to process.
- C. If Building & Zoning determines an investigation is required, the department will be required to provide a written report to the business within ten (10) days of receiving the application. A copy of said report should be forwarded to Finance for record keeping purposes.
- D. If discrepancies are found on the application, Finance is to send a global letter to the business which shall state such discrepancy. If no response from letter within ten (10) days, Finance shall place a follow-up phone call.
- E. If applications are returned in the mail, Finance is to direct Code Enforcement Officer to research said business.

10.9.2 Procedures after May 1st

- A. Any business license applications not received on or before May 1st of each year, shall receive a past due letter notifying the business of the necessity to pay, and of the penalty fee as stated in the City ordinance. Businesses will have fifteen (15) days to comply.
- B. For business registration applicants, if application is not received on or before May 1st, Finance will invoice said business the registration fee, and applicable penalty fee. Businesses will have fifteen days (15) to comply.

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- C. If any application was rejected due to insufficient information, but payment was made in full, no penalty will be assessed. Finance staff to maintain list of outstanding issues with applications and will follow-up with business's until issues are resolved.
- D. If no response or payment made after fifteen (15) business days after past due notice, and or invoice has been sent, Finance is to notify the Code Enforcement Officer of the following information:
 - Listing of all businesses that have not paid.
 - Copies of all invoices that are past due.
- E. The Code Enforcement Officer will cite all business's on the listing. All citations will be postmarked fifteen (15) days prior to the adjudication hearing.
- F. If a business pays the license and/or registration fee and penalty fee's prior to the hearing, they are still required to attend the hearing.
- G. If judgment fees are assessed at the hearing, all fees need to be paid within fourteen (14) business days. If a business does not show up for the hearing, additional fees will be assessed, and a notice will be mailed to the business. All fees need to be paid within fourteen (14) business days.
- H. After citations are issued, all concerns or questions should be directed to the Code Enforcement Officer.
- I. Any citation fines and/or judgment fees related to business licenses shall be received at the City Hall front desk, and entered in the cash receipt system accordingly.
- J. If business's fail to pay judgment fees and/or all other fees after the fourteen (14) business days, Finance is to send a letter notifying the businesses of collection procedures. Said letter will state that the businesses have another seventeen (17) days to pay fees owed.
- K. If fees are not paid with the seventeen (17) business days, Finance is to start collection procedures for all business's that apply.

10.9.3 Other

- A. Penalty Fee Structure is as follows:
 - \$150.00 if a business has paid after May 1st
 - \$200.00 if a business has failed to pay
 - \$250.00 if a business fails to show for hearing.
- B. A new Business License applicant must complete an application prior to the business obtaining a Certificate of Occupancy.
- C. Any correspondence or information communicated to the Building and Zoning Department about any new or closed business must be communicated to the Finance Department so that the Finance Department's records are current.

SECTION 10.10 JULY 4 SPONSORSHIP REQUIREMENTS & GUIDELINES

10.10.1 APPLICATION PROCEDURE

A) Approval from the City of Oakbrook Terrace (the “City”) is required for sponsorship of the City’s Independence Day Celebration.

B) All persons or entities interested in sponsoring the City’s Independence Day Celebration must complete an application listing all requested information.

10.10.2 CRITERIA FOR APPROVAL OF APPLICATION

The City Administrator will determine whether to approve or disapprove a particular applicant as a sponsor and will have sole authority to approve, approve with conditions, deny and/or revoke approval of any application upon considering the following factors:

A) Applicant’s Connection with the City:

The evaluation will consider whether the applicant resides in the City or operates a business or organization with its principal office located within the City, the number of employees or members the applicant has within the City, and how long the applicant has had a connection with the City.

B) Applicant’s Reason for Sponsoring the Independence Day Celebration:

The evaluation will consider whether the applicant’s participation tends to demonstrate the applicant’s connection with and contribution to the City, including, but not limited to, promoting goods or services provided in the City by the applicant and/or the good will created by or volunteer spirit shown by the applicant within the City.

C) Content Neutral Application of Guidelines:

No application shall be denied on account of any message or viewpoint that may be conveyed by an applicant, or on account of the associational relationships of the applicant, except that the business, organization, individual, message or viewpoint must be connected to the City, its history or the contribution of the applicant to the City as provided in these guidelines; provided, however, that the following additional guidelines may be considered with respect to any approval or denial of an application for sponsorship:

- The City is a local governmental entity and does not support or endorse any political party, candidate, agenda or viewpoint, or endorse or promote any religious group or viewpoint. Therefore, the City will not accept sponsorships or promotional materials that are associated with any political party, candidate, agenda or viewpoint of any kind, or with any religious group or viewpoint; and
- The City will not accept promotional materials that are unsuitable for viewing by minor children because of their explicit sexual depictions or content, use of language, or other similar reasons.

10.10.3 APPROVAL, DENIAL AND REVOCATION OF APPLICATION

Within 20 business days after the City receives an application, and after considering the above criteria for approval, the City Administrator shall take one of the following actions:

- Approve the application as consistent with these guidelines;
- Approve the application as consistent with these guidelines with conditions as to time; place and manner; or
- Deny the application based on the standards set forth in these guidelines.

If the City Administrator determines that an application will be denied or revoked, written notification will be provided to the applicant, together with reasons for the denial/revocation of approval, which reasons shall be consistent with the guidelines set forth herein.

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APPENDIX A:EMPLOYEE ACKNOWLEDGEMENT FORM

The City of Oakbrook Terrace (the “City”) has made available a copy of the City of Oakbrook Terrace Personnel Policy and Procedures Manual (the “Manual”).

I understand that the Manual is NOT AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT or a legal document of any kind, that it does not create any rights in the nature of an employment contract, and that it does not serve as a statement of specific employment terms and conditions for any employee. I acknowledge that my employment with the City is on an at-will basis, and that nothing contained in the Manual creates any promise of continued employment or restricts either the right of the City, or my right, to terminate my employment at any time.

I acknowledge that the provisions of the Manual are subject to change, that the City may unilaterally amend it at any time at its sole discretion, that revisions to the Manual may supersede or eliminate one or more existing policies, and that any changes to the Manual will be communicated through official notices.

I have received, read and understood the provisions contained in the Manual and, in consideration of additional compensation provided to me by the City, agree to such provisions, and with any revisions made to them at any future date. I further understand that, upon request, my supervisor can provide further information on any subject contained in the Manual.

Signature

Print Name

Date

Attest

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APPENDIX B: PAYCHECK ADVANCE REQUEST FORM

Employee Name: _____

Department: _____

REASON FOR REQUEST:

PAY PERIOD REQUESTED:

SPECIAL INSTRUCTIONS/COMMENTS:

APPROVAL:

Employee Signature

Supervisor Approval

Finance Approval



APPENDIX C: REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT

Name of Employee: _____

I hereby request the approval of the City of Oakbrook Terrace (the "City") for my outside employment at the place(s) listed below, for the duties and hours described. I understand that my outside employment may not conflict with my duties for the City, and that I am subject to call at any time. I further understand and agree that I will be obligated to abandon my outside employment responsibilities when called for duty by the City.

Job Location: _____

Description of Duties:

Hours of Outside Work (AM or PM): _____

Employee Signature

Date

Department Head

Date

City Administrator

Date

- Approved
- Disapproved

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APPENDIX D: COMPLAINT REPORTING PROCEDURE

Instructions: This procedure is designed to insure that every employee is provided with the opportunity to have a question, concern and/or problem responded to within a reasonable time. Any employee may use this procedure for any matter which pertains to, or has an effect on, their employment with the City, including job classification, supervisors, rules, regulations, policies, job safety, working conditions, salary and benefits.

Before using this form, the employee should informally discuss the question/problem with an immediate supervisor. Your supervisor will listen to your question/problem, and, if possible provide a response within a reasonable time frame.

If your immediate supervisor does not or cannot provide an acceptable response, this formal employee communication procedure, as defined in section 2.24 of the Personnel Policy & Procedures Manual should be followed.

Employee's Name

Supervisor's Name

Date form was submitted to employee's supervisor _____

EMPLOYEE: Briefly state your question, concern or problem in the space provided. Be as specific and precise as possible. Upon completing this form, submit to your supervisor.

SUPERVISOR: Briefly identify the response you made to the question, concern or problem identified above. Write your comments below and send to the employee within five (5) working days from the date you received this form.

Continued...

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DEPARTMENT HEAD: If the requesting employee did not have the question, concern or problem resolved, the employee has the right to appeal to you on this form. Within five (5) working days after receiving this form, the Department Head shall furnish the employee with a response written below. The Department Head may meet with the employee and all supervisory personnel that have been involved in the issue. The meeting should be set up within five (5) working days of your receipt of this form. You should review the entire issue and identify, in the space provided below, exactly what action (if any) will be taken to resolve this situation. If, in your opinion, the employee's concern or problem is legitimate but cannot be properly resolved because of an established City rule or policy, you should submit (in a separate memorandum) as recommendation to the City Administrator that certain revisions be made. The form should be attached to such recommendation.

The employee may, within five (5) working days after receipt of this form with reply from the Department Head, appeal the decision to the City Administrator by providing the City Administrator with a copy of this form with all previous responses. A copy must be sent to the HR Officer at the same time. The City Administrator may conduct an investigation regarding the complaint. Within five (5) working days of receipt of the appeal, the City Administrator shall furnish the employee with a reply written below. The City Administrator's decision in the matter will be final.



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APPENDIX E: PSEBA APPLICATION FORM

CITY OF OAKBROOK TERRACE
17W275 Butterfield Road, Oakbrook Terrace, IL 60181

1. Applicant's Name: _____
2. Mailing Address: _____
3. Telephone: (Home) _____ (Work) _____
4. Applicant's birth date: _____
5. Name of Public Safety Employee: _____
Birth date of Public Safety Employee: _____
6. Applicant's relationship to the person named in #5.
 - Self
 - Currently married
 - Surviving Spouse, not re- married
 - Child under 18
 - Child 18-25 dependent for support
 - Child 18-25 and full-time or part-time student and dependent for support. Attach proof of your status as a student.
7. Date of Public Safety Employee's injury and/or death: _____
8. Location of Public Safety Employee's injury and/or death: _____
9. Description of how injury and/or death occurred (you may attach any official reports or other documentation of the circumstances of the injury and/or death)

10. Have you made any other requests for PSEBA benefits?
 - No
 - Yes. Provide date, where application was made, and reason application was made. Attach copy of application, if available._____
11. Has the Police Officer applied for a line-of-duty-disability pension from the Oakbrook Terrace Police Pension Board?
 - No
 - Yes. Attach copy of ApplicationHas the Oakbrook Trace Police Pension Board granted the Police Officer a line-of-duty disability pension?
 - No
 - Yes. Attach copy of determination letter
12. List any other health insurance plans under which you are covered. Include the name of the insurance company and benefits plan.

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The undersigned, who has applied to the City of Oakbrook Terrace for the PSEBA benefit, states the follows:

1. I believe I may be eligible for benefits under the Public Safety Employee Benefits Act, 820 ILCS 320/10, and submit the above information in support of my application.
2. I understand that to determine eligibility for these benefits, the City of Oakbrook Terrace may need to review relevant employment and pension records for the injured or deceased Police Officer. I hereby authorize the City of Oakbrook Terrace to review records from the Oakbrook Terrace Department and or the Oakbrook Terrace Police Pension Board.
3. I understand that to determine eligibility for these benefits, the City of Oakbrook Terrace may need to review relevant medical records for myself and/or the injured or deceased Police Officer. I have completed and signed the attached Authorization Form for the Use and Disclosure of Protected Health Information authorizing the City of Oakbrook Terrace to review these records.
4. I understand that while my application is being considered and at any time I am receiving benefits under the Public Safety Employees Benefits Act I must obtain Medicare coverage when I become eligible through my own employment, a spouse's employment and/or an ex-spouse's employment.
5. I understand that I am obligated to inform the City of Oakbrook Terrace, 17W275 Butterfield Road, Oakbrook Terrace, IL 60181 while my application is being considered and at any time I am receiving benefits under the Public Safety Employees Benefits Act if:
 - I remarry.
 - I am 18-25 and no longer dependent for support or I am no longer a full-time or part-time student.
 - I am eligible for other health insurance and/or I obtain other health insurance, including Medicare.
6. I understand that it is unlawful for a person to willfully and knowingly make or cause to be made, or to assist, conspire with, or urge another to make, or cause to be made, any false, fraudulent, or misleading oral or written statement to obtain health insurance coverage as provided by the Public Safety Employee Benefits Act 820 ILCS 320/10(a)(3). I understand that such actions constitute a class A Misdemeanor and can serve as the basis for denial of benefits and/or forfeiture of any benefits paid. Further, I understand any omission of information related to this application could constitute a basis for denial.

Signature of Applicant

Date

Printed Name of Applicant

Printed Name of Personal Representative (if applicable)

Relationship to Applicant (if applicable)

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City of Oakbrook Terrace Authorization Form

For the Use and Disclosure of Protected Health Information (PHI)

Name _____ City Employee Name _____

Date of Birth _____

By signing this Authorization Form, I understand that I am giving my authorization to the City of Oakbrook Terrace to use/or disclose my protected health information (PHI), as described in more detail below, to the following person(s) or organization(s):

Name of person(s) or organizations(s) _____

Street Address _____

City, State, and zip code _____

Telephone Number _____ Fax Number _____

I specifically authorize the use and disclosure of the following PHI: (Please provide a detailed description of each purpose of the requested use or disclosure. Also, include the particular data and period of time you are requesting.)

Enrollment/Disenrollment Information _____

Other: _____

This authorization shall not expire unless revoked.

I may revoke this authorization at any time by notifying the City of Oakbrook Terrace in writing. However, I understand that such a revocation will not have any effect on any informational already used or disclosed by the City of Oakbrook Terrace before the City received the written notice of revocation.

I understand that there is a potential that the information disclosed pursuant to this authorization may be subject to redisclosure by the recipient and will no longer be protected by the Health Insurance Portability and Accountability Act.

This Authorization is voluntary and I may refuse to sign this Authorization form.

I understand that the City of Oakbrook Terrace may not condition payment, enrollment or eligibility for benefits on whether I sign this authorization, unless the authorization is requested prior to enrollment and is sought for eligibility or enrollment determinations or for our underwriting or risk rating determination.

I understand that I have a right to inspect and copy the information for which I am authorizing disclosure.

I understand that I have the right to be provided with a copy of this signed authorization form.

Signature of patient/claimant/personal representative _____

Date _____

Printed name of patient _____

Printed name of personal representative (if applicable) _____

Relationship to patient (if applicable) _____

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APPENDIX F: PSEBA AFFIDAVIT TO ESTABLISH NO OTHER HEALTH BENEFITS

THIS AFFIDAVIT CHANGES PER THE INDIVIDUAL

I, _____(hereinafter the “Affiant”), being first duly sworn upon oath (or legally affirming), states as follows:

1. Affiant has made an application to the City of Oakbrook Terrace (the “City”) for health insurance benefits pursuant to the Public Safety Employee Benefits Act (the “Act”);
2. For the purposes of this affidavit: (a) the term “Affiant’s injury” means an injury that he believes qualifies him for benefits under the Act; and (b) the phrase “any health insurance benefits available or payable” means health insurance benefits available or payable other than those benefits that may have been, or are, in place as a result of Affiant’s participation in a City health plan which provided health coverage benefits prior to the granting of the health coverage benefits under the Act;
3. Affiant has/has not had any health insurance benefits available or payable to him from a third party, from the date of Affiant’s injury to the present date;
4. Affiant is married, and Affiant’s spouse has/has not had any health insurance benefits available or payable to him from a third party, from the date of Affiant’s injury to the present date;
5. Affiant is not a parent of minor children, being dependent upon affiant for support. If the affiant becomes a parent to minor child(ren), the child(ren) have/do not have any health insurance benefits available or payable to them or their parents or guardians from a third party, from the date of Affiant’s injury to the present date;
6. If any health insurance benefits become available or payable to affiant, the spouse or future children, Affiant agrees to notify the City within thirty days of the effective date that such benefits become available or payable; and
7. Affiant agrees to provide an affidavit to the City of Oakbrook Terrace upon its request, affirming whether health insurance is available or payable to affiant, the spouse or future children; provided, however, that the City shall not make such request more than once every twelve (12) months.

Further Affiant sayeth not.

Affiant

State of Illinois)
County of DuPage)

Subscribed and sworn to
before me this day of

Notary Public

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Appendix G: EMPLOYER'S FIRST REPORT OF INJURY

ILLINOIS FORM 45: EMPLOYER'S FIRST REPORT OF INJURY *Please type or print.*

Employer's FEIN	Date of report	Case or File #	Is this a lost workday case? Yes No
Employer's name		Doing business as	
Employer's mailing address			Employer's email address
Nature of business or service			SIC code
Name of workers' compensation carrier/admin.		Policy/Contract #	Self-insured? Yes No
Employee's full name			Birthdate
Employee's mailing address			Employee's e-mail address
Gender Male Female	Marital status Married Single	# Dependents	Employee's average weekly wage
Job title or occupation			Date hired
Time employee began work	Date and time of accident		Last day employee worked
If the employee died as a result of the accident, give the date of death.		Did the accident occur on the employer's premises? Yes No	
Address of accident			
What was the employee doing when the accident occurred?			
How did the accident occur?			
What was the injury or illness? List the part of body affected and explain how it was affected.			
What object or substance, if any, directly harmed the employee?			
Name and address of physician/health care professional			
If treatment was given away from the worksite, list the name and address of the place it was given.			
Was the employee treated in an emergency room? Yes No		Was the employee hospitalized overnight as an inpatient? Yes No	
Report prepared by	Signature	Title and telephone #	Email address

Please send this form to: ILLINOIS WORKERS' COMPENSATION COMMISSION 4500 S. SIXTH ST. FRONTAGE RD SPRINGFIELD, IL 62703
By law, employers must keep accurate records of all work-related injuries and illness (except for certain minor injuries). Employers shall report to the Commission all injuries resulting in the loss of more than three scheduled workdays. Filing this form does not affect liability under the Workers' Compensation Act and is not incriminatory in any way. This information is confidential. IC45 8/12

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APPENDIX H: TRAVEL AND EXPENSE REIMBURSEMENT FORM

CITY OF OAKBROOK TERRACE TRAVEL AND MEETING REIMBURSEMENT EXPENSE FORM							
Employee Name/Position				Special Instructions			
				Mileage reimbursement will be paid based upon recognized Internet programs such as MapQuest or Google Maps. <u>A mileage map indicating the route driven must also be attached to the Travel Expense Form.</u> All other conference or meeting documents should also be attached to this form.			
Budget Account							
Destination/Conference							
Departure/Return Dates							
Advance Requested				Finance Department Use			
\$0							
Approval							
CONFERENCE & MEETING EXPENSES				TRANSPORTATION EXPENSES			
Date	Dining	Lodging	Registration	Total Miles	Total Mileage Due	Parking/Tolls	Railway/Fuel/Taxi
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
Total Expenses	\$ -	\$ -	\$ -	Total Miles	\$ -	\$ -	\$ -
TOTAL CONFERENCE/MEETING AND TRANSPORTATION EXPENSES							
					Total Dining	\$	-
					Total Lodging	\$	-
					Total Registration	\$	-
					Mileage @ \$.56 per mile	\$	-
					Parking/Tolls	\$	-
					Railway/Fuel/Taxi	\$	-
					Total Expenses	\$	-
					Less: Amount Advanced to Employee		
					Total Due to Employee \$ -		
EMPLOYEE SIGNATURE					DATE		
APPROVAL					DATE		

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APPENDIX I: TUITION REIMBURSEMENT REQUEST FORM

Employee Name _____ Department _____
 Semester _____ Quarter _____
 Undergraduate Graduate FY _____ Tuition Rate _____

Course Name & Number*	Institution & Location	Total Cost/Class	Credit Hours

TOTAL

TOTAL ELIGIBLE

\$

Anticipated inclusive dates of attendance:

From: _____

To: _____

***Attach a copy of official registration form.**

The employee should attach a separate memo stating how the course is job-related.

I hereby certify that this request conforms with the City policy for tuition reimbursement.

Requested by: _____
EMPLOYEE

Approved: _____
(as to form) HUMAN RESOURCES

Approved: _____
DEPARTMENT HEAD

Approved: _____
CITY ADMINISTRATOR

NAME OF COURSE COMPLETED	DATE OF COURSE COMPLETION	FINAL GRADE**

** Attach copy of grades

Approved for refund: _____
FINANCE DIRECTOR

Amount of refund: \$ _____



APPENDIX J: TUITION REIMBURSEMENT AGREEMENT

This contract is made on _____, 20____ between the City of Oakbrook Terrace (“City”) and _____, (“Employee”) for the purpose of establishing the repayment of reimbursable educational expenses (“Expenses”).

The parties above agree to all the conditions and obligations as follows:

- 1) The City shall reimburse the Employee for Expenses related to education, when and if the following conditions are met:
 - a) The Employee shall remain in employ with the City for a period of time no less than one year from the date of course completion.
 - b) The Employee shall utilize the skills obtained for the betterment of the City, its residents, and co-workers.
- 2) Failure to remain an employee in good standing with the City shall result in the repayment of all monies paid by the City to the Employee related to the reimbursement of educational expenses.
- 3) The City reserves the right to deduct the reimbursed Expenses from the Employee’s final paycheck upon separation from employ.
- 4) In the event that the Employee’s final paycheck does not equal the Expenses to be reimbursed, the City shall have the right to garnish future wages.

This Contract may not be modified in any manner unless it is presented in writing and is signed by both parties. This document and any attachments constitute the entire agreement between the parties. This Contract binds and benefits both parties and any successors.

Employee signature

City Administrator signature

Print employee name

Date _____, 20____

Date _____, 20____

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APPENDIX K: PARK USE PERMIT FORM



City of Oakbrook Terrace Park Use Form

17W275 Butterfield Road
Oakbrook Terrace, IL 60181

Telephone (630)941-8300 Fax: (630)617-0036



Park Location	
Dates Requested	
Time Requested	
Group Leader	
Address	
Phone Number	
Estimated Attendees	
Fee Paid for Permit \$ 25 <input type="checkbox"/> Cash <input type="checkbox"/> Check	
Date & Time	
City Administrator Signature Approval & Date	

Please attach the required certificate of insurance to this form. We ask that all groups using the Park Grounds follow all Park Regulations attached:

Park Use Rules & Regulations

- A. The applicant shall be present at the activity or event, and shall assume complete responsibility for any damages to a City park. If the City repairs or replaces any property as a result of any such damage, the applicant shall be charged the cost of materials and labor incurred by the City.
- B. Disorderly conduct during the use of a City park under a Permit may result in revocation of the Permit and clearing of the park, if required, in order to preserve the public safety and welfare.
- C. No Alcoholic Beverages shall be allowed in any City park.
- D. The *Park Use Permit Form* shall be referred to and used as a Permit upon the approval of the City, and such Permit shall be on the park site at all times during a permitted event or activity.
- E. Fires of any kind shall be prohibited.
- F. No motorized vehicles shall be allowed on any City park grounds, other than in designated parking areas.
- G. No littering shall be allowed. When an event or activity has ended, the applicant shall provide for full clean-up of the area.
- H. The event or activity shall be confined within the park grounds, and no person shall be permitted to trespass upon any private property bordering the park area.
- I. The applicant shall notify the City of any request for special arrangements or equipment at the time the application is filed, and the applicant shall be responsible to pay the City for all labor and materials required.
- J. The applicant or another responsible person in the City's park at the time of a permitted event or activity shall immediately report any unlawful acts or incidents involving personal injury or property damage, dangerous or unsafe conditions, disorderly conduct, or similar incidents to the City's Police Department by calling 9-1-1.
- K. The posting of advertisements for any product, service or sale shall not be permitted in any City park.
- L. No individual or group shall charge admission or any other fee in connection with its use of a City park, unless written permission is granted by the City Administrator at the time of issuance of the permit.
- M. No gambling shall be permitted in any City park.
- N. City park hours are from 6:00 a.m. until 10:00 p.m. No person shall be or remain in any City park at any other time.
- O. Because the City's parks are located in close proximity to residential areas, the use of loud speakers or other public address systems shall not be permitted unless written permission is granted by the City Administrator at the time of issuance of the permit. Any such permission may specify conditions of use to protect the surrounding residential properties from unreasonable noise, and such conditions may include the decibels of volume permitted, the direction of the speakers, the hours of use, and similar protective measures.
- P. The firing, discharge or setting off of any rocket, firecracker, fireworks or other explosive device shall be prohibited in the City's parks.
- Q. A certificate of insurance is required with a comprehensive general liability coverage of \$1,000,000. The certificate shall name the City as an additional insured.

I have read and reviewed this Application for Permit to use City Parks and hereby agree to abide by and conform to all regulations contained on the reverse side of this form. I also agree to inform all other

