

**VILLAGE OF MT. ZION
MACON COUNTY, ILLINOIS**

Ordinance No.
2018-8

AN ORDINANCE ADOPTING A REVISED VILLAGE OF MT.ZION
PERSONNEL POLICY MANUAL

CERTIFICATE

State of Illinois)
)
)
County of Macon)

I, Dawn Reynolds, duly appointed Village Clerk of the Village of Mt. Zion, Macon County, State of Illinois, and as such, custodian of all Village records, do hereby certify that the attached Ordinance No. 2018-8, is a true and correct copy of AN APPROVED ORDINANCE OF THE VILLAGE OF MT. ZION, MACON COUNTY, ILLINOIS that was adopted by the Mt. Zion Village Board on June 4, 2018.

In witness whereof, I hereby set my hand and affix the seal of the Village of Mt. Zion on this 4th day of June, 2018.





Dawn Reynolds, Village Clerk

ORDINANCE 2018-8

**AN ORDINANCE ADOPTING A REVISED VILLAGE OF MT. ZION
PERSONNEL POLICY MANUAL**

WHEREAS, the Village of Mt. Zion, Illinois ("Village") has recently completed significant revisions to its Personnel Policy Manual establishing the rules, policies and procedures in conformance with recent revisions in Illinois law for employees of the Village; and

WHEREAS, the Village has transmitted a copy of said revised Manual to the respective collective bargaining representatives for their review and comment as portions of said Manual would apply to those employees; and

WHEREAS, as required by ordinance, the Employee Council was convened and the Village transmitted a copy of said Manual to the respective departmental representatives for their review and comment; and

WHEREAS the Village now wishes to adopt the revised Village of Mt. Zion Personnel Policy Manual attached hereto as Exhibit "A" and incorporated herein; and

WHEREAS, the Village Board finds that such actions are in the best interests of the public health, safety, morals, and general welfare of the residents of the Village of Mt. Zion.

**NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE OF MT. ZION,
MACON COUNTY, ILLINOIS AS FOLLOWS:**

SECTION 1: The above recitals are incorporated herein and made part hereof.

SECTION 2: The Village Board hereby accepts and approves the Village of Mt. Zion Personnel Policy Manual attached hereto as Exhibit "A" and incorporated herein.

SECTION 3: The Mayor is hereby authorized to execute said Ordinance and any other documents necessary to effectuate the same.

SECTION 4: This Ordinance shall be effective upon its passage by the Village Board, its approval by the Mayor, and its publication as provided by law.

SECTION 5: All ordinances or parts of ordinances in conflict with this Ordinance are repealed insofar as they conflict.

SECTION 6: If any section, clause or provision of this Ordinance be declared by a Court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be

invalid, and this Village Board hereby expressly declares that it would have enacted this Ordinance even with the invalid portion deleted.

PASSED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF MT. ZION, MACON COUNTY, ILLINOIS ON THE 4th DAY OF JUNE, 2018.

Mendenhall	<u>YEA</u>	Johnson	<u>YEA</u>
Scales	<u>YEA</u>	Mose	<u>ABSENT</u>
Fritzsche	<u>YEA</u>	Kernan	<u>YEA</u>

Reynolds
VILLAGE CLERK

APPROVED:

Mark Weber
VILLAGE PRESIDENT

ATTEST:

Reynolds
VILLAGE CLERK

**ADMINISTRATIVE REGULATION
AR-1
PERSONNEL POLICY
REVISED 2018
PERSONNEL POLICY MANUAL**



**VILLAGE OF
MT. ZION**
Build your story here.

Table of Contents

EMPLOYMENT

- 101 INTRODUCTION STATEMENT
- 102 AFFIRMATIVE ACTION
- 103 EQUAL EMPLOYMENT OPPORTUNITY
- 104 AMERICANS WITH DISABILITIES ACT
- 105 PREGNANCY AND YOUR RIGHTS IN THE WORKPLACE
- 106 CONFLICTS OF INTEREST
- 107 OUTSIDE EMPLOYMENT AND BUSINESS INTERESTS
- 108 TRAINING SESSIONS

EMPLOYMENT STATUS AND RECORDS

- 201 EMPLOYMENT CATEGORIES
 - 202 CLASSIFICATIONS
 - 203 PERSONNEL FILES
 - 204 EMPLOYEE REFERENCE CHECKS
 - 205 PERSONNEL DATA CHANGES
-
- 206 RECRUITMENT
 - 207 RESIGNATIONS

EMPLOYEE CONDUCT

- 301 EMPLOYEE CONDUCT AND WORK RULES
- 302 ATTENDANCE AND PUNCTUALITY
- 303 DRUG AND ALCOHOL POLICY
- 304 PERSONAL APPEARANCE
- 305 SMOKE-FREE, SMOKELESS TOBACCO & E-CIGS
- 306 TELEPHONE AND HANDLING OF INQUIRIES
- 307 INSUBORDINATION
- 308 POLITICAL ACTIVITIES
- 309 SOCIAL MEDIA
- 310 USE OF VILLAGE EQUIPMENT
- 311 LOSS CONTROL POLICY
- 312 NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY
- 313 DRIVER'S LICENSES

COMPENSATION/PAYROLL

- 401 PAYDAYS
- 402 HOURS OF WORK
- 403 BREAK PERIODS
- 404 MEAL PERIODS
- 405 PAYROLL DEDUCTIONS
- 406 GARNISHMENTS

- 407 OVERTIME PAY
- 408 MERIT PAY PLAN
- 409 EVALUATIONS

ACCIDENT PROCEDURES AND SAFETY ON THE JOB

- 501 SAFETY
- 502 ON THE JOB INJURIES
- 503 RETURN TO WORK
- 504 VEHICLE OPERATIONS AND DRIVER SAFETY
- 505 VEHICLE ACCIDENTS
- 506 VEHICLE MAINTENANCE

BENEFIT PROGRAMS

- 601 HOLIDAY LEAVE
- 602 VACATIONS
- 603 VACATION BENEFITS FULL-TIME MANAGEMENT PERSONNEL
- 604 VACATION BENEFITS FULL-TIME NON-MANAGEMENT PERSONNEL
- 605 SICK DAYS
- 606 PERSONAL DAY(S)
- 607 VOTING LEAVE
- 608 INSURANCE
- 609 RETIREMENT BENEFITS
- 610 EMPLOYEE CONTINUING EDUCATION
- 611 PERSONAL EXPENSES INCURRED IN THE PERFORMANCE OF VILLAGE DUTIES
- 612 UNEMPLOYMENT AND WORKERS' COMPENSATION

LEAVES OF ABSENCE

- 701 FAMILY MEDICAL LEAVE ACT
- 702 BEREAVEMENT LEAVE/DEATH IN THE FAMILY
- 703 INJURY LEAVE
- 704 MATERNITY LEAVE
- 705 JURY DUTY
- 706 DISCRETIONARY LEAVE
- 707 DISABILITY LEAVE
- 708 MILITARY LEAVE

DISCIPLINARY ACTION AND PROBLEM RESOLUTION

- 801 DISCIPLINARY ACTION
- 802 PROBLEM RESOLUTION

OTHER DEPARTMENTAL POLICIES

101 INTRODUCTORY STATEMENT

The Village of Mt. Zion seeks excellent employee relations. We feel that good employee relations are the cornerstone to every phase of proper Village Administration. A personnel manual serves as a management tool providing information and appropriate actions for dealing with personnel questions and concerns. This manual and policies contained within are not conditions of employment and the language is not intended to create a contract between the Village and its employees. While every effort has been made to insure the accuracy of this manual, it does not constitute a legal document of the rights and benefits accruing to employees. Employment, unless specified otherwise in writing, is "at will," meaning the employer or employee may terminate the employment relationship at any time, for any reason not unlawful, with or without cause. Employees on a term appointment (i.e., a position that has a set ending date of the appointment) are employed during the employment subject to performance, funding, and need for the position with no guarantee of continuation beyond the term date. In addition, these personnel policies shall be subject to any collective bargaining agreement that may apply to Village employees.

No employee handbook can anticipate every circumstance or question about policy. This handbook contains general information and guidelines and is not intended to be comprehensive or address all possible applications or exceptions. As the Village of Mt. Zion continues to grow, new circumstances may arise and the Village reserves the right to revise, supplement or rescind policies or portions of the handbook as it deems appropriate, at its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur.

In cases where an employee is covered by a Collective Bargaining Agreement (CBA), and a conflict exists between application provisions of the CBA and the handbook, the CBA shall prevail. If the CBA is silent on a particular subject covered by the handbook, the employee handbook shall prevail. This handbook does not supersede State or Federal law covering matters of employment.

102 AFFIRMATIVE ACTION

Policy statements alone are not sufficient to address longstanding social barriers, which may have resulted in under-utilization of the skills and abilities of certain groups within our society. The Village of Mt. Zion, therefore, embraces a policy of affirmative recruitment, whereby efforts are made to attract and retain all qualified individuals to include female, minority and disabled employees in the Village work force without discrimination. Each of us is responsible for creating a work environment which encourages full participation by women, minorities and the disabled. We are committed to a Village work force that reflects the diversity of our community and utilizes the best talent available for serving the residents of Mt. Zion.

103 EQUAL EMPLOYMENT OPPORTUNITY

The Village of Mt. Zion is an equal opportunity employer and does not discriminate in any employment policy or practice on the basis of race, sex, age, color, national origin, religion, physical and/or mental disability as defined by the ADA, military status, marital status, or any other protected characteristic as established by law.

104 AMERICANS WITH DISABILITIES ACT

The Village of Mt. Zion is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). An individual with a disability under the ADA is a person who has a physical or mental impairment that substantially limits one or more major life activities.

The Village shall not discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of the individual's disability or perceived disability as long as the employee can perform the essential functions of the job with or without accommodations.

The Village will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Village aware of his or her disability, provided that such accommodation is feasible and does not constitute an undue hardship on the Village. However, in all instances of hiring and retention, the Village is not required to hire or retain an individual whose presence in the workplace poses a substantial risk of harm unless a reasonable accommodation can eliminate the threat to health and safety. Such a determination shall be based on an individualized assessment of the situation. In addition, the ADA does not require the Village to make the best possible accommodation, or to reallocate essential job functions, or to provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

The Village of Mt. Zion encourages individuals with disabilities to make the Village aware of the disability and to request a reasonable accommodation. Any employee with a disability who believes that he/she needs a reasonable accommodation to perform the essential functions of his/her position should contact the Village Administrator.

Upon receiving a request for a reasonable accommodation, the Village Administrator and Department Head will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodations. The Village will determine the feasibility of the requested accommodation considering various factors, including but not limited to:

- The nature and cost of the accommodation
- The availability of tax credits and deductions
- Outside funding
- The Village's total financial resources
- The impact on the operation of the Village of Mt. Zion

- The impact on the ability of other employees to perform their job duties
- The impact on the Village's ability to conduct business

The Village will inform the employee of its decision regarding the request for accommodation and reasons for its decision. If the request is denied, the employee may appeal the decision to the Village Board.

An employee or job applicant who has questions regarding this policy or believes he or she has been discriminated against related to a disability should notify the Village Administrator or Mayor. All such inquiries or complaints shall be investigated thoroughly in accordance with established procedures and treated as confidential to the extent permissible by law.

105 PREGNANCY AND YOUR RIGHTS IN THE WORKPLACE

Effective January 1, 2015 under Public Act 98-1050 the Illinois Human Rights Act was amended to create additional protections for pregnant employees.

The Village of Mt. Zion will not refuse to hire, to segregate or act with respect to recruitment, hiring, promotion, renewal of employment selection for training or apprenticeship, discharge, discipline, tenure or terms, privileges or conditions of employment, fringe benefits on the basis of pregnancy.

The Village will reasonably accommodate a pregnant employee unless the accommodation will impose an undue hardship. The Village of Mt. Zion will not deny employment opportunities or benefits to or take adverse action against an otherwise qualified job applicant or employee if the denial or adverse action is based on the need of the Village to make reasonable accommodations to a pregnant employee.

The Village will not require a pregnant employee to accept an accommodation which the employee did not request and the employee chooses to decline. The Village will not require an employee to take leave under any leave law or policy of the employer if another reasonable accommodation can be provided to the employee.

The Village will reinstate the pregnant employee to her original job or to an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits and other applicable service credits upon her signifying her intent to return or when her need for reasonable accommodation ceases unless the Village can demonstrate that the accommodation of reinstating the employee will impose an undue hardship on the ordinary operations of the Village.

It shall be the burden of the pregnant employee to make a request to the Village Administrator for any reasonable accommodation. The Village Administrator and the employee shall engage in a timely, good faith and meaningful exchange to determine effective reasonable accommodation.

Attached to this Personnel Policy Manual as Appendix A is more information regarding Public Act 98-1050. Additional Information can be found on the Illinois Department of Human Rights website at <http://www.illinois.gov/dhr>.

106 CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Village of Mt. Zion wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a friend, relative or associate as a result of the Village's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar of that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts or leases, it is imperative that the employee disclose to the Mayor or his designee as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee, friend or relative has a significant ownership in a company with which the Village does business but also when an employee, friend or relative receives any kickback, bribe, substantial gift or special consideration as a result of any transaction or business dealings involving the Village.

Village services are not to be extended by employees in exchange for special awards, gifts or other remuneration from outside individuals or organizations. The exception may be during the holiday season or special occasions that may involve consumable gifts or non-monetary gifts that have a fair value of less than \$50.00. Award(s) publicly presented in recognition of service that are of a non-monetary nature or gifts from family members are permissible.

The Village expects all employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Village. Business dealings that appear to create a conflict of interest or give the appearance of impropriety are unacceptable.

Village Ordinance 1999-00-9 which relates to the State of Illinois Gift Ban Act can be found at the end of this handbook as Appendix B.

107 OUTSIDE EMPLOYMENT AND BUSINESS INTERESTS

Employees may hold outside employment or be engaged in outside business interest as long as they meet the performance standards of their job with the Village of Mt. Zion. Advance notice prior to accepting a position and approval from the Village Administrator is required to avoid conflicts of interest. Employees should consider the impact that outside employment, business interests or self-employment may have on their health and physical endurance.

If management determines that an employee's outside work reflects badly on the Village or interferes with performance or the ability to meet the requirements of the Village as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed by the Village of Mt. Zion.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Village for materials produced or services rendered while performing their jobs.

The employee seeking approval for other employment or outside business interests must furnish the Department Head with a written description of the other employment or outside business interest, the prospective employer or business name and address, the nature of the work to be performed and number of hours per week. The information will be provided to the Village Administrator. Any change in other employment or outside business or any deviation by the employee from the written information provided to the Department Head shall require separate Village approval as described above.

Any employee who engages in outside work without the approval of the Village Administrator is subject to discipline up to and including termination. Any newly hired employee who engages in outside employment or business interests and fails to inform the Village of such outside employment at the time of hire may be deemed ineligible for employment and terminated upon disclosure.

108 TRAINING SESSIONS

Officers and employees may be requested to periodically attend training sessions, conferences and workshops in relation to their positions or employment. Such sessions are considered a condition of employment. When possible the training sessions will be held as part of a normal working day. When this is not possible employees will receive either compensatory time or overtime to attend the sessions. The Village will pay all tuition and fees for training sessions, for approved training programs.

EMPLOYMENT STATUS AND RECORDS

201 EMPLOYMENT CATEGORIES

The Village of Mt. Zion will maintain definitions of employment classifications consistent with Federal and State Employment Standard Guidelines. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at will at any time is retained by both the employee and the Village of Mt. Zion.

202 CLASSIFICATIONS

NONEXEMPT – employees are entitled to overtime pay in accordance with the provisions of law.

EXEMPT – employees are excluded from specific provision of the law.

In addition to the classification above, each employee will belong in one of the following categories:

Probationary

The first 12 months of employment where by the employee's performance is being evaluated to determine further employment in a specific position is appropriate. The employee's skills, productivity, quality of work, attendance and personal conduct must meet the requirements of the Village of Mt. Zion. Management reserves the right to dismiss, without cause.

Full-Time Employment

An employee, who has completed the introductory period, works a minimum of 36 hours per week. Generally, such an employee is eligible for the Village's benefit package, subject to terms, conditions and limitations of each benefit program.

Part-Time Employment

An employee who works less than 36 hours per week. Part-time employees will receive legally mandated benefits such as Social Security and Workers' Compensation Insurance and some Village sponsored benefits, subject to the terms, conditions and limitations of each benefit program. For example, the part-time employee will receive vacation and sick leave benefits on a prorated basis calculated on the number of hours the employee works weekly.

Limited Part-Time Employees

Limited part-time employees work less than 19 hours per week for the Village and receive only Workman's Compensation, Social Security and Unemployment Compensation benefits as required by law.

Seasonal or Temporary Employees

Seasonal or temporary employees are hired for periods of 120 consecutive days per year or less, on either a full-time or part-time basis. A seasonal or temporary employee is only

eligible for Workman's Compensation, Social Security and Unemployment Compensation benefits as provided by law.

203 PERSONNEL FILES

The Village of Mt. Zion maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, disciplinary actions, and other employment records.

Personnel files are the property of the Village of Mt. Zion, and access to the information they contain is restricted. Access shall be limited to the employee, the Village Administrator, administrative personnel designated to maintain the file, Department Heads and/or Supervisors of the Village who have a legitimate reason to review information in a file are allowed to do so. All employee files being reviewed will be in the presence of the Village Administrator or his/her authorized designee who maintain the files. Employees who wish to review their own file should contact the Village Administrator.

If an employee disagrees as to the factual information contained in the file, the employee can submit corrections in writing along with supporting documentation to the Village Administrator. If the Village Administrator is satisfied that the information in the file is incorrect it shall be corrected. If the employee is not satisfied with the decision of the Village Administrator, the employee may appeal the decision to the Mayor.

In addition to the personnel files, the Village Administrator shall be responsible for the maintenance of separate medical files for all employees. These files shall be confidential and consist of, but not limited to: medical records, physician releases, the pre-employment physical, documents relating to on or off the job injuries and other related documents.

All Village of Mt. Zion records, including personnel files, are subject to the Freedom of Information Act (FOIA). The Village of Mt. Zion shall follow all rules regarding records, even as it pertains to personnel files, of the Freedom of Information Act and notify the employee if a FOIA request has been made to obtain their personnel file.

204 EMPLOYEE REFERENCE CHECKS

All inquiries either written or by telephone regarding a current employee shall be referred to the Village Administrator. Under no circumstances should any Village employee release any personal confidential information about any current or former Village employee.

In response to an outside request for information regarding a current or former Village employee, the Village Administrator will furnish or verify only an employee's name, dates of employment, job title and department. No other data or information will be furnished unless the employee authorizes the Village to furnish such information in writing or the Village is required by law to furnish such information.

205 PERSONNEL DATA CHANGES

It is the responsibility of the employee to promptly notify the Village of Mt. Zion of any changes in personnel data. Personal mailing addresses, telephone numbers, number and name of dependents, individuals to be contacted in case of emergency, educational accomplishments and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Village Treasurer or Village Clerk.

206 RECRUITMENT

A. EMPLOYMENT APPLICATIONS

The Village of Mt. Zion relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any material misrepresentations, falsifications or material omissions in any of this information or data may result in the employer's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

B. MEDICAL EXAMINATIONS

After making a conditional job offer and before an employee starts work, the Village may require a medical examination by a licensed medical physician to ensure physical fitness to perform the duties assigned. All candidates who receive a conditional offer in the same job category will be required to take the same examination and/or respond to the same inquiries. Medical examinations will be given at the location designated by the Village. The Village will pay for the cost of the examination. All medical records will be kept confidential, except, as required or permitted by the Americans with Disabilities Act (ADA), workers compensation laws or for insurance purposes and will be kept by the Village Administrator separate from personnel files.

The requirement of an employee to undergo additional or subsequent medical exams will be made on a case by case basis, as the need arises and as permitted by the terms of the ADA. Such examination may include a physical or mental examination. The Village of Mt. Zion shall pay the expenses of any such examination.

C. EMPLOYMENT OF RELATIVES

Employment of a current employee's relative for full-time positions is subject to approval by the Village Board of Trustees.

D. CANDIDATE SELECTION

The Village Administrator will hire personnel for positions, which are vacant and are within the jurisdiction of the Village Administrator as provided by ordinance. Solicitation, screening and testing of applicants will be the responsibility of the Department Head under

the supervision of the Village Administrator. Based upon the information generated by their screening process, the Department Head will recommend the candidates to be hired by the Village Administrator.

E. CANDIDATE APPROVAL

The Village Board of Trustees must approve the hiring of the following positions:

Village Administrator, Chief of Police, Village Engineer, Village Attorney, Village Treasurer, Village Clerk, Public Works Director, and the Parks and Recreation Director.

F. PROBATIONARY PERIOD

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Village of Mt. Zion uses this period to evaluate employee capabilities, work habits and overall performance. Either the employee or the Village of Mt. Zion may end the employment relationship "at-will" at any time during or after the probationary period, with or without cause or advance notice.

Department Heads will evaluate the performance of all new full-time and part-time employees. At the end of the probationary period, the Department Head shall make a recommendation to the Village Administrator as to the continued employment of the employee. If the Village of Mt. Zion determines that the designated probationary period does not allow for sufficient time to thoroughly evaluate the employee's performance, such as a significant absence, the probationary period may be extended by the length of the absence or could result in termination of employment.

Probationary employees will begin accruing vacation benefits immediately, but will not be eligible to take vacation until the next fiscal year.

207 RESIGNATIONS

Employees who decide to leave village service must submit a written resignation two (2) weeks before their last day on the job in order to have resigned in good standing. The two (2) weeks' notice will give the Village time to have the position filled.

EMPLOYEE CONDUCT

301 EMPLOYEE CONDUCT AND WORK RULES

The chief responsibility of a Village employee is to be of the best possible service to the citizens of Mt. Zion. Every citizen is entitled to courteous, prompt and impartial service. All employee activities are an advertisement of the Village. Employee conduct, efficiency and appearance all effect the public perception of the Village government and its services. Public relations are a part of every Village employee's job.

To ensure orderly operations and provide the best possible work environment, the Village of Mt. Zion expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Village of Mt. Zion residents.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of village property
- Unauthorized activity or use of village equipment or property
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty, or while operating village vehicles or equipment
- Unauthorized possession of firearms, explosives or other lethal weapons
- Fighting or threatening violence in the workplace or with the public
- Boisterous, profane or abusive language, disruptive activity in the workplace or with the public
- Negligence or improper conduct leading to damage of village, public or privately-owned property
- Insubordination, neglect of duty or other disrespectful conduct
- Violation of safety or health rules
- Failure to immediately report to a direct Supervisor any occupational injury
- Smoking in prohibited areas
- Driving a village vehicle without a valid driver's license
- Inappropriate use of village telephones, email or internet
- Sexual or other unlawful or unwelcome harassment
- Excessive absence, tardiness or absence without notice
- Leaving an assigned post of duty without permission or without proper relief
- Profiting directly or indirectly from any contract, purchase, sale or service in connection with village employment or accepting any free or preferred service or benefit by reason of such employment, without the approval of the Department Head
- Unsatisfactory performance or conduct
- Inappropriate behavior or conduct for personal gain
- Unauthorized entry on village premises
- Falsification of records including timesheets

- Fraudulent Workers' Compensation claims

302 ATTENDANCE AND PUNCTUALITY

To maintain a productive environment, the Village of Mt. Zion expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and the Village. When an employee is absent it creates staffing problems and affects workload. Employees should make every reasonable effort to be present on scheduled workdays and arrive and leave on time. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, the employee must notify the Department Head or Supervisor as soon as possible in advance of the anticipated tardiness or absence, at least 30 minutes prior to their scheduled start time.

An excused absence (normally considered beyond your control) may include personal or family illness, jury duty or bereavement that would require you to miss all or part of a scheduled workday. You will be required to use the appropriate benefit time to cover your absence. Employees should be prepared to substantiate the absence by furnishing documentation, including medical statements. Employees should make every effort to schedule medical and dental appointments outside of regular working hours. If an employee is absent due to illness for three (3) consecutive days, the employee may be required by management to submit a doctor's note indicating the employee's ability to return to work.

It is also the intent of this policy to address situations involving apparent sick leave abuse. Such patterns of abuse would include: Use of accrued sick leave as soon as it becomes available, absenteeism following a scheduled day off such as a weekend or scheduled vacation, being in a "docked" situation with no leave time available to cover an absence, excessive sick leave usage that exceeds six (6) days in a twelve month look back.

Poor attendance and tardiness are disruptive. If management observes excessive sick leave use, a pattern of absenteeism or tardiness (including early departure) by an employee, a meeting will be scheduled and the employee will be given the opportunity to explain their situation and/or circumstances surrounding their attendance issue. If it is determined the use of the leave time is questionable, and no valid reason(s) is given, the employee may be subject to disciplinary action, up to and including termination of employment. Flagrant violations may result in immediate disciplinary action. An employee who fails to call in for two (2) consecutive working days, and fails to produce an acceptable excuse, will be considered a voluntary termination (job abandonment).

303 DRUG AND ALCOHOL POLICY

The Village of Mt. Zion recognizes that the abuse of intoxicants by employees will have an adverse influence on a safe and productive employment performance. Employees who abuse the use of intoxicants may endanger themselves, co-workers, and/or members of the community. Intoxicant abuse can negatively affect productivity, the quality of performance and service to customers. The Village of Mt. Zion will not tolerate any employee working

under the influence, possession, selling, or using intoxicating drugs, alcohol, or illegal drugs at the work place, and will be subject to discipline including but not limited to termination.

The Unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited on all municipal premises, in any municipally-owned or leased motor vehicle, or other location at which the employee is to perform work. The Village will not hire or retain any employee who possesses any illegal drug, in any amount. The following will be strictly enforced:

1. The Village will maintain a pre-employment screening program designed to prevent hiring anyone who uses any illegal drugs.
2. An employee may use a substance administered by or under direction of a physician who has advised the employee that the substance will not affect the employee's ability to safely operate a motor vehicle or perform his/her job. (See Village of Mt. Zion Substance Abuse Testing Policy)

304 PERSONAL APPEARANCE

Village management is committed to presenting a professional business image to the citizens of Mt. Zion. Because every employee may at one time come in contact with our citizens, it is expected that all employees will present a neat and clean appearance and exercise good judgment in dressing appropriately for their work environment.

If provided, Village uniforms must be worn at all times during working hours without exception. All clothing must be in good condition and not torn, ragged or extremely faded.

The Department Head has the discretion to determine what is or is not appropriate attire. Body art that is determined to be offensive or inappropriate must be covered during working hours. Employees who appear for work inappropriately dressed may be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for time away from work.

Consult your Department Head if you have any questions as to what constitutes appropriate attire. Dress and grooming issues that cannot be resolved at the Department Level may be referred to the Village Administrator.

305 SMOKE-FREE AND SMOKELESS TOBACCO

The Smoke Free Illinois Act prohibits smoking in public places, places of employment and governmental vehicles. The Village of Mt. Zion supports and will enforce the Act to also include the use of smokeless and E-cigarettes. Smoke-free workplace signs are posted at all building entrances.

Understanding the harmful effects of smoking and use of smokeless tobacco and e-cigarettes, the Village Board of Trustees adopted the Village of Mt. Zion Smoke and Tobacco-Free

Campus Policy with an effective date of July 1, 2018 (Exhibit F). Therefore, smoking and the use of tobacco products (cigarettes, cigars, chewing tobacco, snuff, etc.) and the use of e-cigarettes or similar devices are not permitted on Village-owned property including inside of Village-owned vehicles or Village buildings. This policy also applies to all facilities including parks and recreation area owned and maintained by the Village of Mt. Zion.

All employees are expected to comply with all aspects of the Act and the attached policy (Exhibit F). Violations may be subject to legal sanctions according to the Act as well as disciplinary action to and including termination by the Village.

306 TELEPHONE AND HANDLING OF INQUIRIES

Answer telephone calls promptly and in a pleasant and courteous manner, speak slowly, distinctly and in a low pitched tone. Telephone messages should be returned the same day, if possible, and if not, on the following day.

Although the condition causing a citizen to make an inquiry or complaint may seem routine or of little consequence to a Village employee it is of primary importance to the citizen and will remain foremost in the citizen's mind until satisfied. In contact with citizens, "May I Help You?" is a good form of introduction. Even though requests cannot always be granted, a friendly and helpful attitude will usually create a favorable relationship even if a request is denied.

Emergency matters should be given special handling to provide the most immediate response possible. When handling emergency requests, employees should remember that speed is essential because of liability that may accrue to the Village as a result of emergency conditions (e.g., a broken watermain or damaged sign). Employees should carefully record all details of these requests so that the appropriate response can be expedited.

Personal calls should be kept brief and to a minimum. Friends and family should not be encouraged to call during working hours. Personal call and text messaging are disruptive to productivity and become an annoyance to co-workers and the public.

307 INSUBORDINATION

Refusal of a legitimate request or willful disregard of authority, the use of obscene or otherwise objectionable language including disrespectful behavior to a Supervisor or Department Head is insubordination. It undermines the discipline and authority needed in the workplace and cannot go unchallenged. Insubordination may result in discipline, up to and including immediate discharge.

The best way to avoid discipline for insubordination is to follow an order given by a Supervisor or Department Head and then challenge it later through the dispute resolution process. However, an employee need not obey an order to do something unsafe, clearly criminal or something that may result in injury or death. No disciplinary action will be taken

against an employee who refuses to obey an order that he/she reasonably believes involves doing something that is unsafe, is criminal or that may result in injury or death.

308 POLITICAL ACTIVITIES

The Village provides services to all citizens in Mt. Zion regardless of their political affiliation. Therefore, to ensure that all citizens get fair and equal treatment, Village employees must refrain from political activities of any kind relative to all School District, Village, Township and Macon County elections while on duty. Employees may participate in Federal, State or Regional elections but may not circulate petitions or campaign literature on the job, or solicit contributions or support from fellow employees for candidates or positions. All employees are encouraged to exercise their right to vote.

Village resources, including but not limited to personnel, supplies, equipment (including email accounts) shall not be used to engage in political activity while on or off duty.

309 SOCIAL MEDIA

The administration recognizes the importance of the Internet in shaping public thinking about the Village of Mt. Zion and the service we provide for residents. The administration also recognizes the importance of our employees joining in and helping shape the future through interaction in social media. The administration is committed to supporting your right to interact knowledgeably and socially on the Internet through interaction on social media. At the same time, employees are expected in words and actions to comport themselves in a manner consistent with their responsibilities and obligations as an employee of the Village of Mt. Zion.

The administration has developed social media guidelines to help you make appropriate decisions about blogging and the contents of blogs, personal websites, posting on wikis and other interactive sites, posting on video or picture sharing sites, or in the comments that you make online through the public internet, and in responding to comments from posters either publicly or via email. Keep in mind the Village's Internet/Email Usage Policy (**Appendix E**) remains in effect in our workplace.

These guidelines will help you open up a respectful, knowledgeable interaction with people on the Internet. Note that these policies and guidelines apply only to work-related sites and issues and are not meant to infringe upon your personal interaction or commentary.

Guidelines for Interaction on the Internet

- If you are developing a website or writing a blog that will mention the Village and/or services, employees or vendors, identify that you are an employee of the Village of Mt. Zion and that the views expressed on the blog or website are yours alone and do not represent the views of the administration of the Village of Mt. Zion.
- Unless given permission by the Mayor, or other appropriate official, you are not authorized to speak on behalf of the Village, or to represent that you do so.

- If you are developing a site or writing a blog that will mention the Village, please let your Department Head know that you have created such a site.
- Remember that although you may have a right to speak on matters of public concern, you may not necessarily be entitled to speak as an employee with regard to one's job duties or responsibilities.
- The Village logo may not be used without explicit permission in writing from the Mayor or his designee. This is to prevent the appearance that you speak for or represent the Village officially.

Respect and Privacy Rights

- We encourage employees to speak respectfully about the Village and our current and potential employees and suppliers. Do not engage in name calling or behavior that will reflect negatively on the Village's reputation. Note that unfounded or derogatory statements or misrepresentation is not viewed favorably by the Village and can result in disciplinary action up to and including termination of employment in appropriate circumstances.
- The administration encourages you to write knowledgeably, accurately and using appropriate professionalism when speaking as a citizen. Despite disclaimers, your web interaction can result in members of the public forming opinions about the Village and its services, employees, suppliers, etc.
- Honor the privacy and confidentiality rights of employees and citizens where information is obtained in connection with one's employment.

Your Legal Liability

- Recognize that you are legally liable for anything you write or present online. Employees may, in appropriate circumstances, be disciplined by the Village for commentary, content or images that are defamatory, pornographic, proprietary, harassing, libelous or that can create a hostile work environment. You can also be sued by employees, suppliers and any individual or company that views your commentary, content or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

Media Contact

- Media contacts about the Village and our services, employees, suppliers, should be referred for coordination and guidance to the Village Administrator.

When in doubt, ask. Post responsibly.

310 USE OF VILLAGE EQUIPMENT

Employees are responsible for the proper use of all Village equipment and supplies used in the performance of their job. Equipment should not be misused and supplies should be used economically. If equipment is broken or lost, it should be reported immediately. Village materials and equipment should be used for Village jobs only and may not be used for personal use. Non-employees shall not be permitted personal use of Village equipment or materials at any time.

The Police Chief shall be assigned a Village vehicle twenty-four (24) hours a day. In addition, employees may be assigned a Village-owned vehicle to drive to their residence when the employee will be departing directly from his/her residence the next morning to travel outside Macon County on Village business. Permission for such travel shall be obtained in advance from the Village Administrator. No Village-owned vehicle shall be driven outside the corporate limits of the Village of Mt. Zion except as necessary in the performance of the employee's official duties.

Village-owned vehicles, equipment, facilities and materials used by an employee during regular duty hours will be cared for as if they were owned by the user. All Village employees are expected to operate Village-owned vehicles and equipment in a safe and responsible manner at all times in accordance with Village and State regulations. Village employees are expected to observe driving and highway courtesies at all times.

Village-owned property which is no longer useful to the Village may be sold, used as trade-in on similar property or converted to a different form useful to the Village. Disposal of Village property must be approved by the Department Head after the Village property has been approved for disposal by the Village Board. All legislation authorizing the disposition of personal property shall be followed.

311 LOSS CONTROL POLICY

The Village takes great pride in being a municipality of dedicated individuals working together to provide the finest municipal services possible in an efficient and safe manner. Injuries and property damage resulting from accidents are preventable through proper management of human and physical resources. Therefore, all levels of management are charged with the responsibility of providing adequate resources and enthusiastic leadership to eliminate accidents, which cause injury and property damage. All employees are encouraged to follow safe work methods and practices, and to have concern for the safety of their fellow workers.

312 NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The Village unequivocally opposes the sexual harassment of its employees. Sexual harassment will not be tolerated and will be grounds for disciplinary action. In accordance with Federal and State regulations, sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, or other verbal, physical or visual conduct of a sexual nature: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the harassed employee; or 3) the harassment has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment. No sexually explicit or oriented materials will be kept in the work place including computers and computer activities.

The Village of Mt. Zion is committed to a work environment in which all individuals are treated with respect and dignity. Attached to this Personnel Policy Manual as **Appendix C** is the Village of Mt. Zion's Non-Discrimination and Anti-Harassment Policy which was adopted by Resolution on January 15, 2018.

313 DRIVER'S LICENSES

All employees, whose job description requires them to drive, on behalf of the Village, either a regular vehicle, which does not require a commercial driver's license, or a motor vehicle which does require a commercial driver's license must be in possession of either an operator's driver's license or a commercial driver's license (CDL) with full, unrestricted, non-probationary driving privileges and made available upon request. If the employee loses that privilege during their employment, then their employment may be terminated. It is the responsibility of such employees to notify the Village of any suspension or revocation of their driving privileges in any jurisdiction.

If a current employee and/or applicant has an operator's license but does not have the CDL with appropriate endorsements and applies for a position that requires such, they will be given a period of 90 days to obtain appropriate CDL status and endorsements. Failure to disclose any restrictions on the employee's driving privileges would be grounds for immediate termination.

Drivers must maintain a good driving record and maintain insurability status under the Village's vehicle insurance. The Village will occasionally run a Motor Vehicle Records check to verify that employees operating a Village vehicle on behalf of the Village, have a valid driver's license. Employees must sign any documents necessary to allow the Village to access an Employee's Motor Vehicle Research. Additionally, employees that drive their own vehicle on behalf of the Village must semi-annually provide to the Village proof of insurance.

COMPENSATION/PAYROLL

401 PAYDAYS

Full and part-time Village employees will be paid twenty-six (26) times per year, every other Friday. Pay periods begin on Saturday and end on the following Friday. All employee pay will be by direct deposit on Thursdays following the end of the pay period. If pay day falls on a Village holiday, checks will be distributed on the last regular working day before the holiday.

All employees are required to be on the Village's direct deposit program. The Village Treasurer will provide the necessary forms to complete and establish the direct deposit. You may elect more than one account and make changes at any time.

Vacation pay is never paid in advance.

Pay sheets are to be kept by all Village employees to record hours worked. The pay sheet will show regular and overtime hours, sick time, vacation, holidays, off time taken and comp time accumulated.

402 HOURS OF WORK

Village employees generally work a forty (40) hour week. Employees are expected to observe working hours to provide Village services at the time specified.

Department Heads have the responsibility of establishing the hours of work for the most efficient operation of their department. The employees work schedule may vary. Flexible schedules may be utilized if the Department Head determines it to be more efficient. In no event, however, shall the workday be less than seven (7) hours or work week be less than thirty-five (35) hours.

The hours of operation for Village Hall are Monday through Friday: 8:00 a.m. to 5:00 p.m.

403 BREAK PERIODS

Employees shall receive two (2); fifteen (15) minute paid break periods during each workday. The scheduling of these breaks is entirely discretionary with the Department Head. Employees are encouraged to take their breaks.

404 MEAL PERIODS

Every employee is provided a meal period. The length of the meal period will vary between departments but at no time will the meal period be less than 30 minutes. The scheduling of meal periods will be at the discretion of the Department Head and will be based on department operations.

405 PAYROLL DEDUCTIONS

Automatic payroll deductions shall be made as required by State and Federal Statute. The Village offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paycheck to cover the cost of participation in these programs.

If you believe an improper deduction was made from your paycheck, immediately report this to your direct supervisor or the Village Treasurer.

406 GARNISHMENTS

The Village of Mt. Zion strives to conduct its business and financial matters in a sound manner being responsive to its creditors. The Village encourages all of its employees to do likewise. For a single occurrence, if the Village is served with a wage garnishment or tax levy, we are required by law to execute the order making deductions until the debt has been satisfied or the employee is no longer employed. If a garnishment is received by the Village on an employee, the employee will be notified by the Village Treasurer of its receipt and encourage the employee to resolve the issue. If a second or multiple unrelated debt order is received, the employee will be given notice and an opportunity to resolve prior to the Village's order to comply or be subject to disciplinary action up to and including termination of employment.

407 OVERTIME PAY

Village employees shall be paid time and a half for hours actually worked in excess of 80 or 40 hours respectively. Overtime calculations are not based on time worked in excess of an eight-hour day. Overtime is only paid for hours in excess of 80 or 40 hours respectively and does include paid vacation, sick leave, and any other paid leave or comp time off.

Village Department Heads and the Village Administrator are exempt from overtime pay because of the executive and administrative nature of their jobs. These employees should expect to work additional hours from time to time as their jobs require. In return, these exempt employees are treated as managers and professionals and will be allowed administrative time off.

408 MERIT PAY PLAN

The Village Board of Trustees and a merit pay plan ordinance sets salary ranges. The merit pay plan is based on the principal of equal pay for equal work, and for salaries for comparable jobs in other government agencies and in private industry.

All full-time Village employees will be paid according to the provisions of a merit pay plan.

General salary ranges will be determined by comparing the responsibilities, duties, relevant education, training and experience required with similar jobs in private industries and other governmental agencies.

Each employee will be formally evaluated at least annually to determine their competence and level of performance. Informal evaluations will be conducted as needed to promote proper staff development.

Department Heads shall be responsible for evaluating the employee in their department at least once each year. The Village Administrator will evaluate the performance of the Department Heads.

General salary ranges will be established for each position and a salary scale developed. Employees will be placed at a level on the scale in accordance with those positions similar in respect to duties, responsibilities, experience, training, knowledge, and skill required.

Salary advancement will not be automatic, but will be at a level percentage. Determination of salary advancement shall be in accordance with established performance appraisal methods.

409 EVALUATIONS

All employees shall be evaluated at least once per year. The basis for evaluations shall be as follows:

Development of appraisal methods will be the responsibility of the Village Administrator and may vary from year to year.

Areas of employee evaluation may include but are not limited to, the following: pursuit of professional development activities, employee flexibility, quality of work, employee initiative, judgment, dependability, job knowledge and skills, cooperativeness, general work habits, and above all, promotion of public relations. Specific attention will be given to how employees maintain good two-way communications with their fellow workers and any innovations employees may have developed for the discharge of their duties.

The Village Administrator and Department Heads shall establish goals for each department based on the overall goals of the Village. Department Heads will be expected to develop specific objectives to achieve the stated goals. Progress toward these stated goals will figure prominently in the annual review of Department Heads.

ACCIDENT PROCEDURES AND SAFETY ON THE JOB

501 SAFETY

The Village of Mt. Zion is committed to providing a safe and healthy environment for our employees and visitors. Safety is the business and responsibility of every employee. The Village is committed to providing a clean, hazard free, healthy, safe environment in which to work in accordance with OSHA standards. As an employee, you are expected to take an active part in maintaining this environment. You should observe all safety rules, adhere to all safety instructions provided by your Supervisor and use safety equipment where required. Your work place should be kept neat, clean and orderly.

It is your responsibility to learn the location of all safety and emergency equipment, as well as exit locations from the building. Your Supervisor will assist you with this information.

As an employee, you have a duty to comply with the safety rules, assist in maintaining the hazard free environment, to report any accidents or injuries, including any breeches of safety, and to report any unsafe equipment, working condition, process or procedure, at once to a Supervisor.

Employees may report safety violations or injuries to Management if they are not the injured or violating party. No employee will be punished or reprimanded for reporting safety violations or hazards. However, any deliberate or ongoing violation, or creation of hazard, by an employee will be dealt with through disciplinary action, up to and including termination.

Workers' Compensation Insurance covers all work-related accidents pursuant to Illinois law.

The Village will periodically conduct various safety trainings as it pertains to your work environment. It is our request that each employee accept the challenge of maintaining an accident-free and healthy environment. It is your positive attitude, your knowledge of safe practices and your actions that will determine the success.

REMEMBER, IF YOU ARE NOT SURE...STOP...ASK AND BE SURE... BE SAFE!

502 ON THE JOB INJURIES

All employees will be provided first aid and emergency service for any injuries or illness that occur while on Village property. If an employee is injured in an accident while performing assigned job duties, the Village provides benefits in accordance with the Illinois Workers' Compensation Law.

All Village employees are required to report all on-the-job accidents including Village vehicle accidents, with or without injury, to their Supervisor immediately. The Supervisor has the authority to direct the employee to a physician for medical attention. If it is an emergency, call 9-1-1 immediately.

Failure to report an accident or injury immediately may result in disciplinary action and/or may result in workers' compensation benefits being denied.

Filing of workers compensation claims

The Village Clerk is the Village of Mt. Zion Risk Coordinator. All supervisors are to report accidents and injuries to the Village Clerk immediately and obtain the appropriate forms for the Village of Mt. Zion's Risk Management carrier. Both the employee and supervisor are required to fill out the appropriate forms to the best of their ability and assist the insurance carrier with any follow-up information necessary until the claim is closed.

503 RETURN TO WORK

It is in the best interest of the Village and its employees to have injured or ill employees return to work as soon as they are physically capable. When determined appropriate and based on needs, the Village, in its sole discretion, provides for temporary work tasks or hours tailored to the abilities of employees who are injured on the job. We ask employees to perform only those job functions that their doctor has agreed can be safely performed during the recovery process. All alternative and modified job assignments may be structured to meet the capacities and therapy needs of the injured employee. This work is often referred to as "light duty" or "modified" work. Such assignments are temporary in nature and are monitored by the Supervisor and the Village Administrator. Job restrictions, as defined by treating physicians, are strictly adhered to.

Any employee who has been off work for a personal medical leave for longer than three (3) working days should bring a doctor's release form when returning and provide it to the Village Treasurer. The Village Treasurer will then notify the Department Head that the employee is ready to report to work. An employee who is off work because of a personal medical leave will need a full release from his/her physician, and may at the discretion of the Village Administrator also be required to submit to an examination by the Village's doctor for fitness for duty evaluation.

504 VEHICLE OPERATIONS AND DRIVER SAFETY

All employees operating a Village vehicle represent the Village of Mt. Zion and are expected to conduct themselves accordingly. Operators will drive courteously and safely at all times, comply with all traffic laws and ordinances unless specifically exempted by Department Standard-Operating-Procedures for life-threatening emergencies. The number one priority must be public and driver safety.

All operators requiring a CDL are subject to random drug and alcohol testing. No employees shall drive after consuming alcohol or drugs including over-the-counter medications or prescription drugs that may impair their ability to operate a motor vehicle. Employees are required to self-identify to their Supervisor if they are taking any type of medication, to include any medical condition, which may impact judgement, alter alertness or in any way affect their ability to drive. (See Village of Mt. Zion Drug and Alcohol Policy)

Drivers must report all traffic violations that occur during working hours or non-working hours while driving a Village vehicle to their Supervisor immediately. If a driver receives a traffic citation, the driver is responsible for the payment of any fine assessed, if convicted or pleading "guilty".

Weapons and firearms are not permitted in any Village vehicle except: 1) law enforcement or animal control enforcement vehicles, or 2) in emergency or unusual situations specifically approved by the Village Administrator.

505 VEHICLE ACCIDENTS

Any Village employee involved in an accident while operating a Village vehicle or piece of motorized equipment shall notify his/her Supervisor immediately. Any accident/incident involving a Village vehicle must be reported to the Village Clerk whether or not the accident results in injuries to a person or damage to vehicles or property or whether or not the Village vehicle was moving or stationary.

Supervisors are responsible for completing a Village vehicle incident report and also a Village of Mt. Zion Police Report depending on the nature of the incident. If the investigating officer determines that the employee committed a traffic offense that could be the proximate cause of the crash, the officer will issue the appropriate citation(s).

Any driver involved in a vehicle accident will be required to take a drug and alcohol test immediately if circumstances indicate possible driver fault or error. The Village Administrator will determine if a drug and alcohol screen is warranted in accordance with the Village's Drug and Alcohol Policy.

506 VEHICLE MAINTENANCE

Village vehicles shall receive maintenance service at the designated Village garage or other location determined by the Department Head. Drivers shall be responsible for insuring that each vehicle is in a safe operating condition before driving. Unsafe conditions must be reported immediately. The interior of the Village vehicle shall be kept clean and orderly, and the exterior shall be kept reasonably clean at all times. No additional equipment shall be installed or attached to a Village vehicle without the approval of the Department Head.

BENEFIT PROGRAMS

601 HOLIDAY LEAVE

To receive holiday pay, employees must report to work the scheduled day before each holiday and the scheduled day after each holiday unless they are on an authorized vacation or leave; otherwise holiday pay is forfeited.

Except as otherwise provided, Village employees will be given paid holidays for the following:

New Year's Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Eve Day
Christmas Day

As the actual dates of many of these holidays vary from year to year, a holiday schedule will be issued at the beginning of each calendar year delineating when those twelve holidays will be observed as Village holidays.

602 VACATIONS

Full-time Village employees earn vacation depending on their length of service.

All employees may take vacation in half days (4 hours) if they wish when sufficient advance notice is provided. Vacation in smaller units is not permitted.

Employees are encouraged however, to take only full days when possible. Although it is not required, it is strongly recommended that employees take at least one full week of vacation during the course of the year to allow plenty of rest and relaxation. This makes it easier for department scheduling.

A new employee will accrue vacation at the rate of .833 Days or 6.66 hours per month of employment until the end of the fiscal year in which he/she was hired. He/she must take vacation accumulated as of December 31 of this fiscal year the subsequent fiscal year. He/she will also be placed on the regular vacation schedule listed below, after January 1 of subsequent fiscal year.

Employees who resign or are fired will be credited with a portion of their vacation earned up to that time.

Vacation must be approved by the appropriate Department Head. Department Head vacations must be approved by the Village Administrator.

Vacation requests, which should be in writing, shall be approved unless other employees already have leave or vacations approved for the same time.

A maximum of forty (40) hours of vacation can be carried over from one (1) fiscal year to the next. All other vacation time on the books at the end of the fiscal year in excess of forty (40) hours, will be stricken from the record.

603 VACATION BENEFITS FULL-TIME MANAGEMENT PERSONNEL

All management personnel so designated shall be entitled to three-calendar weeks of vacation per fiscal year. After ten (10) years of continuous employment, management personnel shall be placed on the vacation schedule designated for non-management personnel and shall accumulate additional vacation leave per years of service equivalent to non-management personnel.

604 VACATION BENEFITS FULL-TIME NON-MANAGEMENT PERSONNEL

<u>Years of Service As of Jan 1 Each Year</u>	<u>Vacation Days to Be Taken by December 31</u>
01-02	10 Working Days
03-04	11 Working Days
05-06	12 Working Days
07-08	13 Working Days
09-10	15 Working Days
11-12	16 Working Days
13-14	17 Working Days
15-16	18 Working Days
17-18	19 Working Days
19-20	20 Working Days
21-22	21 Working Days
23-24	23 Working Days
25 and over	25 Working Days

605 SICK DAYS

Each full-time employee of the Village shall be entitled to sick days with pay at the rate of eight (8) hours for each completed month of service. Permanent part-time employees shall also be entitled to sick leave benefits on a pro-rated basis. Limited part-time and temporary/seasonal employees will not be entitled to sick leave with pay.

Village employees may accumulate up to a maximum of 1040 hours of sick leave (6 months) after which time no additional sick leave will be accrued.

Illness or injury occurring while an employee is on vacation shall not be charged as sick leave but shall remain charged to vacation unless the employee is seriously ill or injured or if hospitalized and presents a doctor's report to the Village Administrator.

Sick leave may be used for illness, disability or injury of the employee, appointments with a physician, dentist or other professional medical practitioner; for quarantine, and for serious illness or disability in the employee's immediate family, which requires the employee's personal care and attention. Employees shall make every effort to schedule non-emergency medical examinations outside the normal working hours. If this is impractical, the employee shall inform their immediate supervisor of such examination as far in advance as possible.

Employees on unpaid leaves of absence will not continue to accumulate sick leave while on their leaves. The same shall hold true for employees who are laid off and for employees who are terminated and later resume employment.

Employees who are absent from duty because of illness shall report the reason therefore to their immediate supervisor prior to the date of absence when possible, and in no case later than one hour after the regular work day begins. An employee who is absent more than three (3) consecutive days due to illness may be required by the Village Administrator to submit a physician's statement. During an extended illness it is the responsibility of the Village employee to insure that his/her supervisor is informed and kept current of their status. Failure to do this may result in denial of paid sick leave for the period of absence.

Evidence of wrongful use of sick leave shall justify investigation, which may result in denial of unjust claims, denial of holiday pay and subsequent disciplinary action. Where there is a pattern of sick leave usage indicating wrongful use of sick leave privileges, the Village may verify the illness of the employee through calls, personal visits to the employee or other investigative measures. Where such calls fail to substantiate the illness or the injury, the Village may request verification by a physician for each subsequent illness, which occurs in the following 90-day period, no matter how long the duration of the illness or leave.

Absence charged to sick leave in accordance with these provisions shall be charged in amounts not smaller than one (1) hour.

After employees have accumulated three hundred (300) hours of sick leave they may exchange sick leave days, in 8-hour segments for vacation days at a rate of four (4) sick leave days for one (1) vacation day. Each vacation day so earned must be used as a vacation day within the year exchanged. The number of sick days exchanged per year cannot exceed five (5) vacation days and must be approved by the Village Administrator. All accumulated vacation must be utilized before an exchange request can be made. At no time either upon current employment, resignation, or termination will employees be allowed to exchange sick leave for vacation pay. No monetary payment shall be made for vacation days acquired

under these provisions. Under no circumstances shall an exchange permit the amount of available sick time to fall below three hundred (300) hours.

606 PERSONAL DAY(S)

On January 1 of each year, all employees shall be credited with one (1) day of personal business leave. Personal leave shall not be used in less than one day increments. Personal days can be used to extend vacation. Employees may carry over one (1) day of personal leave into the next year.

607 VOTING LEAVE

Employees may be granted up to two (2) hours of leave with pay to vote in all certified elections for which they are eligible to vote provided that the polls will not be open at least two (2) hours before and/after the regular work day. Normally this leave will be granted at the end of the working day but may be granted at another time if necessary to maintain normal staffing requirements.

608 INSURANCE

HEALTH INSURANCE

The Village shall provide insurance coverage that is substantially the same as the health insurance plan currently in effect. The Village may change its insurance plan but will endeavor to keep the insurance plan cost under control.

LIFE INSURANCE

A \$25,000.00 term life insurance policy will be provided to each full-time employee and paid for by the Village.

AFLAC

Employees can purchase, at their own expense, additional insurance coverages through AFLAC on a pre-tax basis.

609 RETIREMENT BENEFITS

All full-time employees and those working more than 1,000 hours annually shall be covered by the Illinois Municipal Retirement Fund. The employee's contribution is 4.5% and the Village's contribution is based on actuarial calculations annually. In addition to the IMRF, the Village of Mt. Zion provides employees with the ability to contribute to a qualifying 457 retirement account. Contributions are on a pre-tax basis.

610 EMPLOYEE CONTINUING EDUCATION

The Village may reimburse the employee 60% of the cost of tuition not to exceed \$1,000 per year. Employees should make their requests for tuition one (1) month in advance. Approval for reimbursement of tuition is at the discretion of the Village Administrator and depends on budgeted amounts for each fiscal year.

The Village will consider only those classes that pertain to the employee's current or possible future position within the Village of Mt. Zion. Approval will be limited to courses offered by educational institutions or professional associations of recognized standing. Tuition assistance is not available under this program for workshops, conventions, conferences, seminars or other short-term programs.

Tuition assistance will be available only for the cost of tuition and will not cover the costs of activity fees, parking, books and supplies or other related expenses.

The employee must occupy a regular full-time position with the Village of Mt. Zion. The employee will pay for the classes; the Village will reimburse the employee.

A grade equivalent to "C" must be earned by the employee to qualify for reimbursement.

All classes that are to be reimbursed by the Village are to be approved by the Village Administrator, "general study" classes will not be approved unless the class pertains to the employee's field of study.

Employees requesting tuition assistance must indicate the source and amount of any additional financial assistance. No assistance will be paid under this program which would be greater than the total tuition cost of the course(s) less any scholarship, grant or other assistance which does not have to be repaid. Failure to disclose, or falsification of, information regarding other sources of assistance may disqualify the employee from participation and may result in disciplinary action.

611 PERSONAL EXPENSES INCURRED IN THE PERFORMANCE OF VILLAGE DUTIES

When a Village official or Village employee utilizes his/her personal vehicle for business he/she will be reimbursed on a per mile basis; prior authorization must be obtained from the employee's immediate supervisor to utilize a personal vehicle for village business. Reimbursement details will be regulated by Administrative Regulation. (See AR-11)

The Village will not be obligated to reimburse any person out of pocket expense unless approved in advance.

Village officials and employees will also be reimbursed for lodging and meals while on Village business. In all cases, receipts must accompany reimbursement requests. Meals, lodging, mileage and other travel reimbursement rates will be established by the Village Administrator through separate administrative regulations. (See AR-11)

612 UNEMPLOYMENT AND WORKER'S COMPENSATION

All employees are covered by unemployment and worker's compensation in the event of eligible job loss or job related injuries. These insurance programs provide payments to

support the employees and his/her family while the employee is disabled and /or unable to find work. Worker's compensation also includes death benefits for the surviving family. The extent of available benefits depends on the injury and is determined by state law. The Village pays the entire cost of this coverage thru risk management and self-insurance.

LEAVES OF ABSENCE

701 FAMILY MEDICAL LEAVE ACT

Employer acknowledges that it shall comply with the Federal Family and Medical Leave Act (FMLA) and all provisions thereof. FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job protected leave to eligible employees. There are two (2) types of leave available, the basic 12-week entitlement (Basic FMLA), as well as the military family leave entitlements (Military Family Leave) described in this policy.

Employees are eligible if they have worked for the Village of Mt. Zion for a minimum of one(1) year and have worked at least 1,250 hours during the twelve (12) calendar months immediately preceding the request for leave.

Basic Leave Entitlement

FMLA requires covered employers to provide up to twelve (12) weeks within the twelve (12) month look-back period of unpaid, job protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care and child birth; or
- To care for the employee's child after birth, or placement with the employee for adoption or foster care; or
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Married couples may be restricted to a combined total of twelve (12) weeks leave within the twelve (12) month look-back period for childbirth, adoption or placement of a foster child; or to care for a child or parent with a serious health condition.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter or parent on active duty or call to active duty status in the Armed Forces in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

For a member of the Armed Forces (including a member of the National Guard or Reserves) an injury or illness that was incurred by the member in the line of duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the member's duties of the office, grade, rank or rating of the member; or for a veteran who was a covered service member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Benefits and Protection

Subject to the terms, conditions and limitations of the applicable plans, the Village of Mt. Zion will continue to provide health insurance benefits for the full period of the approved family leave, provided the employee pays the same employee portion they were responsible for when actively employed (for example, dependent coverage). Employees who do not make such payments within thirty (30) days of the payment due date may be dropped from plan coverage until such time as the leave period terminates and the employee returns to work.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. The employee's seniority shall accumulate during such leave, but the employee shall not otherwise accrue benefits (for example, vacation and sick days) if the leave extends beyond a full calendar month. Working part of a month will count as a month provided you are an employee on the last day of the month. Should it be determined an employee is not eligible for family or medical leave, any absences that have occurred will fall under the attendance policy.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. If leave is taken on an intermittent basis, the employee should be prepared to substantiate each absence with medical documentation.

Substitution of Paid Leave for Unpaid Leave

Employees will be required to first use any accrued paid time (for example, sick days, vacation days, personal days and comp time) before taking unpaid family leave.

Employees Responsibilities

Eligible employees should make requests for family leave to their Supervisor at least thirty (30) days in advance for foreseeable events and as soon as possible for unforeseeable events. A "Request for Family or Medical Leave" form should be completed and turned into the Village Administrator or Village Treasurer.

Employees must provide sufficient information with fifteen (15) days of the request for the Village of Mt. Zion to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider or circumstances supporting the need for military family leave. Employees must also inform the Village if the requested leave is for a reason for which FMLA was previously taken or certified. Employees may also be required to provide periodic recertification supporting the need for leave.

An employee who has been granted FMLA shall keep the Village informed of the employee's medical status at least every thirty (30) days and will provide such additional "medical certification" as may be reasonably required by the Village to confirm such medical condition or status. So that an employee's return to work can be properly scheduled, an employee is requested to provide at least forty-eight (48) hours advance notice of the date the employee intends to return to work. Employees will also need to provide a fitness-for-duty certification upon return to work, or during intermittent leave, as required. If an employee fails to return to work on the agreed upon return date or the conclusion of maximum FMLA time, the Village of Mt. Zion will conclude that the employee has abandoned the job and resigned.

702 BEREAVEMENT LEAVE/DEATH IN FAMILY

Upon request, all Employees shall be granted three (3) days paid leave upon the death of a member of the Employee's immediate family to attend funeral matters. The immediate family shall be defined to be the Employee's mother, father, spouse, daughter or son (including step or adopted), father-in-law, mother-in-law, sister and brother.

Upon request, all Employees may be granted up to three (3) days paid leave upon the death of a member of the Employee's extended family to attend funeral matters. The extended family shall be defined as the Employee's brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, grandchild, grandparent-in-law, half or step sister or brother.

Bereavement leave must be taken the day before the funeral, the day of the funeral and the day after the funeral. Vacation requests up to three (3) days for additional bereavement leave will not be denied as long as vacation time has accrued.

703 INJURY LEAVE

An employee who sustains injuries or illness arising out of and in the course of his employment shall be covered by the provisions of 5 ILCS (1996) 345/1. Employees on injury leave may be returned to light duty if able to perform the work and placed at the discretion of the Village Administrator.

704 MATERNITY LEAVE

All policy rules and regulations applicable to other employees who are granted sick or disability leave shall be applicable to employees requesting maternity leave.

705 JURY DUTY

Employees are expected to assume their civic duties by serving as jurors when called. Employees must notify their supervisors of planned absence in advance of jury duty. Employees will be paid their regular salary while they are on jury duty leave, but jury duty pay must be turned in to the Village Treasurer's office. Mileage expense reimbursements received during jury duty leave may be retained.

706 DISCRETIONARY LEAVE

In those cases where all other available leave has been exhausted, the Village Administrator may consider applications for extended leave without pay, where the employee has at least one (1) full year of continuous service and there is substantial evidence that the employee will be able to return to work. If such extended leave without pay is granted, it shall contain any and all restrictions and/or conditions as the Village Administrator deems appropriate.

707 DISABILITY LEAVE

Employees disabled for work as a result of illness or injury arising out of and in the course of employment with the Village and which is compensatory under the Illinois Workers' Compensation or Occupations Diseases Act shall be compensated as provided in the applicable legislation.

Employees, who shall become disabled from injuries or sickness, which are not compensable under the Illinois Workers' Compensation or Occupations Diseases Act, to such an extent that they are unable to perform their regular duties after the exhaustion of the accumulated sick and vacation leaves shall be placed on general leave of absence without pay at the discretion of the Village Administrator.

The Village Administrator, or appropriate Department Head, may approve leaves for periods up to three (3) days.

All other leaves of absence not specifically mentioned, with or without pay must be approved in advance by the Village Administrator.

708 MILITARY LEAVE

The Village recognizes that employees may serve in the Armed Services of the United States or State of Illinois in either active or reserve capacity. When such service occurs, the Village will comply with applicable laws and the conditions of the United States Employment and Reemployment Rights Act (USERRA), the State of Illinois Local Government Employee Benefits Continuation Act (50 ILCS 140) and the State of Illinois Military Leave of Absence Act (5 ILCS 325). Please refer to these statutes for further information. The Village retains the right to exercise its full rights under these laws. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

DISCIPLINARY ACTION AND PROBLEM RESOLUTION

801 DISCIPLINARY ACTION

It is the policy of the Village of Mt. Zion to maintain proper order and business like atmosphere through its employees.

Employees are subject to disciplinary action for due cause. Due cause shall mean a substantial short coming which renders continuance in office or Village employment in some way detrimental to the discipline and efficiency of the service and a good cause for the employee to no longer occupy their position. Examples of due cause include, but are not limited to, tardiness, absenteeism, falsification of applications or other documents, carelessness in handling Village equipment, sexual harassment, illegal use of sick leave or other leave, dishonesty, use of or being under the influence of illegal drugs on the job, use of or being under the influence of intoxicating liquors on the job, inefficiency, abuse of work schedules, theft, fighting, smoking in prohibited areas, walking off the job, gambling on the job, violation of safety rules, sleeping on the job, or neglect or failure to perform assigned duties. Additional grounds for suspension, demotion, or dismissal shall include failure to obey direct orders, conviction of a criminal offense, repeated justifiable citizen complaints, and other repeated minor violations, which cause a disruption of department or Village operations.

The Village's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The major cause of any disciplinary action is to correct the problem and/or behavior, prevent recurrence and prepare the employee for satisfactory performance in the future.

Although employment with the Village of Mt. Zion is based on mutual consent both the employee and the Village have the right to terminate employment at will, with or without cause or advance notice. The Village may use progressive discipline at its discretion.

Disciplinary action may call for any of four (4) steps – verbal warning, written warning, suspension without pay, or termination of employment. Before termination is authorized the Village Administrator, or his duly authorized representative, shall file a written complaint stipulating the facts and reasons for termination. The sequence of disciplinary actions is outlined below. Each discipline situation will be judged on its own set of circumstances.

1. Verbal Warning – A supervisor will counsel you privately and document with a memo. The seriousness of the problem and the possible consequences if you do not correct the problem will be explained and the specific policies, which apply to the situation, will be reviewed with you.

2. Written Warning – For repeated or serious problems, either performance or conduct, the supervisor will counsel you formally and issue you a written warning explaining the nature of the problem and what you must do to correct it. You will be given a specific timetable for

improvement. The warning will include a description of more serious forms of discipline, including suspension and termination that may occur if the problem is not resolved.

3. Suspension – If you do not respond to the first two (2) steps in the progressive discipline policy, you may be suspended. The suspension notice will include a final warning indicating that termination will be the next step in the process.

4. Termination – For infractions the Village deems sufficiently serious, or for continuation of problems in spite of the progressive discipline steps outlined in steps 1, 2, and 3 above, immediate termination of employment is appropriate.

Consequently, some discipline situations may require all the progressive steps outlined above be used prior to termination. Other discipline situations may be of such nature that all steps of the progressive discipline are not used prior to termination of employment. While it is impossible to list every type of behavior that may be deemed a serious offense, the “Employee Conduct and Works Rules” section includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

All discipline actions shall be recorded and filed in the employee’s personnel records. One copy shall be forwarded to the Village Administrator for inclusion in the employee’s personnel file. By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Village of Mt. Zion.

802 PROBLEM RESOLUTION

The Village of Mt. Zion is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response from the Village’s supervisors and management.

The Village strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Village in a reasonable, business-like manner, or for using the problem resolution procedure.

Complaints may include such things as discipline, harassment, a personal request that was denied, etc. You cannot use the complaint procedure to appeal decisions related to the Village’s responsibility to determine the Village’s corporate direction, strategy or operating decisions such as the number and assignment of employees, establishment of rules of

conduct, determination of the hours and days of work, starting and quitting times, wages and benefits, etc.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate Supervisor after incident occurs. If employee is not satisfied with the response, take your complaint to Step 2.
2. Submit your complaint in writing to the Department Head. If the complaint is not mutually resolved, proceed to Step 3.
3. Employee presents problem to the Village Administrator if the problem is unresolved. The Village Administrator counsels and advises employee, if necessary, discusses with employee's Supervisor. If not mutually resolved, proceed to Step 4.
4. The employee's complaint may be submitted in writing to the Mayor's Office to be reviewed by the Mayor. The facts of the employee's case will be examined thoroughly, and the employee will be informed of the decision.

OTHER DEPARTMENTAL POLICIES

Individual department policies and operating procedures may be developed and implemented by Department Heads for all the general areas governed by the personnel policy manual so long as they are in every way consistent with the provisions and intent of it.

The Police Department has established a detailed set of Department Rules, Regulations and Operating Procedures consistent with the policies contained herein. The Police Department manual, although a separate document, shall be considered an incorporated part of the Village of Mt. Zion's Personnel Policy.

SECTION VII ACKNOWLEDGMENT OF PERSONNEL POLICY AND EXHIBITS

As a prerequisite to being employed by the Village of Mt. Zion, and as a condition of continued employment with the Village in the case of current employees, individuals are required to sign a form as set out below acknowledging that they have read and do understand the terms and conditions of this Personnel Policy Manual and that they agree to abide by the terms and conditions herein.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and read the Village of Mt. Zion Personnel Policy Manual including Exhibits A through F. I agree and acknowledge that unless I am covered by a Collective Bargaining Agreement, I am an employee at will which means that I or the employer may terminate the employment relationship at any time with or without cause and with or without advance notice. I further agree and acknowledge that this is a Policy and that it is not contractually binding upon me and/or the Village and further that the Policy may be modified at any time with or without advance notice and with or without my consent.

Date: _____

Employee's Signature

Employee Name Please Print

Referenced Material:

- Exhibit A: Pregnancy and your Rights in the Workplace
- Exhibit B: Ethics Act – Chapter 37 of the Village Code of Ordinances
- Exhibit C: Non-Discrimination and Anti-Harassment Policy
- Exhibit D: Village of Mt. Zion Substance Abuse Testing Policy
- Exhibit E: Internet Usage Policy
- Exhibit F: Smoke and Tobacco-Free Campus Policy

PREGNANCY and your RIGHTS in the WORKPLACE

A. Effective January 1, 2015, P.A. 98-1050 amends the Illinois Human Rights Act (775 ILCS 5/1 et seq.) to create additional protections for pregnant employees.

- Public Act 98-1050 applies to any employer employing 1 or more employees.
- Public Act 98-1050 protects part-time, full-time, and probationary employees, as well as job applicants.
- Public Act 98-1050 covers employees who are pregnant, have recently given birth, or who have a medical or common condition related to their pregnancy or childbirth.

B. Under Public Act 98-1050, it is illegal for an employer to:

- Refuse to hire, to segregate, or to act with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure or terms, privileges or conditions of employment, fringe benefits on the basis of pregnancy;
- Fail to reasonably accommodate a pregnant employee unless the accommodation will impose an undue hardship;
- Deny employment opportunities or benefits to or take adverse action against an otherwise qualified job applicant or employee if the denial or adverse action is based on the need of the employer to make reasonable accommodations to a pregnant employee;
- Require a pregnant employee to accept an accommodation which the employee did not request and the employee chooses to decline;
- Require an employee to take leave under any leave law or policy of the employer if another reasonable accommodation can be provided to the employee;
- Fail to reinstate the pregnant employee to her original job or to an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other applicable service credits upon her signifying her intent to return or when her need for reasonable accommodation ceases unless the employer can demonstrate that the accommodation of reinstating the employee will impose an undue hardship on the ordinary operations of the employer;
- Fail to post or keep posted in a conspicuous location on the premises of the employer, or fail to include in any employee handbook information concerning an employee's rights under P.A. 98-1050; and
- Retaliate against an employee because the employee requested or was provided a reasonable accommodation.

C. Reasonable accommodation

- The burden is on the employee to make the request;
- Once the employee makes the request, the burden shifts to the employer to grant the accommodation unless that employer can show that the accommodation would impose an undue hardship on the ordinary operation of the business of the employer;
- An accommodation would impose an undue hardship on the ordinary operation of the business of the employer if granting the accommodation would be prohibitively expensive or disruptive when considered in light of the following factors:
 - (1) The nature and cost of the accommodation needed;
 - (2) The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed by the facility, the effect on expenses and resources, or the impact otherwise of the accommodation upon the operation of the facility;
 - (3) The overall financial resources of the employer with respect to the number of its employees, and the number, type, and location of its facilities; and
 - (4) The type of operation or operations of the employer, including the composition, structure, and functions of the workforce of the employer, the geographic separateness, administrative, or fiscal relationship of the facility or facilities in question to the employer.
- A reasonable accommodation is a reasonable modification or adjustment to the job application process or work environment, or to the manner or circumstances under which the position desired or held is customarily



performed, that enable an applicant or employee affected by pregnancy to be considered for the position or to perform the essential functions of that position. Examples include:

- (1) More frequent or longer bathroom breaks;
 - (2) Breaks for increased water intake;
 - (3) Breaks for periodic rests;
 - (4) Private non-bathroom space for expressing breast milk and breastfeeding;
 - (5) Seating;
 - (6) Assistance with manual labor;
 - (7) Light duty;
 - (8) Temporary transfer to a less strenuous or hazardous position;
 - (9) The provision of an accessible worksite;
 - (10) Acquisition or modification of equipment;
 - (11) Job restructuring;
 - (12) A part-time or modified work schedule;
 - (13) Appropriate adjustment or modifications of examinations, training materials, or policies;
 - (14) Reassignment to a vacant position;
 - (15) Time off to recover from pregnancy; and
 - (16) Leave necessitated by pregnancy.
- The employer and the employee must engage in a timely, good faith, and meaningful exchange to determine effective reasonable accommodation.
 - An employer is not required to create additional employment that the employer would not otherwise have created, unless the employer does so or would do so for other classes of employees who need accommodation.
 - An employer is not required to discharge any employee, transfer any employee with more seniority, or promote any employee who is not qualified to perform the job, unless the employer does so or would do so to accommodate other classes of employees who need it.

D. Medical Documentation

- In response to a request for an accommodation, an employer can ask that the employee provide documentation from the employee's healthcare provider if:
 - (1) The employer also requests similar documentation for conditions related to a disability;
 - (2) The request is job-related and consistent with business necessity; and
 - (3) The request is limited to information concerning:
 - (i) The need or medical justification for the requested accommodation;
 - (ii) A description of the reasonable accommodation medically advisable;
 - (iii) The date the reasonable accommodation became medically advisable; and
 - (iv) The probable duration of the reasonable accommodation.
- If an employer requests documentation which it is entitled to under P.A. 98-1050, an employee requesting the accommodation must submit to the employer the documentation requested.
- Nothing in P.A. 98-1050 prohibits an employer from requesting documentation from the employee's healthcare provider to determine compliance with other laws.

For immediate help or if you have questions regarding your rights, call (312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY)

CHICAGO OFFICE

100 W. Randolph Street, 10th Floor
Intake Unit
Chicago, IL 60601
(312) 814-6200

SPRINGFIELD OFFICE

222 South College, Room 101-A
Intake Unit
Springfield, IL 62704
(217) 785-5100

MARION OFFICE

2309 West Main Street, Suite 112
Intake Unit
Marion, IL 62959
(618) 993-7463

The charge process may be initiated by completing the form at: <http://www.illinois.gov/dhr>



State of Illinois
Department of Human Rights

ILLINOIS DEPARTMENT OF
Human Rights

Chapter 37: Ethics Act

S 37.01 Ethics Act

SECTION 1: The Code of Ordinances of Village of Mt. Zion is hereby amended by the addition of the following provisions:

ARTICLE 1

DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or ~~opposition of any executive, legislative, or administrative action,~~ (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the Village of Mt. Zion, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the Village of Mt. Zion.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.

~~(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.~~

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 5

PROHIBITED POLITICAL ACTIVITIES

Section 5-1. Prohibited political activities. (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Village of Mt. Zion in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of

Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 10

GIFT BAN

Section 10-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the

gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 15

PENALTIES

Section 15-1. Penalties. (a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(d) A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the Village of Mt. Zion by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the Village of Mt. Zion, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

SECTION 2: This Ordinance shall be in effect upon its passage, approval and publication as provided by law. (2004-05-2, passed 5/17/04)

**NON-DISCRIMINATION AND
ANTI-HARASSMENT POLICY**

**VILLAGE OF MT. ZION
Adopted 1/15/2018**

INTRODUCTION: The Village of Mt. Zion is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Village of Mt. Zion expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official and agent of the Village of Mt. Zion as well as anyone using the Village of Mt. Zion facilities, to refrain from sexual and other harassment. The Village of Mt. Zion will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, sexual orientation, civil union partnership, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, sexual orientation, civil union partnership, or any other protected characteristic, from participation in business or work related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Village of Mt. Zion prohibit disparate treatment on the basis of sex, sexual orientation, civil union partnership, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

DEFINITIONS OF HARASSMENT

1. Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
 - a. Submission to the conduct is made either implicitly or explicitly as a condition of the individual's employment;
 - b. Submission to or rejection of the conduct is used as the basis for employment decisions affecting the harassed employee; or
 - c. The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail).

2. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, civil union partnership, age, national origin, disability or any other characteristic protected by law or that of his/her relatives, friends or associates, and that (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct 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).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

Note: Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including discharge.

RETALIATION IS PROHIBITED The Village of Mt. Zion prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Pursuant to the Illinois Whistleblower Act, an employer may not retaliate against an employee who reports a sexual harassment claim where the employee has reasonable cause to believe that the information discloses a violation of a State or Federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or Federal law, rule, or regulation.

The Illinois Human Rights Act provides, it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in the employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

REPORTING PROCEDURE The Village of Mt. Zion strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have been proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, the Village of Mt. Zion strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate supervisor or your department head. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witness to the incident). Written records such as letters, notes, memos, e-mails, and telephone message can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

- **Direct Communication with Offender:** If there is harassing or discriminatory behavior in the workplace, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- **Report to Supervisor and Administrative Personnel:** At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor or department head. If you feel uncomfortable doing so, or if your immediate supervisor or department head is the source of the problem, condones the problem or ignores the problem, report directly to the Village Administrator. If the Village Administrator is the source of the problem, condones the problem, or ignores the problem, you should contact the Mayor.
- **Report Mayor:** An employee may also report incidents of harassment or discrimination directly to the Mayor. The Mayor or his designee will promptly investigate the facts and take corrective action when the allegation is determined to be valid. If your complaint alleges harassment by the Mayor, or if the Mayor condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the Outside Reporting option. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.
- **Outside Reporting:** All employees also have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

HARASSMENT ALLEGATIONS AGAINST NON-EMPLOYEES/THIRD PARTIES If you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using the Village of Mt. Zion Facilities, the Village Administrator

will investigate the incident(s) and determine the appropriate action, if any. The Village of Mt. Zion will make reasonable effort to protect you from further contact with such persons. Please recognize, however, that the Village of Mt. Zion has limited control over the actions of non-employees.

Important Notice to All Employees: Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

RESPONSIBILITY OF SUPERVISORS AND WITNESSES Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Department Director who will investigate the conduct and resolve the matter as soon as possible.

All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.

THE INVESTIGATION Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The Village of Mt. Zion will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality. ~~The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.~~ The Village of Mt. Zion reserves the right and hereby provides notice that third-parties may be sued to investigate claims of harassment. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination.

RESPONSIVE ACTION The Village of Mt. Zion will determine what constitutes harassment, discrimination or retaliation based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as The Village of Mt. Zion believes appropriate under the circumstances.

FALSE AND FRIVOLOUS COMPLAINTS Given the possibility of serious consequences for an individual accused of sexual harassment, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including termination.

**Discrimination &
Harassment
Reporting Chain of
Command**

Mayor



Village Administrator



Department Head



Supervisor

The Village of Mt. Zion

Employee Acknowledgement

I, the undersigned employee, acknowledge that I received a copy of the Village of Mt. Zion's Non-Discrimination and Anti-Harassment Policy, completed the annual training, and understand the reporting chain of command.

I agree to read and become familiar with the contents of the policy. I will ask my supervisor about any items which are unclear to me.

I understand the Non-Discrimination and Anti-Harassment Policy may change at any time and I may be required to adjust my work habits accordingly.

Employee Name (Printed)

Employee Signature

Date

Internet usage policy

This Internet Usage Policy applies to all employees of the Village of Mt. Zion who have access to computers and the Internet to be used in the performance of their work. Use of the Internet by employees of the Village of Mt. Zion is permitted and encouraged where such use supports the goals and objectives of the Village of Mt. Zion. However, access to the Internet through the Village of Mt. Zion is a privilege and all employees must adhere to the policies concerning Computer, Email and Internet usage. Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of employment. Employees may also be held personally liable for damages caused by any violations of this policy. All employees are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

Computer, Email and Internet Usage

- The Village of Mt. Zion recognizes that the Internet may have useful applications to Village business; however, employees may not deliberately perform acts that waste computer resources or unfairly monopolize the computer to the exclusion of others. These acts include, but are not limited to sending mass mailings or chain letters, spending excessive amounts of time on the internet, playing games, engaging in online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic.
- Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role.
- All Internet data that is composed, transmitted and/or received by The Village of Mt. Zion's computer systems is considered to belong to the Village of Mt. Zion and is recognized as part of its official data.
- Employees have no right to personal privacy in any matter stored in, created, received or sent over the Village of Mt. Zion's electronic communication systems and all information is subject to the Freedom of Information Act.
- The equipment, services and technology used to access the Internet are the property of the Village of Mt. Zion. The Village of Mt. Zion, in its discretion as owner of the electronic communication systems, reserves and may exercise the right to monitor, access, retrieve and delete any matter stored in, created, received or sent for any reason, and without permission of the employee.
- If an employee uses a password to access an electronic communication system, any password by the employee must be revealed to the Village of Mt. Zion when requested.
- The Village of Mt. Zion's policies against sexual harassment or other harassment apply fully to electronic communication and any violation of those policies is grounds for discipline, up to and including discharge. Therefore, no messages should be created, sent or received if they contain intimidating, hostile or offensive materials concerning race, color, sex, age, national origin, disability or any other classification protected by law.
- The Village of Mt. Zion may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by the Village's network. In the event you nonetheless encounter inappropriate or sexually explicit material while utilizing the Internet, immediately disconnect from the site regardless of whether the site was subject to the Village blocking software.

- Employees may not use the Village of Mt. Zion Internet connection to download games or other entertainment software or to play games over the Internet.
- If an employee suspects that a virus has been introduced to the Village of Mt. Zion computers and/or network, notify the Village Administrator immediately.

Unacceptable use of the internet by employees includes, but is not limited to:

- Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material
- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via the Village of Mt. Zion email service
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
- Sharing confidential material, trade secrets, or proprietary information outside of the organization
- Hacking into unauthorized websites
- ~~Sending or posting information that is defamatory to the Village of Mt. Zion, its products/services, colleagues and/or customers~~
- Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Passing off personal views as representing those of the organization

If an employee is unsure about what constitutes acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification. All terms and conditions as stated in this document are applicable to all users of the Village of Mt. Zion's network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by the Village of Mt. Zion.

User compliance

I understand and will abide by this Internet Usage Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

Employee signature

Date

VILLAGE OF MT. ZION

SUBSTANCE ABUSE TESTING POLICY

Effective January 1, 1996
Revised 2018

VILLAGE OF MT. ZION
SUBSTANCE ABUSE TESTING POLICY

The Village of Mt. Zion, recognizes the abuse of intoxicants by employees will have an adverse influence on a safe and productive employment performance. Employees who abuse the use of intoxicants may endanger themselves, co-workers, and/or members of the community. Intoxicant abuse can negatively affect productivity, the quality of performance and service to customers. The Village of Mt. Zion will not tolerate any employee working under the influence, possession, selling, or using intoxicating drugs, alcohol, or illegal drugs at the work place, and will be subject to discipline including but not limited to termination.

~~The term intoxicants is an all-encompassing definition including intoxicating beverages, alcohol, controlled substances, and many potentially mind altering chemicals of any kind, including but not limited to, illegal drugs, depressants, stimulants, cocaine, narcotics, methadone, marijuana, and any other cannabinoid, hallucinogen, legally obtainable drugs, which have not been legally obtained and/or are being abused (i.e., Darvon, valium, liberum, etc.); prescription and/or over-the-counter drugs which have actual or potential mind or performance altering affects.~~

It is the intention of the Village of Mt. Zion to maintain a safe, healthy, efficient, working environment for all of its employees and customers and to protect Village property, equipment, operations, and customers' property.

INTOXICANT SCREENING

This policy provides for the testing of employees and/or job applicants for use of intoxicants under five different circumstances: pre-employment, reasonable belief, rehiring, post-accident, and random testing of employees with a Commercial Drivers License (CDL). All employees of the Village of Mt. Zion that possess a CDL are subject to random testing pursuant to federal regulations including, but not limited to, 49 CFR part 40 and part 382 et seq. Pursuant to these federal regulations, 50% of the employees with CDL's each year must submit for an intoxicant screening. Employees in this group shall be assigned a number. The employees number shall be entered into a computer program, then on a quarterly basis, numbers shall be selected to determine the employees who shall submit to a random intoxicant screening. The number to be tested on an annual basis will equal 50% of the total group. The Village of Mt. Zion will then schedule a date for intoxicant screening for the employees randomly selected. The employees to be tested shall not be informed until immediately prior to the test being performed. The conduct of the screening and its results will be confidential.

Intoxicant screening shall be conducted through the analysis of a urine sample; a breath test shall be administered for alcohol testing. However, a blood test may be administered if the Village Medical Review Officer, (MRO) deems it necessary. Impairment by alcohol will be conclusive if the blood alcohol level is 0.04%. Refusal to submit to a blood alcohol test will result in disciplinary action, up to and including termination.

INTOXICANT SCREENING PROCESS

The intoxicant screening process and/or blood alcohol tests shall be administered by a licensed medical provider chosen by the Village of Mt. Zion. The collection site shall have a licensed physician who is experienced and knowledgeable in substance abuse disorders, including the medical effects of prescription drugs and the pharmacology and toxicology of illicit drugs. The licensed physician at the collection site shall be the MRO. The MRO will be responsible for all interpretations of test results and individual evaluations. The MRO will review and interpret, confirmed positive test results and determine whether any legitimate alternative medical explanation could account for the positive result before a test is considered a true positive.

In the event an individual tests positive, the MRO will contact the employee affected to advise the employee of the positive test. The MRO will provide the individual an opportunity for an interview in person or via telephone with the MRO to discuss the possible reasons for the positive test. If the individual submits medical records in defense of a positive test result, the individual must grant to the MRO a Medical Authorization Release to grant the MRO the authority to review those records and contact the individual's physician to discuss any questions contained within the medical reports.

If any questions arise about the accuracy or validity of a positive result, the MRO will review the laboratory records to determine whether the required procedures were followed. This will require collaboration with the testing laboratory director, the analyst, and any expert consultants the MRO determines necessary. Once the MRO has received all of the above information, a determination will be made whether the result is sufficient to take further action. However, if the records from the collection site or laboratory raised doubts about the handling of the sample, the MRO may decide the evidence is insufficient and no further actions will be taken. In this case the MRO will declare the test to be negative and shall note the possible errors in laboratory analysis or chain of custody procedure and notify the proper officials to correct errors or procedures as necessary.

If the MRO determines that there is no other reasonable medical or scientific reason for a positive test result, and after the MRO has verified the proper procedures were followed, the MRO will declare the test a verified positive and notify the Village representative.

In order for an employee who is required to submit a negative urine sample and/or blood sample to be returned to duty or re-hire, or an applicant be hired, or following an

accident, the MRO will review the Village rehabilitation program and certify in writing that he/she is approved to return to duty, or for re-hire, or for initial employment.

The collection site for all intoxicant screening samples and/or blood alcohol test samples shall be a place designated by the Village where individuals will present themselves for the purpose of providing a specimen of their urine and/or blood. All collection procedures will follow the legal and ethical guidelines set forth by the National Institute for Drug Abuse and the Department of Transportation.

Preferred Village Collection Sites: Midwest Occupational Health and Wellness
1750 E. Lake Shore Drive
Decatur, IL 62521
(217) 464-1440

Or

DMH Corporate Health
2120 N. 27th Street
Decatur, IL 62526
(217) 423-4300

All specimens collected at the above collection sites shall be sent to a substance abuse and mental health services administration (SAMHSA) certified laboratory.

Any individual who disputes the accuracy or validity of a positive test result is entitled to have the original specimen re-tested by another Department of Health & Human Services, National Institute of Drug Abuse approved laboratory. The expense for re-testing shall be the responsibility of the employee; to be paid in advance. If the results from the re-testing are negative the Village of Mt. Zion will reimburse the employee for re-testing expense. No further action will occur regarding this testing incident if results of second test are negative.

CONFIDENTIALITY OF TEST RESULTS AND RECORD KEEPING

Individuals' privacy and confidentiality will be carefully maintained at all times. With the exception of the testing laboratory, the MRO, and designated Village representatives, the results of individual drug tests will not be released to anyone without the written authorization of the tested individual, or as otherwise allowed by law. Records showing a positive test result shall be contained by the MRO. The records will also include the MRO's determination demonstrating need for rehabilitation.

The MRO will advise the designated Village of Mt. Zion representatives whether the individual's test results were positive or negative. The only Village of Mt. Zion individuals or representatives that shall be privy to this information shall be: The Village of Mt. Zion's

Administrator, Village of Mt. Zion Legal Counsel and Village of Mt. Zion Insurers, and any Village of Mt. Zion officials that the Village Administrator deems necessary.

PRE-EMPLOYMENT SCREENING

Village of Mt. Zion will require a pre-employment intoxicant screening for all applicants to whom jobs are offered. The candidate's application will be rejected if testing reveals that the applicant failed to pass the intoxicant screening. Candidates will be requested to sign a consent form prior to testing, permitting the summary result to be transmitted to the Village of Mt. Zion representative. Refusal to sign this form, or to submit to intoxicant screening will be considered as a withdrawal of that candidate's application form for employment.

RE-HIRED EMPLOYEES SCREENING

The Village will require a drug test for all employees resuming employment if they have not actively worked for the Village of Mt. Zion for 90 days or more due to a leave of absence, sick leave, worker compensation injury, maternity leave, or laid off for 90 days or more, before the employee will be permitted to return to work. If employee's intoxication screening reveals a violation of this policy, the Village of Mt. Zion, with medical assistance, will establish a constructive rehabilitation program. The employee must comply with the provisions of the rehabilitation program as a condition of continued employment; failure by the employee to fulfill the provisions of the rehabilitation program will result in the employee's termination.

REASONABLE SUSPICION INTOXICATION SCREENING

An intoxication screening will be performed when Village of Mt. Zion management reasonably believe that an employee is violating this intoxication policy or that an employee's work performance is adversely affected by the use of intoxicants or where an incident such as an accident, an altercation, or unusual behavior occurs which may have resulted from use of an intoxicant or intoxicants. Reasonable suspicion includes, but is not limited to, abnormal behavior, deteriorating job performance, unusual absenteeism, slurred speech, or physical impairment. Refusal to submit to an intoxication screening, as a result of reasonable suspicion by Village of Mt. Zion that the employee is violating this policy, will result in disciplinary action, including but not limited to termination. If employee's intoxication screening reveals a violation of this policy, the Village of Mt. Zion, with medical assistance, will establish a construction rehabilitation program. The employee must comply with the provisions of the rehabilitation program as a condition of continued employment; failure by the employee to fulfill the provisions of the rehabilitation program will result in the employee's termination.

POST ACCIDENT INTOXICANTS SCREENING

Any employee involved in an accident causing any bodily injury that requires medical attention. Employees involved in an accident causing property damage may be required to submit to an intoxicant screening if the Village of Mt. Zion determines that intoxicants may

have caused the accident and/or property damage may be required to immediately submit to an intoxicants screening. Refusal to submit to an intoxicants screening and/or blood alcohol test within 2 hours of the accident will result in disciplinary action, including but not limited to termination. Additionally, the Village may, with the assistance of medical personnel, designate a constructive rehabilitation program for the employee. The employee must comply with provisions of the rehabilitation program as a condition of continued employment.

Any employee involved in an accident, that has a positive intoxicant screening test result, acknowledges that the positive test result may be utilized by Village of Mt. Zion in the defense of any claim by the employee. Additionally, the positive test result may be submitted to a court of competent jurisdiction in any legal, quasi-legal, or administrative hearing; including but not limited to State and Federal Courts, the Illinois Industrial Commission, the Department of Human Rights and the Human Rights Commission; State and/or Federal Department of Labor.

RANDOM TESTING OF EMPLOYEES WITH CDL

~~The group of employees that have a CDL are subject to random testing on an annual~~ basis of 50% pursuant to federal regulation, including but not limited to 49 CFR part 40 and part 382 et seq. An employee must report to the collection site for testing by the end of the employees work shift on the day that they receive notice that they have been selected for random testing.

Refusal to submit to a random test should result in disciplinary action including but not limited to termination.

EMPLOYEE ASSISTANCE AND REHABILITATION PROGRAM

Employees determined by the Village of Mt. Zion to be eligible for employee assistance and rehabilitation; and employees who qualify for employee assistance or rehabilitation shall be sent by the Village to one of the above collection sites for an evaluation and an intoxicant screening. Each request for assistance will be treated as confidential, only the Village of Mt. Zion personnel with a "need to know" will be made aware of these requests. The MRO has contacts with local consultants, hospitals, and community organizations offering alcohol, drug, and intoxication treatment programs. The MRO will refer employees seeking assistance at the appropriate treatment program(s). The referral shall be in the form of a prescription and a copy shall be provided for the Village of Mt. Zion, to attach to the employees return to work agreement, if the employee is eligible for continued employment. No disciplinary action will be taken against an employee who voluntarily notifies officials of Village of Mt. Zion of the employee's intoxication problem prior to Village of Mt. Zion learning of the violation of this policy. Village of Mt. Zion at its sole discretion may grant an employee rehabilitation leave to enter a treatment program for drug, alcohol or intoxication dependency.

Rehabilitation is the sole responsibility of the employee. Each employee seeking medical attention, or counseling for alcohol, drug or intoxication dependency should examine their medical insurance plan to determine the extent of the insurance coverage, if any. If no coverage is available, all costs for the rehabilitation program shall be the responsibility of the employee. Employees on rehabilitation leave of absence will be subject to the sick leave and personal leave of Village of Mt. Zion. Employees that do not have any sick leave or personal leave will be granted a leave of absence, without pay, during the rehabilitation leave.

If any employee enters a rehabilitation program, either voluntarily or upon a reference from the MRO based upon a positive intoxication screening under this policy, eligibility for re-employment is dependent upon successful completion of the rehabilitation program prescribed by the MRO. Successful completion of the rehabilitation program must be evidenced by the employee providing certification from the employer's prescribed treatment Program Director or authorized treatment personnel, that the employee was continuously enrolled in the prescribed treatment program, actively and voluntarily participated in the program and successfully completed the program criteria. The employee shall sign any and all releases provided by the MRO and the treatment program administrators to verify that the employee is enrolled in the prescribed treatment program and is fulfilling the program requirements. This pre-completion information is critical for out-patient programs if the employee seeks re-employment with the Village before successful completion of the prescribed program. Furthermore, the employee must successfully participate in any and all follow-up treatment or counseling and provide proof of participation and completion in the recommended follow-up treatment to Village of Mt. Zion officials. Any employee who rejects treatment, leaves a treatment program prior to successful completion or fails to participate and complete all follow-up treatment programs shall be terminated from their employment with Village of Mt. Zion. No employee shall be eligible for employee assistance or rehabilitations more than one time. Reoccurrence of an alcohol, drug or intoxication dependency shall be cause for immediate dismissal. Employees that undergo voluntary counseling or treatment and continue to work must meet all established standards of conduct and job performance.

All eligible employees returning to employment from rehabilitation shall be required to sign A Return to Work Agreement that provides:

1. A consent to unannounced intoxication screening and/or blood alcohol testing for a period of one year to ensure that the employee has not violated this policy.
2. That the employee should be solely responsible for all costs of random intoxication screening and/or blood alcohol testing prescribed during the employee's in-house and/or intensive counseling program. If the employee fails the test, or the employee refuses to submit to the test, the employee shall be terminated immediately. The Village agrees to be responsible for the cost of the random tests requested by the Village.

3. That failure to comply with the testing requirements during this period or the employee's refusal to submit to an intoxication screening shall be grounds for immediate dismissal.
4. That the employee must maintain an acceptable attendance and performance record and comply with all other company policies upon his or her return to work.
5. That the employee will participate in any follow-up treatment and/or counseling recommended by the Village of Mt. Zion's MRO.
6. That the employee will agree to enter into a Post Rehabilitation/Treatment Counseling Return to Work Agreement, a copy of the proposed agreement is attached marked Exhibit "A" and made a part of this policy. The Agreement is subject to change based upon the employee's rehabilitation and treatment requirements and the recommendations of the Village doctor.

VILLAGE OF MT. ZION ALCOHOL, DRUGS,
AND OTHER INTOXICANTS POLICY
RECEIPT

The undersigned acknowledges that the undersigned has received a copy of the VILLAGE OF MT. ZION ALCOHOL, DRUGS AND OTHER INTOXICANTS POLICY, and that the undersigned has read and understand the terms of this policy, and further that this policy becomes effective January 1, 1996 and Revised 2018, and shall remain in full force and effect until the undersigned is notified in writing.

The undersigned acknowledges that the undersigned is bound to comply with the terms of this policy and that violation of this policy may result in immediate termination.

DATED this _____ day of _____, _____.

CONSENT FOR VILLAGE OF MT. ZION ALCOHOL AND DRUG TEST
AND RELEASE OF INFORMATION.

I hereby consent to Village of Mt. Zion and/or their MRO to collect blood, urine or saliva samples from me for the purpose of conducting intoxication screening exams. In addition, I hereby consent to the release of these test results to Village of Mt. Zion Officials, Village of Mt. Zion Attorneys, Village of Mt. Zion Insurers and to others as mutually agreed upon between Village of Mt. Zion and Employee.

Dated this _____ day of _____, _____.

(Employee's Signature)

POST REHABILITATION/TREATMENT COUNSELING
RETURN TO WORK AGREEMENT

As consideration for Village of Mt. Zion granting the request of the undersigned to continue employment, the employee agrees to the following conditions.

1. Employees shall submit to Village of Mt. Zion proof of his or her enrollment in an alcohol substance abuse follow-up treatment program, counseling program, or rehabilitation program as prescribed by the company physician. Proof of employee's attendance at all required sessions must be submitted to Village of Mt. Zion on a weekly basis. Employee consents to Village of Mt. Zion monitoring the attendance and participation of the employee in these programs.
2. For a period of two years, the employee agrees to voluntarily submit to an intoxication screening and/or blood alcohol resting, on a random basis, as requested by Village of Mt. Zion. The employee's failure of such test during this period or the employee's refusal to submit to such testing shall be grounds for immediate termination. All costs of the intoxication screenings and/or blood alcohol testing requested by the Village of Mt. Zion shall be paid by the Village.
3. The employee must maintain an acceptable attendance and performance record and comply with all other company policies upon return to work. For a period of two years any absence by the employee will require a written physician's certificate detailing the reason for such absence. If such absence(s) is the result of alcohol, drug or intoxication dependency, the employee will be terminated.
- ~~4. The costs of the rehabilitation not covered by the Village of Mt. Zion's group medical insurance program shall be the sole responsibility of employee.~~
5. Failure of the employee to comply with the above conditions will result in employee's immediate termination.
6. Employee also agrees to comply with the following conditions and/or treatments:
Successfully complete treatment program and follow-up after care program prescribed by MRO. Employee further agrees that all absenteeism and/or tardiness within two years from the date of the Agreement must be excused by the MRO or have prior approval of supervisor. Violation of any conditions in this agreement shall result immediate termination.

Additional Conditions:

I voluntarily agree to all the above conditions and execute this agreement on my own free will, without duress.

(Print Employee's Name)

Dated this _____ day of _____, _____.

(Signature of Employee)

Village of Mt. Zion,

By: _____
(Signature of Village of Mt. Zion Official)

**REASONABLE SUSPICION OBSERVATION FORM
VILLAGE OF MT. ZION**

(This form must be completed by the employer or his authorized representative every time an employee is suspected of drug or alcohol use by action, appearance or conduct when reporting for duty, while on duty, or at the conclusion of being on duty.)

Employee Name _____

Date Observed _____

Time Observed From _____ To _____

Location _____

OBSERVED BEHAVIOR:

<u>Speech</u>	<u>Balance</u>	<u>Walking</u>	<u>Awareness</u>
Normal _____	Normal _____	Normal _____	Normal _____
Slurred _____	Failing _____	Failing _____	Confused _____
Whispering _____	Staggering _____	Stumbling _____	Paranoid _____
Silent _____	Swaying _____	Swaying _____	Sleepy _____
Confused _____	Body Odors _____	Arms Raised for Balance _____	Stupor _____
Incoherent _____		Reaching for Support _____	Lack of Coordination _____

Other Behaviors:

The above action witnessed by:

Signature

Date

Signature

Date

By signing this form, I further certify that I have received a minimum of one-hour training in both alcohol use and controlled substance abuse.

VILLAGE OF MT. ZION
DRUG / ALCOHOL TESTING COMPLIANCE REQUEST FORM

Municipality

Membership Number

Contact Person

() _____
Phone Number

Date

Target Date (and) Time _____ AM/PM

Collection Should Be Made

Name and Place Where Samples are to be Collected

Address

City

State

Zip

TESTS REQUIRED
(Check one)

DRUG & ALCOHOL

DRUG

ALCOHOL

TYPE OF TEST
(Check One)

Pre-employment

Post Accident

Follow Up Testing

Random

Reasonable Causes

Return to Duty

Other (specify) _____

Name and SS# of those to be tested (Please Print)

NAME OF TESTEE

SOCIAL SECURITY NUMBER

**EMPLOYEE ASSISTANCE AND TRAINING PROGRAM
FOR THE VILLAGE OF MT. ZION AND EMPLOYEES**

DATE

Program began _____ am/pm completed _____ am/pm

Program Conducted by _____

Program Content (Explanation of Village of Mt. Zion Drug & Alcohol Policy, Drug & Alcohol Education and Training and Employee Assistance Option):

ATTENDANCE

ATTENDANCE	

By signing this form, I further certify that I have received a minimum of one-hour training in both alcohol use and controlled substance abuse.

EMPLOYEE DRUG ABUSE AND ALCOHOL MISUSE
TRAINING VERIFICATION FOR THE
VILLAGE OF MT. ZION

DATE

Program began _____ am/pm completed _____ am/pm

Program Conducted by _____

Program Content:

ATTENDANCE

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The undersigned certifies that the above-named persons successfully completed the Employee Drug Abuse and Alcohol Misuse Training Program on the above date.

Signature

VILLAGE OF MT. ZION
Smoke and Tobacco-Free Campus Policy

PURPOSE

The objective of this policy is to develop a smoke and tobacco-free work place and facilities that will improve the health of Village employees and residents by promoting tobacco use cessation. Therefore it is the policy of the Village of Mt. Zion that reasonable measures are taken to prohibit all tobacco products. Use of cigarettes, smokeless tobacco, cigars, pipes, and other tobacco products (including electronic devices) also lead to disease and death.

Because there is no safe tobacco product, the only logical action is to promote campuses that are smoke and tobacco-free. Reducing tobacco use also increases productivity in the workplace, decreases absenteeism, and possibly lowers excess medical expenditures and other costs associated with tobacco use in the workplace.

Reducing tobacco use in public parks and facilities where children are present will provide a clean and safe environment for all who visit and enjoy activities at all Village of Mt. Zion properties including parks and facilities.

This policy applies to all employees and visitors of Village of Mt. Zion owned property and is effective immediately.

POLICY

A. Prohibition of Tobacco Use

The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, electronic devices or other tobacco products) is prohibited at all times:

- in all interior space owned, rented, or leased by the Village of Mt. Zion
- on all outside property or grounds owned by the Village of Mt. Zion, including parking areas;
- in sight of clients and patrons of the Village Mt. Zion; and
- in Village of Mt. Zion vehicles.

B. Communication of Policy

Signage will be clearly posted at property entrances and building public entrances. Signage regarding Smoke and Tobacco-Free Campus benefits will also be posted. This policy will also become a part of the Village of Mt. Zion Personnel Policy Manual. Questions regarding this policy should be directed to the Administrator.

C. Tobacco Use Cessation Programs

The Village of Mt. Zion is committed to providing support to employees, visitors or residents who wish to stop using tobacco products. The Village of Mt. Zion is committed to ensuring that employees and residents have access to assistance for quitting.