

The Mission of Hanover Township

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

TABLE OF CONTENTS

ARTICLE I	EMPLOYEE RELATIONS AND PHILOSOPHY	
A.	EMPLOYMENT AT WILL	4
B.	EQUAL EMPLOYMENT OPPORUNTITY POLICY	4
C.	AUTHORITY, PURPOSE AND DISTRIBUTION	4
D.	EMPLOYEE INTEGRITY AND HONESTY	5
E.	CONFIDENTIALITY OF TOWNSHIP DOCUMENTS AND RECORDS.....	5
F.	EMPLOYEE ETHICS AND GIFT BAN POLICY.....	5
G.	REASONABLE ACCOMMODATION.....	6
H.	AMENDMENTS.....	6
I.	SUPPLIMENTS AND REVIEW OF THE PERSONNEL POLICY	7
ARTICLE II	EMPLOYMENT CLASSIFICATIONS	
A.	EMPLOYEE CLASSIFICATIONS.....	7
B.	NON-EXEMPT AND EXEMPT EMPLOYEES.....	7
C.	ORIENTATION PERIOD	8
ARTICLE III	HUMAN RESOURCES ADMINISTRATION	
A.	GENERAL GUIDELINES.....	8
B.	EMPLOYEE INFORMATION AND PRIVACY POLICY	9
C.	AUTHORIZATION TO WORK.....	9
D.	RECORD KEEPING REQUIRMENTS OF THE FAIR LABOR STANDARDS ACT	9
E.	EMPLOYEE MEDICAL RECORDS.....	9
F.	CRIMINAL CONVICTIONS AND BACKGROUND CHECKS	10
G.	PROMOTION FROM WITHIN.....	10
H.	NEPOTISM POLICY	11
ARTICLE IV	WRITTEN COMPLAINT PROCESS	
A.	WRITTEN COMPLAINT POLICY	12
B.	COMPLAINT PROCESS.....	12
C.	OTHER STIPULATIONS	13
ARTICLE V	DISCIPLINE OF TOWNSHIP EMPLOYEES	
A.	GROUNDS FOR DISCIPLINE.....	14
B.	STAGES OF DISIPLINE	15
C.	SUSPENSIONS	15
D.	TERMINATION	15
ARTICLE VI	WAGE AND COMPENSATION PRACTICE	
A.	EMPLOYMENT POSITION DESCRIPTIONS.....	16
B.	WAGE AND SALARY POLICY	17
C.	PERFORMANCE EVALUATIONS.....	17
D.	OVERTIME PAY.....	18
E.	MILAGE AND EXPENSE REIMBURSEMENTS	18
F.	TIME RECORDS.....	19
ARTICLE VII	HANOVER TOWNSHIP SAFETY AND HEALTH PRACTICES	
A.	ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) AND HUMAN IMMUNODEFICIENCY VIRUS (HIV).....	19
B.	SMOKE FREE TOWNSHIP	20
C.	DRUG AND ALCOHOL FREE WORKPLACE	20
D.	WORKPLACE VIOLENCE.....	21
E.	WORKPLACE INSPECTIONS.....	22

ARTICLE VIII ATTENDANCE, CLOSINGS, AND LEAVES OF ABSENCE POLICIES

A.	ATTENDANCE OF EMPLOYEES.....	22
B.	BUSINESS HOURS.....	23
C.	OBSERVED HOLIDAYS.....	23
D.	TOWNSHIP CLOSING INFORMATION.....	23
E.	LEAVES OF ABSENCE POLICY.....	24
F.	FAMILY AND MEDICAL LEAVE.....	24
G.	ILLINIOS SCHOOL VISITATION RIGHTS ACT.....	26
H.	CATASTROPHIC ILLNESS POLICY.....	26
I.	MILITARY LEAVE.....	27
J.	JURY SERVICE – WITNESS JUDICIAL PROCEEDING.....	27
K.	FUNERAL LEAVE.....	27
L.	SPECIAL LEAVE.....	28
M.	MATERNITY/PATERNITY LEAVE.....	28

ARTICLE IX SUMMARY OF BENEFITS

A.	ELIGIBILITY.....	29
B.	MAJOR MEDICAL HEALTH INSURANCE.....	29
C.	COBRA COVERAGE.....	29
D.	LIFE INSURANCE.....	30
E.	WORKERS COMPENSATION.....	31
F.	IMRF – ILLINOIS MUNICIPAL RETIREMENT FUND.....	31
G.	DISABILITY COVERAGE.....	31
H.	PAID TIME OFF.....	31
I.	ANCILLARY BENEFITS.....	34

ARTICLE X ANTI-HARASSMENT AND SEXUAL HARASSMENT POLICIES

A.	ANTI-HARASSMENT POLICY.....	37
B.	DEFINITION OF HARASSMENT.....	37
C.	SEXUAL HARASSMENT.....	37
D.	PREGNANCY DISCRIMINATION POLICY.....	41

ARTICLE XI TECHNOLOGY USE AGREEMENT

A.	COMPUTER, TELEPHONE, ELECTRONIC EQUIPMENT AND NETWORK.....	41
B.	MOBILE/CELLULAR TELEPHONE POLICY.....	42

ARTICLE XII DRESS CODE

A.	DRESS CODE POLICY.....	42
B.	APPROPRIATE ATTIRE.....	42
C.	ENFORCEMENT.....	43

ARTICLE XII VEHICLE FLEET SAFETY AND USAGE

A.	DRIVER GUIDELINES AND REPORTING REQUIREMENTS.....	43
B.	DRIVER CRITERIA AND ADMINISTRATION.....	44
C.	DRIVER SAFETY RULES.....	44
D.	ACCIDENT PROCEDURES.....	45

Article I Employee Relations and Philosophy

A. Employment at will

- 1.) You should be aware that this manual is not intended to create a contract of employment. Rather, it is simply intended to describe the Township and its present policies and procedures. These policies and procedures, which supersede all prior policies and procedures, may, and likely will be, changed from time to time, as the Township deems appropriate.
- 2.) Further, your employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of Township.
- 3.) No representative of the Township, other than the Township Board has the authority to enter into any agreement for a specified period of time or to make any agreement contrary to the foregoing. Any such agreement must be by individual agreement, in writing and signed by you and the Township Board. No one has the authority to make any verbal statements of any kind at any time which are legally binding on the Township.
- 4.) The policies and procedures outlined in this manual are in effect for all employees of the Township unless specifically noted otherwise. In addition, only full-time employees are eligible to participate in the Township's benefit programs unless specifically noted otherwise.

B. Equal Employment Opportunity Policy

- 1.) It is the policy and practice of the Township to afford equal employment opportunity in all personnel practices to all employees and applicants for employment regardless of race, color, religion, sex, age, national origin, physical or mental disability, ancestry, marital status, unfavorable discharge from the military (except dishonorable) sexual orientation, or any legally protected category, all in accordance with applicable law.

C. Authority, Purpose and Distribution

- 1.) The authority to approve, alter, modify and change personnel policy is vested in the Township Board. The Township Administrator may recommend alterations, modifications and changes in personnel policy to the Township Board for their consideration.
- 2.) The overall authority and responsibility to administer Township personnel policy rests with the Township Administrator. However, under direction of the Township Administrator, the Township Department Heads and designated staff are responsible for the day-to-day administration of the Township's personnel policies.
- 3.) This manual is being distributed to all of the Township Department Heads and employees as a means of providing an important personnel tool. All Township Department Heads and employees should read and become familiar with this manual in its entirety. It is designed to serve as a resource.

D. Employee Integrity and Honesty

- 1.) Township employees should be completely honest in their dealings with the public, elected officials, appointing authorities, supervisors, and fellow employees. Lying in any form, omitting some facts or exaggeration undermines the fundamental trust that must exist between employer and employee, and has no place in public service.
- 2.) The Township expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interest of the public. Employees must not use their position or knowledge gained because of their position for private or personal advantage.
- 3.) Unacceptable conduct will result in disciplinary action up to and including discharge. If an employee needs clarification of a specific issue related to these standards, he/she should seek clarification from his or her Department Head.

E. Confidentiality of Township Documents and Records

- 1.) All Township documents, including, but not limited to, business or employee records, facsimiles, computer software, computer data files, emails, voice-mails, pamphlets, trade secrets and other information is strictly confidential.
- 2.) Unless express permission is provided, Township documents are not to be removed from the premises by any means, including facsimile, computer file transfer, computer storage device or e-mail transmission.
- 3.) Township documents should also not be duplicated for personal use or any purpose besides Township business
- 4.) Breach of confidentiality or the falsification or unauthorized alteration of Township documents or records is cause for disciplinary action.

F. Employee Ethics and Gift Ban Policy

- 1.) The Hanover Township Ethics Ordinance, (Ordinance 05-11-04E), is incorporated into this personnel policy.
- 2.) An Employee shall be held accountable for following all such established work rules, and to the standards of behavior outlined below:
- 3.) Employees may be a member of a political organization, may contribute money in support of individual candidates for elected office, but may not be coerced or forced in any way to make a contribution. The Township strictly prohibits any type of political activity on or during regular business hours, or with the use Township resources.
- 4.) Whenever a Township employee is responsible for handling cash or other financial matters, the job of the employee is to document every aspect of the transaction fully and completely. All Township cash and bank accounts must be handled so as to

avoid any question of illegal/improper payments or suspicion of any impropriety whatsoever.

- 5.) Reporting fraud and other irregular activities as they perform their duties, Township employees should be alert to situations in which other employees commit or are about to commit acts which violate the law or this policy. Illegal, unethical or dishonest actions harm us all. Each Township employee, therefore, has a responsibility and duty to report a co-worker's illegal or unethical conduct to his or her supervisor, Department Head or the Township Administrator.
- 6.) The Ethics Ordinance also prohibits officers and employees, their spouses and immediate family members living with the officer or employee, from soliciting or accepting gifts from prohibited sources as more fully explained in the Ethics Ordinance.
- 7.) The Ethics Ordinance establishes additional restrictions on employee conduct and violations of the Ordinance may result in both fines and incarceration as set forth in Section Four of the Ethics Ordinance. In addition, any violation of the Ethics Ordinance may result in further disciplinary action up to and including discharge.
- 8.) Should an employee have any questions regarding accepting or reporting the taking of gifts in violation of this policy, please contact the Township Administrator.

G. Reasonable Accommodation

- 1.) Hanover Township is committed to providing reasonable accommodation to enable qualified employees with disabilities to perform the essential functions of their jobs. Depending on the circumstances, reasonable accommodation may include modifying the work environment, making facilities accessible, restructuring a job, adjusting work schedules, granting leave, or other measures.
- 2.) The Township is also committed to providing reasonable accommodation of an employee's sincere religious observances and beliefs that conflict with normal job requirements.
- 3.) Any employee who believes that he or she needs accommodation based upon a disability or religion is responsible for bringing the matter to the attention of their direct supervisor. In the case of disability, the employee may be required to provide medical documentation establishing the existence of the disability, any job-related restrictions, and the estimated length of time for which the accommodation is needed.
- 4.) All medical information will remain in the employee's medical file.

H. Amendments

- 1.) The policies and procedures in this manual are subject to change and modification with or without notice. This manual is intended to generally describe the Township's policies, procedures and the benefits available to Township employees. Each employee can assist in keeping personnel policies current by notifying the

Department Heads or Administrator whenever problems are encountered or improvements can be made in administering personnel policies. The Department Heads may recommend changes to the Township Administrator.

- 2.) The Township Administrator will determine whether suggested changes to this manual are personnel policy amendments or administrative changes. Personnel policy amendments to this manual will be reviewed and decided upon by the Township Board. Administrative or procedural changes will be reviewed and decided upon by the Township Administrator.

I. Supplements and Review of the Personnel Policy

- 1.) From time to time, supplements to this manual may be issued. It is intended that these supplements will update and/or revise current policies and practices. Each employee is responsible for studying any supplements prior to placing them into his or her copy of this manual. Each employee must sign an acknowledgment form recognizing receipt of the supplement or amendment.
- 2.) Additionally, from time to time, the Township Administrator or his designees will review the Township Personnel Policy to determine the need for updates or revisions.

Article II Employment Classifications

All Township employees have two (2) employee classifications. First, each employee will be classified as either a full-time or part-time employee, second, each employee will be classified as either an exempt or non-exempt employee as these terms are defined and interpreted under the Fair Labor Standards Act of 1938 (FLSA), 20 U.S.C.A. 2091, *et seq.* Additionally, all employees are subject to a one hundred and eighty (180) day orientation period.

A. Employee Classifications

- 1.) A full-time employee is one who is regularly scheduled to work thirty (30) hours or more each week.
- 2.) A part-time employee is one who is regularly scheduled to work less than thirty (30) hours per week, who is employed for a specific job or for seasonal work. Part-time employees do not participate in the Township's benefits programs unless specifically stated otherwise.
- 3.) Individuals employed at 25 hours a week, prior to the adoption of this policy, will be considered full time employees.

B. Non-Exempt and Exempt Employees

- 1.) An exempt employee is an individual employed in an executive, administrative or professional position as these terms are defined under provisions of the FLSA. Bona fide executive, administrative or professional employees are exempt from the minimum wage and overtime requirements of the FLSA. This manual and its treatment of

exempt personnel will be interpreted in accordance with the provisions of the FLSA. 29 C.F.R. 541.118.

- 2.) A non-exempt employee is an individual not employed in an executive, administrative or professional position as these terms are defined under provisions of the FLSA. Non-exempt employees are paid at least the prevailing minimum wage rate and are paid at the rate of time-and-one-half for all hours worked in excess of forty (40) hours within a given work week or compensated with Compensatory Time Off.

C. Orientation Period

- 1.) New employees, promoted employees, and certain transferred employees will be subject to an orientation period for a period of one hundred and eighty days (180).
- 2.) The purpose of the orientation period is to determine if the new, promoted or transferred employee is capable of performing his or her job duties satisfactorily under actual working conditions.
- 3.) During the orientation period such employees will be observed and evaluated by their Department Head or manager. After the period of one hundred and eighty days, (180), the relevant Department Heads or managers will submit a written performance evaluation to the Township Administrator.
- 4.) Thereafter, the Department Heads or manager will submit an additional written performance evaluation to the Township Administrator to be conducted on an annual basis as outlined in this policy.
- 5.) These evaluations should review the employee's progress, qualifications, capacity to grow, and other pertinent factors and recommend appropriate action.
- 6.) An orientation employee, (similar to any other Township employee), may be discharged at any time during or after the orientation period with or without notice.

Article III Human Resource Administration

A. General Guidelines

- 1.) Human Resource Administration and interpretation of the Personnel Policy rests with the Township Administrator or his designee.
- 2.) The Township Clerk shall maintain personnel records for each Township employee. Personnel records to be maintained include the application for employment results of reference checks, the beginning date of employment, earnings history, positions held while employed at the Township, attendance and vacation records, hours worked and employee evaluations.

- 3.) All job related commendations, grievances, complaints, and warnings that are made in written form shall become part of the employee's personnel record.

B. Employee Information and Privacy Policy

- 1.) Township personnel records are confidential and will only be made available to authorized Township employees and officials and the employee for whom the records are maintained. The employee may designate a representative to view the employee's personnel records pursuant to a written request.
- 2.) At no time during employment will a social security number, or portion of the social security number, be used to identify an employee.

C. Authorization to Work

- 1.) In accordance with federal law, each new employee is required to furnish documentation that he or she is legally authorized to work in the United States. Copies of this documentation will be attached to the employee's verified I-9 form and become a permanent part of the employee's personnel file.

D. Record Keeping Requirements of the Fair Labor Standards Act

- 1.) The following records will be kept, at a minimum, in accordance with the requirements of the FLSA:
 1. The employee's name and home address.
 2. The employee's birth date
 3. Sex and occupation.
 4. The time of day and the day of the week on which the work week begins.
 5. Regular hourly rate of pay.
 6. The hours worked each workday and each workweek, including the amount of overtime hours worked during a pay period and the time given off.
 7. Total daily or weekly straight time earnings.
 8. Total overtime earnings for the workweek.
 9. Total additions or deductions from the employee's pay for each pay period.
 10. Total wages paid each pay period.
 11. Date of payment and the pay period covered by the payment
 12. Any retroactive wage payments.
 13. For employees on fixed schedules, the schedule of daily and weekly hours the employee normally works.
 14. Job Description.

E. Employee Medical Records

- 1.) Hanover Township has adopted a policy that protects the privacy and confidentiality of protected health information (PHI) whenever it is used by Township representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.
- 2.) PHI refers to individually identifiable health information received by Hanover Township's group health plans and/or received by a health care provider, health plan or health care clearinghouse that relates to past or present health of an individual or for payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, and evidence of disability.
- 3.) Hanover Township has designated the Township Administrator and his or her designee as the Health Plan Administrator, and any questions or issues regarding PHI should be presented to the Administrator for resolution. The Administrator is also charged with the responsibility for administering workers compensation claims, disability claims and any other related claim.
- 4.) Annually or as necessary, Hanover Township performs enrollment, changes in enrollment and payroll deductions, provides assistance in claims problem resolution and explanation of benefits issues, and assists in coordination of benefits with other providers. Some or all of these activities may require the use or transmission of PHI. Thus, all information related to these processes will be maintained in confidence and employees will not disclose PHI from these processes for employment-related actions.
- 5.) Any record containing medical information will be kept in a separate file from the employee's personnel record, in compliance with the Health Insurance Portability Accountability Act and other federal law.
- 6.) Personnel record and disclosures of PHI will be maintained for a period of six years as required by federal law. Records that have been maintained for the maximum interval will be destroyed in a manner to ensure that such data is not compromised in the future.

F. Criminal Convictions and Background Checks

- 1.) In order to enhance the safety of the environment for residents and employees of the Township, and to reduce the potential of theft of and damage to Township property, criminal conviction background checks, in connection with any application for employment, or continued employment with Hanover Township, may be obtained by Hanover Township from a consumer reporting agency.
- 2.) Criminal conviction background checks may be performed in accordance with the Illinois Uniform Conviction Information Act (20 ILCS 2635/1 et seq.), and may also include the search of other law enforcement agency conviction records, driving history records, and verification of name, identity and social security number by credit reporting agencies to the Township.

G. Promotion from Within

where great service happens!

- 1.) When possible and appropriate, openings for Township employment positions may be filled from within the Township's current staff of employees. Employees will be notified through appropriate means when such openings arise. In awarding promotions, the Township may take into consideration the employee's ability, past performance and experience, attendance, tardiness, discipline record and other business considerations.
- 2.) The Township may also consider outside applicants to fill any vacancies, promotions or transfers. No employee is guaranteed a promotion or transfer on the sole basis of his or her status as a Township employee.

H. Nepotism Policy

- 1.) The purpose of this policy is to establish consistent guidelines concerning the employment of relatives of employees of the Township. Relative is deemed to mean a spouse, parents, grandparents, children, siblings, in-laws and step relatives within these categories. It is the policy of the Township to provide all employees with equal employment opportunities for career advancement without fear of favoritism or penalty, actual or implied, based on family relations.
- 2.) No employee will be assigned or hired into a position where the employee would be required to supervise or be supervised by a relative, whether directly or indirectly. Job assignments affecting relatives which may jeopardize the Township's security or which may appear to present a potential or actual morale problem for the affected relatives or for other employees are prohibited. This policy is not intended to preclude employment of relatives in various levels of the Township. In addition, it does not apply to temporary or student intern employees.
- 3.) If employees in a supervisory relationship become related after employment, every effort will be made to transfer one of the employees to a position where no supervisory relationship exists. If neither employee volunteers for a transfer, the Township Administrator will arrange an involuntary transfer at his or her discretion. The same procedure applies in instances where potential security or morale issues arise during employment. Transfer decisions may be based on, but are not limited to, such factors as the grade of each affected employee's position, the availability of openings for which the affected employees are qualified, and the availability of replacement candidates for the affected employees' positions.
- 4.) This policy is intended to comply with the requirements of all applicable federal, state and local laws.
- 5.) The Township Administrator or his or her representative is responsible for the coordination, administration and implementation of the provisions of this policy. Exceptions to this policy require approval by the Township Board. Prior to the application of this policy regarding employment or transfer decisions with respect to spouses, Department Heads must contact the Township Administrator to ensure compliance with applicable federal, state, and local laws.

Article IV Written Complaint Process

A. Written Complaint Policy

- 1.) Employees are encouraged to bring their complaints about work-related situations to the attention of management. Employees will be provided with an opportunity to present their complaints and appeal decisions by management through a formal complaint procedure. All complaints will be resolved fairly and promptly.
- 2.) A complaint may be defined as an employee's expressed feeling of dissatisfaction concerning conditions of employment or treatment by management, supervisors or other employees. Examples of actions which may be causes of complaints include, but are not limited to:
 - a. Application of Township policies, practices, rules, regulations and procedures believed to be to the detriment of an employee;
 - b. Treatment considered unfair by an employee, such as coercion, reprisal, harassment or intimidation;
 - c. Alleged discrimination because of race, color, sex, age, religion, handicap, national origin, military reserve or veteran status, marital status, or any other non-merit factor; and
 - d. Improper or unfair administration of employee benefits or conditions of employment such as vacations, promotions, retirement, holidays, performance review, salary or seniority.
- 3.) Managers are responsible for ensuring that the complaint is fully processed. Under no circumstances will an employee be penalized for using the Township's complaint procedure.

B. Complaint Process

- 1.) Any complaint filed will follow the procedure outlined below, refer to the provision or provisions of Township policy, practice, procedure, rule or regulation alleged to have been violated and adequately set forth the facts pertaining to the alleged violation.

Step 1: The complainant shall present a complaint in writing to his or her immediate supervisor. Discussions shall be informal for the purpose of settling differences in the simplest and most direct manner. The immediate supervisor shall reach a decision, if possible, and communicate it in writing to the complainant within 3 working days from the date the complaint was presented.

Step 2: If the complaint is not settled in the first step, the complainant shall, within 3 working days, forward the written complaint to the Department Head. The Department Head shall, within 5 working days, meet with the complainant to determine the facts of the case. The Department Head shall notify the

complainant of his decision, in writing, within 5 working days following the date of the meeting, unless such time is mutually extended in writing.

Step 3: If the complaint is not settled at Step 2, the complainant shall, within 5 working days, forward the written complaint to the Administrator. The Administrator shall meet with the complainant and/or additional parties involved within 10 working days after receipt of the complaint, unless such time is mutually extended in writing. The Administrator shall ascertain the facts and issue a decision in writing within 5 working days after the meeting, unless this period is extended in writing by mutual agreement.

Step 4: If the complaint is not settled at Step 3, and involves termination, the complainant shall, within 5 working days, forward the written complaint to the Town Clerk or his designee for an appeal of the Administrator's decision to the Township Board. The employee's complaint will be addressed at the next regularly scheduled Township Board meeting, if submitted 72 hours prior to the meeting. Should the employee submit the complaint after the 72-hour window has passed, they must wait for the next regularly scheduled Board meeting.

C. Other Stipulations

- 1.) The decision of the Township Board at Step 4 shall be final and binding on the parties, without further right to appeal.
- 2.) The time limit at any stage of the complaint procedure may be extended by written mutual agreement of the parties involved in that step.
- 3.) Any complaint presented shall be on the form prescribed by the Administrator. It must be dated and signed by the employee presenting it. Any decision rendered shall be provided in writing to the employee and shall be dated and signed by the Township's representative at that step.
- 4.) When a written complaint is presented, the Township's representative shall provide a dated and signed receipt for it at that particular step.
- 5.) A complaint not advanced to the higher step within the time limit provided shall be deemed permanently withdrawn and as having been settled on the basis of the decision most recently given. Failure on the part of the Township's representative to answer within the time limit set forth in any step will entitle the employee to proceed to the next step.
- 6.) If the complaint involves a direct supervisor, or the employee feels they will be unfairly treated by their direct supervisor, the complaint process may begin with the complainant's next most senior management staff member.
- 7.) If the complainant reports directly to the Administrator, the complaint process may begin with the employee submitting in writing a complaint to the Township Clerk to be reviewed and decided by the Township Board at the next regularly scheduled meeting.

- 8.) If the complaint involves an official or appointing authority, then the complaint should be delivered in writing to the Township Administrator who will, upon review, forward the written complaint to the Township Board at the next regularly scheduled meeting.
- 9.) When a complaint is reduced to writing there shall be set forth:
 - a. A complete statement of the complaint and facts upon which it is based;
 - b. The section or sections of Township Policy claimed to have been violated; and
 - c. The remedy or correction requested.

Article V. Discipline of Township Employees

A. Grounds for Discipline

- 1.) The rules and regulations outlined in this policy, and others which may be established from time to time, are published to provide and promote understanding of what is considered appropriate conduct. These rules are not all inclusive and unacceptable conduct not specifically covered by this policy may result in disciplinary action depending upon the circumstances.
- 2.) Repeated violations of the same policy or rule; violations of more than one policy or rule in a single act; violation of any one policy or rule depending on the severity of the violation; violations of different policies or rules at different times and aggravating circumstances may be cause for accelerated, compound disciplinary action up to and including discharge.
- 3.) The list below are examples, but not limited to, violations that may result in discipline.
 1. Failure or refusal to follow the written or oral instructions of the Township Board, a member of the management staff, or their designee.
 2. Insubordination.
 3. Neglecting job duties and responsibilities.
 4. Engaging in unauthorized personal business during work hours.
 5. Intentionally falsifying records or documents, including time records.
 6. Discourtesy in dealing with Township Officials, employees of the Township, Township residents, and/or other members of the public.
 7. Failure to give proper notice when unable to report for or continue work as scheduled.
 8. Unexcused or excessive absenteeism
 9. Abuse or misuse of Township property, materials or supplies.
 10. Unauthorized use of Township property and equipment including telephones, copy machines and mail services.
 11. Threatening, harassing or inflicting bodily harm to fellow employees.
 12. Making false and malicious statements concerning employees or the Township.
 13. Discriminating against employees in violation of applicable laws.
 14. Unauthorized possession, use, purchase, consumption, transfer or sale of alcoholic beverages, controlled substances or illegal drugs during working hours, or while on or using Township property, or otherwise while

- representing the Township, or reporting to work under the influence of alcohol, controlled substances, or illegal drugs.
15. Accepting a free gift, gratuity, or other offering in the course of or in connection with Township work.
 16. Possession of weapons during scheduled and/or paid hours of work, or while on or using Township property. Weapons include any item whose primary purpose is to inflict injury to persons or damage to property.
 17. Violation of the express responsibility to maintain and enforce the confidentiality of assigned duties or personnel records.
 18. Failure to wear a uniform if required.
 19. Gambling while on the job or performing services for the Township.
 20. Theft, fraud or embezzlement of Township, citizen or employee property or funds.
 21. Leaving the job during working hours without permission.
 22. Violating Township policies, rules, regulations, or practices.
 23. Unauthorized use of overtime.

B. Stages of Discipline

- 1.) A verbal warning is the first step in the disciplinary procedure. The Department Head or manager will discuss the violation with the employee and provide suggestions for correcting the problem. A disciplinary form, marked "verbal" will be placed in the employee's personnel file.
- 2.) A written warning may follow one or more verbal warnings issued to an employee for a repeated offense. Also depending on the severity of the act a written warning can be issued without a prior verbal warning. The Department Head or manager will discuss the situation with the employee along with suggestions for correcting the problem and a warning of what discipline may follow, up to and including discharge. A discipline form is issued and a copy is placed in the employee's personnel file.

C. Suspension

- 1.) Suspensions are unpaid, temporary separations for disciplinary purposes where the conduct is not sufficiently grave for dismissal or until such time as an investigation may be made and the matter resolved.
- 2.) The Township Administrator or appointing authority may suspend an employee without pay when lesser forms of disciplinary action have not corrected the employee's behavior or performance. An employee may also be suspended for a first offense of a more serious nature.
- 3.) The suspension shall be for a period not to exceed five (5) working days. Written notice of suspension including the reasons and extent shall be forwarded to the Employee within twenty-four (24) hours of the action and shall be placed in the employee's personnel file.

D. Termination

- 1.) After consultation with the Township Attorney, the Administrator or appointing authority, may discharge any employee with or without cause.

where great service happens!

- 2.) The Township Board shall also be notified of the plan to discharge.
- 3.) The notice of discharge will be in writing and will state the specific charges. The employee will be able to answer the charges if he/she desires by following the Township Complaint Process. The written notice will be placed in the employee's personnel file.

Article VI Wage and Compensation Practice

A. Employment Position Descriptions

- 1.) It is the position of Hanover Township that equitable wage and salary administration requires an existing system of employment position titles. The duties and tasks, or job content, for each employment position must be adequately described and maintained in current form. Where possible, methods and techniques for measuring the value to the Township of quality performance in each employment position will be utilized in an effort to establish and maintain fairness in wages and salaries among Township employees.
- 2.) It is the responsibility of each Department Head, Township Administrator or appointing authority, to prepare and provide current employment position descriptions to be maintained in each employee's personnel record. Each employment description shall include, but not be limited to the following information:
 - a. Education level or background and prior experience deemed necessary to satisfactorily perform the duties and tasks and meet the responsibilities of the position;
 - b. Reporting relationship of the employee to his or her supervisor;
 - c. A complete but concise statement of the duties and tasks assigned to the employment position;
 - d. Employment position title assigned to the position;
 - e. Wage and salary information for the employment position;
 - f. Any existing requirements for state and/or federal licenses or certificates required to perform all or part of the duties for employment positions;
 - g. The employment classification and status, i.e. full-time or part-time and exempt or non-exempt employee status.
- 3.) The Township Administrator shall determine when employment position titles and their descriptions, as well as major changes thereto, require approval of the Township Board or any other Township Official. The Administrator shall review the job description prior to filling vacant or newly created employment positions.

B. Wage and Salary Policy

- 1.) It is the intention of the Township and Township Board to develop methods and techniques to measure the value and quality performance of each employment position to the Township and to establish wage and salaries that are competitive with those of other employers.
- 2.) Any increase in salary or wages based upon merit should normally not be granted more frequently than once every twelve (12) months, customarily coinciding with the Township's new fiscal year.
- 3.) Merit increases in salary or wages shall be determined upon consideration of, but not limited to, the following factors:
 - a. The employee's quality or level of performance during the period being reviewed;
 - b. The number and extent of employment position objectives accomplished by the employee during the period being reviewed;
 - c. The employment position itself; and
 - d. Consideration of the salary and employment position within the Township
- 4.) Increases in salary or wages may occur with an employee's promotion to a new employment position which calls for performance of significantly greater duties and responsibilities. All promotions must first be recommended by the employee's Department Head and approved by the Township Administrator. Final authority as to promotions and/or salary wage increases shall rest with the Township Board.
- 5.) In any instance where promotion to the new employment position calls for the employee to change status exempt from the minimum wage and over-time requirements of the FLSA, the Department Head will inform the employee of this exempt status and discuss how the employee's salary or wages may ultimately be altered if the employee pursues and accepts the promotion.
- 6.) Increases in salary or wages based upon merit and/or promotion to a new employment position shall not be paid retroactively to the date of the most recent employment review and/or promotion to a new employment position, except in special circumstances as determined by the Township Administrator.
- 7.) Employees that have worked less than sixty, (60), days before the beginning of the new fiscal year will not be eligible for a merit increases. Individuals employed for less than a year and who have worked more than sixty, (60), days before the beginning of the new fiscal year will be eligible for the cost of living increase and a prorated merit increase.

C. Performance Evaluations

- 1.) Performance evaluations are utilized on a regular and periodic basis to assess the various categories of strengths and weaknesses of each employee.
- 2.) Performance evaluations will be conducted at least once per year, prior to the beginning of the new fiscal year for all full-time employees and may be performed on a more frequent

where great service happens!

basis if the Department Head or manager deems it advisable.

- 3.) Performance evaluations for part-time employees may also be conducted from time to time.
- 4.) The Department Head or manager will complete a performance evaluation form which will be used to discuss all areas of the employee's job performance.
- 5.) The employee will be provided with an opportunity to review the form and receive a copy of the evaluation.
- 6.) A satisfactory or above performance evaluation does not entitle an employee to a pay increase, promotion or guarantee of continued employment.

D. Overtime Pay

- 1.) Overtime pay will be paid to all non-exempt employees at a rate of one and one-half times the non-exempt employee's regular rate of pay for each hour worked in a work week in excess of forty (40) hours.
- 2.) Overtime compensation will be paid for hours actually worked in excess of 40 hours in a seven (7) consecutive day workweek beginning at 12:01 a.m. Sunday and continuing through midnight Saturday, excluding sick leave.
- 3.) All non-exempt employees are required to get permission from their Department Head or manager before working overtime. Non-exempt employees who work unauthorized overtime may be subject to discipline.

E. Mileage Reimbursement

- 1.) Full-time and part-time Township employees will be reimbursed for mileage and other employment related expenses.
- 2.) Mileage expense reimbursement is not applicable for commuting to and from the place of Township employment. All employees are required and expected to use the most economical form of transportation when traveling on Township business.
- 3.) When authorized by the employee's Department Head, employees may use their own vehicle while conducting Township business, provided the employee's vehicle is properly insured in accordance Illinois motor vehicle laws.
- 4.) All mileage expense requests must be submitted to the Department Head for review and approval. The rate of reimbursement may be changed by the Township Administrator and will be provided in accordance with such expenses and rates then allowable under the Internal Revenue Code.
- 5.) Employees who receive reimbursement for mileage in excess of 500 miles during any twelve (12) month period must maintain a detailed log book regarding said mileage. The log book shall include the following information for each trip in which reimbursement is being or will be requested ("Business Trip"): the date, time, destination, and purpose of each Business Trip; and the total vehicle miles immediately

prior to and following each Business Trip. Notwithstanding any provision herein to the contrary, failure to maintain a logbook required in this Paragraph 2 shall be grounds for denial of the reimbursement request.

- 6.) Township employees may also be reimbursed for necessary employment related expenses incurred while conducting Township business. Such expenses must be authorized in advance by the employee's Department Head. The Township Administrator may establish and amend these guidelines for other expenses, which include housing and meals at Township business related conferences.

F. Time Records

- 1.) Time records are the basis of all hourly employees' pay, it is essential that time records be accurate.
- 2.) Falsification of time records, including but not limited to, having another individual "punch in" or "punch out" for an employee is grounds for immediate termination
- 3.) If any problems or discrepancies arise regarding a paycheck, it is the employee's responsibility to immediately bring it to the attention of the employees supervisor or the Township Administrator

Article VII Hanover Township Safety and Health Practices

A. Acquired Immune Deficiency Syndrome (AIDS) and Human Immunodeficiency Virus (HIV)

- 1.) The Township has an obligation to provide a safe work environment for all employees, clients and guests of the Township. Every precaution should be taken to ensure that an employee's condition does not present a health and/or safety threat to other employees, guests or clients of the Township. This policy is intended to be carried out and in accordance with state and federal law.
- 2.) The Township will treat AIDS and other contagious illnesses the same as other life-threatening illnesses, such as cancer and heart disease, in terms of all employee policies and benefits for which the employee is eligible.
- 3.) Based on the overwhelming preponderance of available medical and scientific opinion, including statements from the U.S. Public Health Service, Centers for Disease Control, there is no evidence that the AIDS virus is casually transmitted in ordinary social or occupational settings or conditions. Therefore, subject to changes in available medical information, it is the policy of the Township to allow employees with AIDS or any of its related conditions to continue to work and to provide them with reasonable accommodations as long as they are able to perform the essential functions of the position with or without a reasonable accommodation and do not pose a danger to their own health and safety or the health and safety of others.
- 4.) Co-workers have no basis upon which to refuse to work or withhold their services for fear of contracting AIDS by working with an AIDS-affected person. According to the CDC there is no known risk of transmission to co-workers or others in a normal work

environment. Employees who engage in such a refusal, withhold services or who harass or otherwise discriminate against an AIDS-affected employee will be subject to discipline.

- 5.) The Township will make information available regarding AIDS and other communicable diseases, such as how such diseases are transmitted and not transmitted and how to prevent or limit the spread of such diseases. Information concerning such diseases is available from the Township Administrator.
- 6.) An employee's health condition is personal and confidential. All medical information obtained from an employee will remain confidential as required by federal and state law.
- 7.) If Department Heads have any questions regarding this policy, require additional information about a terminal illness, or a specific life-threatening illness, or need further guidance in managing a situation that involves an employee with a life-threatening illness they should contact the Township Administrator.
- 8.) This policy will be conducted in accordance with applicable federal and state law. As such, the Township may require an employee to submit a fitness to work certification to ensure that the employee's continued presence at work will not pose a health risk to the employee and others. In addition be required to ensure that the employee can perform the essential functions of his or her position with or without a reasonable accommodation
- 9.) The Township reserves the right to change this policy or make appropriate revisions, additions, amendments or corrections as indicated in the Township's Personnel Policy. If you have any questions about this policy or its interpretation or the information upon which it is based, please contact the Township Administrator

B. Smoke Free Campus

- 1.) In the interest of promoting health and safety, the Township has enacted a smoke free policy which applies to all Township buildings and facilities (including rest rooms). Smoking is prohibited on all Township property and within any Township vehicle.
- 2.) The use of smoking materials refers to the lighting and smoking of cigarettes, cigars, pipes, or other similar items. This prohibition also extends to the use of smoke-free tobacco products such as chewing tobacco. Disregard for this policy may subject the violating employee to disciplinary action.

C. Drug and Alcohol Free Workplace

- 1.) The Township is a public agency and has the responsibility to uphold the public trust and maintain a positive image. The Township expects all personnel to report to work in a condition suitable to perform their duties at the highest level of efficiency.
- 2.) The impairing influence of drugs and alcohol during working hours is inconsistent with this objective. Whenever employees are working, operating Township equipment, vehicles or are present on Township premises, they are prohibited from using, possessing, buying, selling, manufacturing or dispensing illegal drugs.

- 3.) Employees are further prohibited from being under the influence of alcohol or illegal drugs and possessing or consuming alcohol.
- 4.) This policy does not prohibit employees from the lawful use and possession of prescribed medications.
- 5.) Employees must, however, consult with their doctors about the medications' effect on their ability to work safely, and promptly disclose any restrictions to their Department Head (employees should not, however, disclose underlying medical conditions unless specifically directed to do so). Any violations of this policy will subject the employee to immediate discipline up to and including discharge.
- 6.) Certain employees are also covered by the township's Illinois Department of Transportation Drug and Alcohol Policy. Covered employees will receive a copy of this policy from their Department Head.
- 7.) From time to time, as prescribed by the Township's Drug and Alcohol Policy, employees may be subject to initial and random drug and alcohol testing.

D. Workplace Violence

- 1.) The Township is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States, and has taken steps to help prevent incidents of violence from occurring at the Township. It is the policy of the Township to expressly prohibit any acts or threats of violence by any Township employee or former employee against any other employee in or about Township's facilities or elsewhere at any time.
- 2.) The Township also will not condone any acts or threats of violence against Township employees, customers, or visitors on the Township's premises at any time or while they are engaged in business with or on behalf of the Township, or on or off the Township's premises.
- 3.) In keeping with the spirit and intent of this policy, and to ensure that the Township's objectives in this regard are attained, it is the intent of the Township:
 - a. To take prompt remedial action up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
 - b. To take appropriate action when dealing with guests, clients, former employees, or visitors to the Township's facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
 - c. To prohibit employees, former employees, guests, clients, and visitors from bringing unauthorized firearms or other weapons onto the Township's premises.

- d. To establish viable security measures to ensure that the Township's facilities are safe and secure to the maximum extent possible and to properly handle access to Township facilities by the public, off-duty employees, and former employees.
- 4.) In furtherance of this policy, employees have a "duty to warn" their Department Heads, security personnel, or human resources representatives of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, clients, or visitors and that appear problematic.
- 5.) This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The Township will not condone any form of retaliation against any employee for making a report under this policy.

E. Workplace Inspections

- 1.) The Township reserves the right to search any employee's office, desk, computer, equipment, files and records or other Township property issued to them.
- 2.) All offices, desks, computers, equipment and so forth, are the property of the Township and are issued for the use of employees only during their employment with the Township.
- 3.) Inspections may be conducted at any time at the discretion of the Township Administrator. The Township is not responsible for the loss of personal property.
- 4.) Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal drugs, will be sent immediately to their Department Head or manager and be subject to disciplinary action up to and including discharge.

Article VIII Attendance, Closings, and Leaves of Absence Policies

A. Attendance of Employees

- 1.) Employees are expected to report to work as scheduled and to be at their work stations at their starting times and again after their breaks and meal periods at the prescribed times. Failure to observe scheduled working hours reduces productivity and places an unfair burden on fellow employees. Excessive absenteeism or tardiness may result in discipline up to and including discharge.
- 2.) Whenever an employee is unable to report to work as scheduled because of an illness or emergency (i.e. unscheduled absence), the employee must notify his or her Department Head or manager, (or the Township Administrator if the Department Head or manager is not available), at least thirty (30) minutes prior to his or her starting time for each occasion of absence, or as soon as possible if the circumstances do not allow for such prior notice.

- 3.) The employee should advise the Department Head or manager of the reason for the absence and the anticipated length of the absence. If the employee does not indicate the expected duration of the absence, the employee must notify, daily prior to their starting time and notify the Department Head of the continued absence. Any employee who fails to report to work for three (3) consecutive workdays and fails to notify his or her Department Head (or Township Administrator) of the absence will be considered to have resigned his or her employment with the Township.
- 4.) The Department Head or manager, after consultation with the absent employee, will also determine if the absence is to be treated as vacation time, sick leave, FMLA leave, funeral leave, personal leave, compensatory time off or an uncompensated absence.

B. Business Hours

- 1.) The regular business hours of the Hanover Township office shall be from Monday through Friday, 8:30 a.m. to 4:30 p.m. These regular business hours may be extended, reduced, or otherwise amended by the Township Board, or elected official that oversees a department.
- 2.) Employees that work more than 7 ½ hours in a day are entitled to one half hour for lunch and two fifteen-minute breaks or 1 hour for lunch, which may be scheduled by the employee's Department Head at his or her discretion.
- 3.) The regular hours of employment may vary from department to department

C. Observed Holidays

- 1.) The Township will observe and compensate Township employees for holidays, as adopted annually by the Township Board and posted by the Clerk.
- 2.) Full-time employees are awarded one, (1) floating holidays that are added to an employee's allotted time off at the beginning of each calendar year.
- 3.) Full-time employees are compensated at a rate of one working day.
- 4.) Part-time employees are compensated on a rate based on their scheduled working hours, rate of pay, and status as an employee.
- 5.) The Township Board may add or remove holidays at their discretion

D. Township Closing Information

- 1.) In the event that the Township should close for weather or emergency-related reasons the Supervisor and Administrator will confer to determine whether the Township shall open at 8:30 a.m., delay the opening until 12:30 p.m., or close for the entire day.
- 2.) The Administrator will inform Department Heads by 6:30 a.m. regarding emergency closings. Department Heads will be responsible for informing staff members.
- 3.) Should the decision be made to open at 12:30 p.m., any staff member who does not

where great service happens!

report to work will be charged with one-half sick day.

- 4.) Should the decision be made to allow for a partial closure, the Administrator would confer with Department Heads to identify essential staff that would report to work.
- 5.) During partial closures, employees that report to work may be compensated personal days to be determined by the Administrator.

E. Leave of Absence Policy

- 1.) The Township recognizes that occasions arise where an employee may require a leave of absence. Employees must submit a written request to their Department Head within a reasonable time before the expected leave is to commence unless excused by an emergency situation. If an emergency situation arises, the employee must inform his or her Department Head within a reasonable time (but no later than two (2) days) after the emergency situation or first absence. If a Leave of Absence is approved, the employee must exhaust any paid leave (vacation, sick and personal time) prior to receiving unpaid leave.
- 2.) The Township is not obligated to hold that employee's position open if he or she is granted a personal leave unless otherwise necessary to provide a reasonable accommodation or otherwise required by law.
- 3.) The Township will assess its ability to hold the employee's position open after a predetermined period of time, and may have to fill the employee's position to enable the Township to maintain public services and efficient operations.

F. Family Medical Leave Act

- 1.) Unless greater rights are provided for under applicable state law, employees are eligible to take up to 12 weeks of unpaid family/medical leave within any 12-month period and be restored to the same or an equivalent position upon the employee's return from leave provided the employee has worked for the Township for at least 12 months, and worked at least 1,250 hours in the last 12-months. The "12-month period" is measured backward from the date a leave under this policy is to begin.
- 2.) An eligible employee may take family/medical leave for any of the following reasons: (1) the birth of a son or daughter and in order to care for such son or daughter; (2) the placement of a son or daughter with the employee for adoption or foster care; (3) to care for a spouse, son, daughter, or parent ("covered family member") with a serious health condition; (4) because of the employee's own serious health condition which renders him/her unable to perform the functions of his or her position.
- 3.) Leave because of reasons "1" or "2" must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the Township who request leave because of reasons "1" or "2" or "3" may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.
- 4.) In addition to the qualifying leaves of absence above, eligible employees are also entitled to up to 12 weeks of leave because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has

- been notified of an impending call to active duty status, in support of a contingency operation.
- 5.) In addition, Eligible employees who are the spouse, son, daughter, parent or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled up to 26 weeks of leave in a single 12 month period to care for the service member.
 - 6.) Employees may not be granted an FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee will be subject to disciplinary action, up to and including immediate termination.
 - 7.) If an employee's need for family/medical leave is foreseeable, the employee must give the Township at least 30 days prior written notice. Failure to provide such notice may be grounds for delay of leave.
 - 8.) Where the need for leave is not foreseeable, the employee is expected to notify the Township as soon as practicable, generally within 1 to 2 business days of learning of the need for the leave. The Township has Request for Family/Medical Leave forms available from the Township Administrator. Employees should use these forms when requesting leave.
 - 9.) If an employee is requesting leave because of his or her own or a covered family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The employee may obtain Medical Certification Forms from the Township Administrator. The medical certification must be given within 15 days after it is requested, or as soon as reasonably possible under the circumstances.
 - 10.) Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Township, at its expense, may require an examination by a second health care provider designated by the Township, if it reasonably doubts the medical certification initially provided by the employee. If the second health care provider's opinion conflicts with the original medical certification, the Township, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The Township may also require a medical recertification periodically during the leave, and employees will be required to present a fitness-for-duty verification upon their return to work following a leave for the employee's own illness.
 - 11.) Family/medical leave is unpaid leave. If an employee requests FMLA leave because of a birth, adoption or foster care placement of a child, or to care for a covered family member with a serious health condition, any accrued paid leave (vacation time, sick time and personal time) a full-time employee has must first be substituted and used for unpaid family/medical leave, so that any paid leave and unpaid family/medical leave runs concurrently.
 - 12.) If an employee requests leave because of his or her own serious health condition (including the employee's own medical conditions associated with pregnancy and

- childbirth), leaves covered by the Township's short-term and/or long-term disability policies will normally apply as part of the 12-week FMLA leave period when the leave is requested due to the employee's serious health condition. Absences of more than three (3) days covered by Workers' Compensation also constitute part of the 12-week FMLA leave. The substitution of paid leave time for unpaid leave time does not extend the 12-week FMLA leave period.
- 13.) During an approved family/medical leave, the Township will maintain employees' health benefits, as if they continued to be actively employed. If paid leave is substituted for unpaid family/medical leave, the Township will deduct the employees' portion of the health plan premium as a regular payroll deduction. If the leave is unpaid, employee must pay their portion of the premium during the leave.
 - 14.) If an employee does not return to work at the end of the leave period, he/she may be required to reimburse the Township for the cost of the premiums paid by the Township for maintaining coverage during his or her unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond his or her control.
 - 15.) Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours employee work per workweek or workday).
 - 16.) If leave is unpaid, the Township will reduce the employee's salary based on the amount of time actually worked. In addition, while an employee is on an intermittent or reduced scheduled leave, the Township may temporarily transfer the employee to an available alternative position which better accommodates the employee's recurring leave and which has equivalent pay and benefits.
 - 17.) If an employee wishes to return to work at the expiration of his or her leave, the employee is entitled to return to his or her same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes a leave because of his or her own serious health condition, the employee is required to provide a medical certification that he/she is fit to resume work. Employees may obtain Return to Work Medical Certification forms from the Township Administrator. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.
- G. Illinois School Visitation Rights Act
- 1.) Eligible employees are granted eight (8) hours of unpaid parental leave each school year for an employee to attend school conference or class-room activities that cannot be scheduled during non-working hours.
 - 2.) No more than four (4) hours may be taken in one day.
 - 3.) Employees must provide written notice to their Department Head before the scheduled activity.
 - 4.) The Township will make every effort to allow the employee to make up the leave at

another scheduled time.

H. Catastrophic Illness Policy

- 1.) The Township of Hanover recognizes that employees with life-threatening illnesses including, but not limited to, cancer, heart disease, the Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS) and Hepatitis B, may wish to continue to engage in as many of their normal pursuits as their condition allows. Such employees will be allowed to work as long as they are able to meet the Township's acceptable performance standards and can perform the essential functions of their position with or without a reasonable accommodation.

I. Military Leave

- 1.) The Township will provide for leaves for uniformed or military service in accordance with the requirements of state and federal laws. If you need to take leave for uniformed or military service, you should submit a copy of your orders along with your request for leave as soon as you become aware of the need for leave. Any employee taking leave pursuant to this section will receive his or her regular compensation for each workday absent from work for up to fourteen (14) workdays. Please contact the Township Administrator for further details about your uniformed or military leave rights.

J. Jury Service - Witness Judicial Proceeding

- 1.) Any employee whose service on a jury or appearance as a subpoenaed witness causes the employee to be absent from work will be compensated at his or her normal rate for up to ten (10) consecutive workdays. In addition, any fees received as a juror or subpoenaed witness may be kept by the employee. If an employee is required to serve for over ten (10) consecutive workdays as a witness or subpoenaed juror, the Supervisor and Township Board will decide (at a regularly scheduled Township meeting) whether the employee will receive any further compensation for additional absences due to continued service as a juror or subpoenaed witness. This policy will be applied consistent with the provisions of the FLSA.

K. Funeral Leave

- 1.) When a death occurs to a member of any full-time employee's immediate family, the employee will be allowed one (1) to three (3) days of compensated funeral leave at the employee's full regular hourly rate, to be determined by the Department Head.
- 2.) All employees must notify their Department Heads of the need to utilize compensated funeral leave as soon as possible.
- 3.) For purposes of compensated funeral leave, immediate family members include the employee's spouse, children, parents, brother, sister, mother- or father-in-law, grandparents and other relatives by blood if such deceased relative of the employee lives with the employee.
- 4.) No more than ten (10) days of compensated funeral leave will be allowed to any Township

employee in any year of employment.

- 5.) Other requests for one (1) day of compensated funeral leave in the case of the death of a close personal friend or other relative of the employee may be granted by the employee's Department Head.
- 6.) Compensated funeral leave does not accumulate or carry over into the employee's succeeding year of employment.
- 7.) Under special circumstances additional time for funeral leave may be granted by the Administrator.

L. Special Leave

- 1.) Any full-time employee who is or will be absent from Township employment for a predetermined period of time in excess of one (1) month, for a valid personal reason, may be granted an uncompensated special leave of absence.
- 2.) The Township Township Board retain the discretionary authority to grant special leaves to full-time employees. The employee must exhaust all accrued paid leave (vacation, sick and personal) before being granted unpaid leave. The granting of special leaves, and the length of the leave, will be determined by the Supervisor and the Township Board upon the recommendation of the Township Administrator

M. Maternity/Paternity Leave

- 1.) Maternity/paternity leave under this Policy is a paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care. Maternity/paternity leave is not charged against the employee's leave credits, and the amount of paid days received is fifty percent (50%) of the employee's salary for thirty (30) days. In order to be eligible for said paid maternity/paternity leave, the employee must have worked for the Township as a full time employee (as defined herein) during the 12 months immediately preceding the maternity/paternity leave.
- 2.) Health insurance benefits will continue to be provided during the paid maternity/paternity leave under this Policy at the same rate as in effect before the leave was taken.
- 3.) The employee must provide 30 days prior notice (or as much notice as practicable if the leave is not foreseeable) to the employee's department head of the request for leave and complete the necessary forms and file said forms with the Township Administrator.
- 4.) After the 30 days of paid maternity/paternity leave has concluded, subsequent leave shall be covered under appropriate policies, including, but not limited to, leave under the Family Medical Leave Act (FMLA). The balance of FMLA leave beyond the 30 days of paid maternity/paternity leave for eligible employees shall be in accordance with Section F of this Article. Maternity/paternity leave is considered time used against the maximum twelve weeks of Family Medical Leave and runs concurrently with FMLA or any other leaves for which the employee is eligible. During the paid maternity/paternity

leave, the employee may charge sick leave, vacation leave, and/or personal leave up to 100% of the employee's salary.

- 5.) Employees who are not eligible for paid maternity/paternity leave may nevertheless be eligible for other leaves of absence and/or benefits provided under this Personnel Policy or as otherwise required by law, including, but not limited to Family Medical Leave, disability leave, and/or reasonable accommodations under the Americans with Disabilities Act. Nothing herein shall be construed as a limitation or denial of any benefits that an employee would otherwise be eligible for under the Township Personnel Policy and/or applicable law, including but not limited to any disability leave and continued health care coverage.
- 6.) The employee's right to reinstatement shall be as provided in this Personnel Policy and in accordance with applicable federal and state laws and regulations including but limited to the Pregnancy Discrimination Act

Article IX Summary of Benefits

A. Eligibility

- 1.) Full-time employees, are eligible for the insurance benefits outlined in this section. Part-time employees may be eligible for benefits if applicable by state, federal or local laws.

B. Major Medical Health Insurance

- 1.) Full-time employees and their eligible dependents will be offered the opportunity to participate in a health care insurance program.
- 2.) Coverage begins the first day of the month following the first thirty (30) days of full-time employment and continues through the last day of the month within which the employee's employment is terminated.
- 3.) A summary plan description (SPD) which explains coverage of your health insurance benefits in greater detail is available through the Administrator's office.
- 4.) The actual plan documents, which are available through the Township Administrator's office are the final authority in all matters relating to benefits described in this manual or in the summary plan description and will govern in the event of any conflict.
- 5.) Additionally, the Township reserves the right to change or eliminate any benefits at any time in accordance with applicable law.
- 6.) Employees who have existing major medical coverage may elect to waive the Township's group insurance. Those employees may then may be eligible to receive the Health Waiver Reimbursement, the amount of which will be set by the Township Board annually.

C. COBRA Continuation of Major Medical Health Insurance

- 1.) The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to temporarily continue health insurance

coverage under the Township's health plan when an event occurs which normally would result in the loss of eligibility.

- 2.) Generally, an employee will have the right to continue to participate in the Township's health plan for up to eighteen (18) months.
- 3.) Employees who elect COBRA continuation coverage must pay the entire premium for health insurance after employment separation.
- 4.) If a second qualifying event occurs during the 18-month period, the continuation period for the spouse and dependent children of the employee is extended so that these qualified beneficiaries may receive up to thirty-six (36) months of coverage from the date of the first qualifying event.
- 5.) Employees who retire before age 65 (55 or older) may, if they qualify, continue under the Illinois Insurance Code (215 ILCS 5/367j) to age 65. Spouses of such employees may also be continued to age 65.
- 6.) The Township provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage. The notice contains important information about the employee's rights and obligations.

D. Life Insurance

- 1.) Full-time employees are eligible for group term life insurance at nominal, or no expense to such employees. Spouse and dependent coverage is also available, as well as the option to voluntarily purchase additional life insurance.
- 2.) All fulltime employees become eligible for the group life insurance coverage the first day of the month following the first thirty (30) days of full-time employment.
- 3.) A summary plan description (SPD) which explains coverage of your life insurance benefits in greater detail is available. The actual plan documents are the final authority in all matters relating to benefits described in this manual or in the summary plan description and will govern in the event of any conflict.
- 4.) The Township reserves the right to change or eliminate any benefits at any time in accordance with applicable law.
- 5.) In addition, the Illinois Municipal Retirement Fund currently provides that in the event of death, the employee's beneficiary(ies) will receive an amount equivalent to one year's salary, plus a refund of all IMRF contributions with interest, made by the employee, provided said employee has at least one year IMRF service credit or if death were work-related. If less than one year of IMRF credit has been accrued, a refund of all the employee's IMRF contributions is made.

E. Workers Compensation

where great service happens!

- 1.) All employees are protected by Workers' Compensation, as provided for by state statute, in the event of a work-related injuries and illnesses or death occurring in the course of employment.
- 2.) It is the responsibility of every employee to report any work-related illness or injury which occurs on the job, to his or her supervisor, Department Head and Administrator as soon as possible. Failure to report any injury, illness or incident may result in the possible forfeiture of the employee's rights under Workers' Compensation.

F. IMRF - Illinois Municipal Retirement Fund

- 1.) All employees who work 600 hours or more annually are required to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF is established under Illinois Statute to provide a program of retirement annuities and disability and death benefits for employees of local governments. All participating employees contribute a percentage of their salary or wages to IMRF through payroll deduction in accordance with IMRF regulations.
- 2.) In accordance with the relevant state statutes, all participating employees may utilize unpaid sick leave for the purpose of accumulating up to one year of additional pension service credit upon retirement. The additional credit would be earned at the rate of one month extra service for every 20 days of unpaid sick leave. Sick leave credit of any fulltime employee accrues to a maximum of 240 days ONLY for IMRF purposes.

G. Disability Coverage, (Coverage through IMRF)

- 1.) During the first year of employment the disability benefits of IMRF will not be in effect.
- 2.) After the first year of employment, an employee will be eligible for benefits from IMRF. Work-related disability shall be handled by having the Township pay 100 percent of the regular salary for the first thirty (30) days of disability, or until Worker's Compensation is granted within the thirty (30) day period. IMRF disability coverage becomes effective after the thirty (30) day period, but pays only fifty percent (50%) of the regular salary.

H. Paid Time Off

1.) Vacation Days

- 1.) Full-time employees, (those that are scheduled to work 30 or more hours per week), are eligible for paid time off.
- 2.) The number of a full-time employee's paid vacation days is based on the employee's number of completed continuous years of employment.
- 3.) No employee will be compensated for time spent on vacation unless the employee is using his or her accrued paid vacation days. Full-time employees are eligible for paid vacation days as follows:

- a. After the first 30 days of employment, an employee is eligible to use five (5) working days of vacation time within the first year of employment.
 - b. On the one year anniversary to the completion of the fourth year of employment an employee will be eligible to use ten (10) working days of vacation time, annually.
 - c. From the fifth year of employment to the completion of the ninth year of employment an employee will be eligible to use fifteen (15) working days of vacation time, annually.
 - d. From the tenth year of employment and any subsequent year after that an employee will be eligible to receive twenty (20) working days of vacation time, annually.
- 4.) The anniversary date for full-time employees will be the same day on which full-time employment began.
 - 5.) Accrued paid vacation days will not carry over from the current calendar year to the next. Full-time employees must use their accrued paid vacation days prior to the expiration of the current anniversary date or forfeit the paid vacation.
 - 6.) The only exception to vacation day accrual is that any vacation days accrued prior to December, 31, 2001 by eligible employees may continue to accrue on an annual basis.
 - 7.) Full-time employees who are terminating their employment or are discharged after having completed at least twelve (12) months will be paid for any unused vacation days that the employee has accrued since the last anniversary date.
 - 8.) Vacations are provided to each full-time employee as a means of refreshing an employee's health, rest, relaxation and individual pleasure. As such, the Township does not pay employees vacation pay in lieu of time off, except with the prior approval of the Township Board.
 - 9.) Vacations must be scheduled far enough in advance to assure the smooth performance of Township governmental functions.
 - 10.) Vacation schedules will be determined by the Department Head involved. In scheduling vacations, the Department Head should consider: the Township's work requirements; the employee's length of continuous employment; the employee's preferences; and other relevant business considerations.
 - 11.) In the event of a scheduling conflict, the Department Head should give preference to employees based on seniority.
 - 12.) Except in unusual circumstances, paid vacation days may not be used in increments of less than one (1/2) workday.
- 2.) Paid Sick Leave

- a. Full-time employees, (those employees who are scheduled to work more than 30 hours per week), will accumulate one (1) day of compensated sick leave for each completed month of employment totaling twelve (12) days per year.
- b. Part-time employees are not eligible to receive sick leave. Should a part-time employee be absent or sick from work, they will not be compensated for that day. The policies set forth for frequent absences and continues days of time off will apply to part-time employees as well as full-time employees.
- c. Full-time employees may accrue paid sick leave up to 60 days.
- d. After accruing sixty (60) days of paid sick leave, employees may continue to accumulate up to 240 sick days solely for the purpose of receiving additional IMRF credits after retirement. These days cannot be used for time off of work.
- e. If sick leave has been exhausted, personal time and vacation time must be used, unless otherwise prohibited by law.
- f. Upon approval of the Department Head, employees may use accumulated days of paid sick leave to care for members of their immediate family. Immediate family members for purposes of this leave will include only the employee's spouse, children, parents and members of the employee's household living with the employee.
- g. If a full-time employee has suffered a work-related illness or injury and is receiving Workers' Compensation benefits, the employee is only eligible to receive accumulated sick leave pay for the difference between the Workers' Compensation benefits and employee's regular pay.
- h. All employees are required to provide written verification of an illness or injury from a licensed medical professional when they know or anticipate that they will be absent from work for any period in excess of three (3) consecutive workdays.
- i. In addition, when employees are absent from work due to illness or injury for any period in excess of three (3) consecutive workdays, must provide the statement of a licensed medical doctor verifying that they are able to return to work. This requirement applies to part-time and full-time employees regardless of whether the full-time employee's absence was compensated sick leave or not.
- j. A full-time or part-time employee who is frequently absent from work and who claims that such absences are due to illness or injury, may also be required to submit a medical certification for safety and health reasons.
- k. Upon separation, full-time employees will be compensated for any unused accumulated days of paid sick leave at a rate of up to one half (1/2) their accumulated days of sick leave.
- l. In order to be compensated for unused sick leave, employees must provide two (2) weeks notice of their departure.

- m. Employees must notify their Department Head, or if the Department Head is unavailable or if the person requesting sick leave is a Department Head, the Township Administrator within thirty (30) minutes of their normal starting time before paid sick leave may be granted.
- n. This policy is intended to comply with the requirements of federal and state law.

3.) Personal Days

- a. Full-time employees are compensated with two (2) personal days in addition to sick and vacation time.
- b. Personal days are applied to an employee's time off, annually, on the date of their full time anniversary.
- c. New employees receive two (2) personal days upon the successful completion of the first thirty (30) days of continuous employment.
- d. Personal days do not accrue from year to year and must be utilized prior to the anniversary date of an employee.
- e. Additionally, in special circumstances the Administrator may compensate employees with additional personal days.

I. Ancillary Benefits

1.) Dental and Vision Insurance

- a. Full-time employees and their eligible dependents will be offered the opportunity to participate in a dental and vision insurance program.
- b. Coverage begins the first day of the month following the first thirty (30) days of full-time employment and continues through the last day of the month within which the employee's employment is terminated.
- c. A summary plan description (SPD) which explains coverage of your dental and vision insurance benefits in greater detail is available through the Administrator's office.
- d. The actual plan documents, which are available through the Township Administrator's office are the final authority in all matters relating to benefits described in this manual or in the summary plan description and will govern in the event of any conflict.
- e. Additionally, the Township reserves the right to change or eliminate any benefits at any time in accordance with applicable law.

2.) Employee Assistance Program

- a. Full-time employees and their eligible dependents may be offered the opportunity to participate in the Township's Employee Assistance Program at no cost to the employee or eligible dependents.

where great service happens!

- b. Coverage begins the first day of the month following the first thirty (30) days of full-time employment and continues through the last day of the month within which the employee's employment is terminated.
- c. A summary plan description (SPD) which explains coverage of your dental and vision insurance benefits in greater detail is available through the Administrator's office.

3.) Employee Wellness Benefit

- a. The Township believes in promoting healthy lifestyles for all employees and in that effort has developed an Employee Wellness Benefit to be used for purposes of promoting wellness and healthy living to eligible full-time employees.
- b. The Wellness Benefit coincides with the Health Year and must be used prior to the end of the Health Year; otherwise, the value of the benefit will be forfeited.
- c. A listing of appropriate programs or services and instructions on how to redeem the benefit are available from the Administrator's office.
- d. The amount of the wellness benefit will be established by the Township Board.

4.) Education and Training Opportunities for Employees

- a. Hanover Township believes that formal education has a positive impact on an employee's contribution to the Township, and the residents we serve. The Township supports self-development and educational efforts by providing reimbursements for many of the expenses associated with continuing education courses.
- b. All full-time employees, who have been with the Township for one year or more are eligible for benefits under this policy. Full-time employees are defined as those that work more than 30 regular hours per week.
- c. The Township may allow for employees to, obtain a degree, or take individual courses at an approved and accredited educational institution under this program, provided that the courses of study is related to the employee's current position or probable future assignment at the Township and the Township approves the courses, or reimburse employees for professional development costs related to the preparatory and continuing education courses related to licensure.
- d. Covered Expenses – Professional Development
 - 1. The Township may reimburse employees for professional development costs related to preparatory and continuing education courses related to licensure and other professional development opportunities. Requests must be approved by the immediate supervisor and the Department Head as well as be provided for in the budget, prior to registering for the classes or programs.

2. With written permission from their Department Head, employees are allowed compensated time-off for professional development activities and/or licensing examinations. Any time taken in excess of the allowed time shall be reported as vacation.
 3. Additional certification programs or professional development seminars may be reimbursed by the Township, but require written approval from the employees Department Head and the Township Administrator.
 4. All related expenses, will be reimbursed to an employee or be processed via an invoice from the issuing agent.
- e. Covered Expenses – Continuing Education
1. Expenses eligible for up to \$1,500.00 per fiscal year include tuition, registration and required fees, such as building use and lab fees. This policy will be administered on first come first serve basis.
 2. Other miscellaneous expenses, such as parking, supplies, social dues, athletic fees, computer access charges, etc. are not reimbursable. Township reimbursements will be reduced by any other financial aid that does not have to be repaid (such as the GI Bill, scholarships, or grants). Reimbursement is limited to 100 percent of actual costs.
 3. If a required class is available only during regularly scheduled work hours, the employee may submit a written request to his or her immediate supervisor and the Department Head explaining the circumstances. Recommendation from the immediate supervisor is required. Prior approval of the Township Administrator is needed before registering or attending such a class. If approved, the time away from work must be made up during the same workweek; otherwise, it will be deducted from the employee’s annual vacation.
- f. Procedures and Approval
1. An Educational Assistance Request form with a cost estimate must be submitted to the employee’s supervisor for approval. (Forms may be obtained from the shared server drive.) The supervisor should assess the cost, course and /or degrees, taking into account the employee’s current and future assignments and potential impact on the employee’s work responsibilities. The request requires the approval of the Department Head and the Township Administrator.

2. The employee should initiate the approval process prior to enrolling in the course(s). The employee is responsible for all costs prior to requesting the reimbursement.
3. Reimbursable expenses must be submitted for payment within 90 days from end of the semester or term. Reimbursement will be made provided the employee has satisfactorily completed the course with a grade (or numeric equivalent) of "C" or better or a "P" if taken Pass/Fail. The official grade record and itemized receipts documenting all of the expenses should be provided to the Township Administrator.

Article X Anti-Harassment and Sexual Harassment Policies

A. Anti-Harassment Policy

- 1.) The Township is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, the Township will not tolerate harassment of Township employees by anyone, including any manager, administrator, official, co-worker, vendor, client, or guest of the Township or any third party. The Township 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, color, national origin, ancestry, marital status, age, religion, sexual orientation, civil union partnership, disability, or any other legally protected characteristic will not be tolerated.
- 2.) All employees are expected to avoid any behavior or conduct that could reasonably be interpreted as harassment.
- 3.) All employees are expected to make it known promptly, through the avenues identified below, whenever they experience or witness offensive or unwelcome conduct.
- 4.) This Policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, marital status, sexual orientation, civil union partnership, race, color, ancestry, national origin, religion, disability, pregnancy, child birth, and/or related medical conditions, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Township prohibit discrimination on the basis of sex, sexual orientation, civil union partnership, race, national origin, religion, disability, pregnancy, child birth or related medical condition, or any other protected characteristics, 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.
- 5.) The Township will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an employee's work performance, or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing or practical jokes directed at a person based on his or her protected status.

- 6.) 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 termination.

B. Definition of Harassment

- 1.) Harassment is a verbal, visual, 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, marital status, age, national origin, ancestry, disability, or any other characteristic protected by law or that of his/her relatives, friends, or associates, and that has the purpose or effect of or creating an intimidating, hostile, or offensive work environment; has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.
- 2.) 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).
- 3.) 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 conference, business meetings and business-related social events.

C. Sexual Harassment

- 1.) Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when
 - a. submission to the conduct is an explicit or implicit term or condition of employment,
 - b. submission to or rejection of the conduct is used as the basis for an employment decision, or
 - c. the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- 2.) Sexual harassment 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 email); and other physical, verbal, or visual conduct of a sexual nature.

D. Reporting Procedures

- 1.) All Township employees are responsible to help assure that we avoid harassment. 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 manager, your department head or Township official that oversees your job, and/or the Township Administrator. You should also document or record each incident (what was said or done, by whom, the date, time, and place, and any witnesses to the incident). Written records such as letters, notes, memos, emails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.
- 2.) 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 these 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.
 - 3.) Report to Manager 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 manager, department head or the Township Administrator. If the Township Administrator is the source of the problem, condones the problem, or ignores the problem, you should contact the Township Supervisor.
 - 4.) Report to the Township Administrator or Supervisor: An employee may also report incidents of harassment or discrimination directly to the Township Administrator. The Township Administrator or his designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the Township Administrator, or if the Township Administrator condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the Township Supervisor. 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.

E. Prohibition Against Retaliation

- 1.) The Township forbids retaliation against anyone for reporting harassment or discrimination, assisting in making a harassment or discrimination complaint, or cooperating or participating in a harassment or discrimination investigation. If you feel you have been retaliated against, you are to notify the Township Administrator, your department head or official overseeing your job. 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, up to and including termination.
- 2.) Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The Township 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 Township reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination.

- 3.) The Township 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 actions 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 Township believes appropriate under the circumstances.

F. Harassment by Non-Employees/Third Parties

- 1.) If you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using Township programs or facilities, the Township Administrator, or his designee will investigate the incident(s) and determine the appropriate action, if any. The Township will make reasonable effort to protect you from further contact with such persons. Please recognize, however, that the Township has limited control over the actions of non-employees.

Employees who have experienced conduct that they believe is contrary to this Policy have an obligation to take advantage of this reporting procedure.

G. False or Frivolous Complaints

- 1.) Given the possibility of serious consequences for an individual accused of sexual harassment, harassment, and/or discrimination, 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.

H. Illinois Department of Human Rights

- 1.) An employee who believes that he/she has been the subject of harassment or retaliation for complaining about harassment also has a right to file a charge of civil rights violations with the Illinois Department of Human Rights, to have that charge investigated by the Department and, if substantial evidence to support the charge is found to exist, to have such an opportunity as is provided by law and applicable regulations to engage in conciliation with the Township and/or to have the charge heard in a public hearing before an Administrative Law Judge of the Illinois Human Rights Commission. For further information, contact the Illinois Department of Human Rights at 100 West Randolph Street, Room 10-100, Chicago, Illinois 60601, (312) 814-6200.

G. Pregnancy Discrimination Policy

- 1.) The Township prohibits and does not tolerate discrimination against anyone on the basis of pregnancy. The Township will treat all applicants and employees who are pregnant in the same manner as any other applicant or employee with regard to job-related functions, benefits, opportunities, and purposes. No person or employee, no matter his or her title or position, has the authority, whether express, actual, and apparent or implied, to discriminate against a pregnant employee or applicant.
- 2.) If you have a question, complaint, or problem related to pregnancy discrimination, you should relate such question, complaint, or problem to your Department Head. If you feel uncomfortable doing so, or if you feel that your Department Head is the source of the problem, condones the program, or ignores the problem, report your concern to the Township Administrator.
- 3.) If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the Township Supervisor.

Article XI Technology Use

A. Computer, Telephone, electronic equipment and Network Usage Policy

- 1.) All computer, electronic and telephonic communication and information storage systems and all communications and information transmitted by, received from, or stored in these systems are the property of the Township and as such are to be used for job related purposes.
- 2.) Access to the Internet through the Township network is a privilege and carries responsibilities reflecting responsible and ethical use. Employee-users are expected to be knowledgeable of all Township policies with regards to acceptable use of all technological equipment.
- 3.) Further, employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized Township representative.
- 4.) All pass codes are the property of the Township. No employee may use a pass code that has not been issued to that employee or that is unknown to the Township. Employees who violate this policy are subject to disciplinary action, up to and including discharge.
- 5.) To ensure that the use of computer, electronic and telephonic communications and information storage systems and business equipment is consistent with the Township's legitimate business interests, Township Administrator or his designee, may monitor the use of such equipment from time to time in accordance with applicable state and federal law.
- 6.) Employees are reminded that all property of the Township is primarily for the purpose of Township business. Any personal use of the Internet is expected to be on the employee's

own time and is not to interfere with the employee's job responsibilities.

- 7.) Limited personal use of the Township technology is allowed. However, any viewing of lewd, suggestive, chance or gaming website, or other deemed inappropriate site or abuse of the network or any and all Township property will result in disciplinary action.

B. Mobile/Cellular Phone Usage

- 1.) Employees that are assigned mobile/cellular phones have the responsibility to use all Township equipment with prudence and reasonable care.
- 2.) Department Heads will be responsible for issuing mobile/cellular equipment to employees.
- 3.) Department Heads will be responsible for reviewing mobile/cellular telephone invoices on a regular basis to ensure that telephones are used appropriately and that the Township is reimbursed for calls not identified as official use.

Article XII Dress Code

A. Dress Code Policy

- 1.) The image that the Township projects to the public is reflected in the professionalism of its employees. Appropriate attire is an important part of this professionalism.
- 2.) The Township promotes and wishes to project a professional image through the employees while on Township premises, or while representing the Township during other Township-related or sponsored activities.

B. Appropriate Attire

- 1.) Attire, grooming, business-like conduct and maintaining a neat and orderly work place are important to projecting a professional image to the public.
- 2.) Casual business wear means clean, neat professional clothing. It is never appropriate to wear jeans, tee shirts, gym shoes, stained, wrinkled, frayed, faded or revealing clothing in the workplace.
- 3.) Shirts that are designed to be tucked in should be, and belts should be worn when belt loops are visible.
- 4.) Shoes or sandals should fit properly so that they can be worn safely to avoid personal injury.

- 5.) Employees should err on the side of caution; if an item is questionable, another item of clothing should be selected.
- 6.) Road workers, laborers, maintenance and certain other employees, identified by the Township Administrator, are exempt from this dress code, However, appropriate work clothing including any necessary safety attire should be worn.
- 7.) Under special circumstances, the Administrator may waive or modify the dress policy.

C. Enforcement

- 1.) It is the responsibility of all Department Heads to make sure the conduct and appearance of their staff is consistent with projecting a professional image.
- 2.) Wearing inappropriate attire shall be brought to the attention of the employee immediately.
- 3.) No employee shall be allowed to continue work until properly attired.
- 4.) Using accrued time-off shall not be allowed for the purpose of changing clothes.
- 5.) Failure to comply with this code shall result in disciplinary action, including warning, suspension and/or termination.

Article XIII Vehicle Fleet Safety and Usage

A. Driver Guidelines and Reporting Requirements

- 1.) Township vehicles are to be driven by authorized employees only.
- 2.) Any employee who has a driver's license revoked or suspended shall immediately notify their Department Head and immediately discontinue operation of the Township vehicle. Failure to do so may result in disciplinary action, including termination.
- 3.) All accidents in Township vehicles, regardless of severity, must be reported to the police and to the employee's Department Head and the Township Administrator. Accidents are to be reported immediately, (from the scene), during the same day, or as soon as practicable if immediate or same day reporting is not possible.
- 4.) Accidents in personal vehicles while on Township business must follow these same accident procedures.

- 5.) Drivers must report all ticket violations received during the operation of a Township vehicle, or while driving a personal vehicle while on Township business to the employee's Department Head and the Township Administrator. It will be the responsibility of the driver to pay any and all fees for ticket violations when driving a vehicle on Township Business.
- 6.) Motor Vehicle Records will be obtained on all drivers prior to employment and at intervals to be determined by the Township Administrator. A driving record that fails to meet the criteria stated in this policy, or is considered to be in violation of the intent of this policy will result in a loss of the privilege of driving a Township vehicle.

B. Driver Criteria and Administration

- 1.) Employees must have a valid and current Driver's license to operate a company vehicle, or a personal vehicle with auto insurance while on Township business.
- 2.) Employees are expected to drive in a safe and responsible manner and to maintain a good driving record.
- 3.) Criteria that may indicate an unacceptable record includes but is not limited to:
 - a. Three or more moving violations in a year
 - b. Three or more chargeable accidents within a year. Chargeable means that the driver is determined to be the primary cause of the violation.

C. Driver Safety Rules

- 1.) The use of Township vehicles while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, up to and including termination.
- 2.) Use of any electronic communications device, including but not limited to, a handheld wireless telephone, handheld personal digital assistant, a portable or mobile computer, and/or any other device capable of transmitting or receiving telephonic communications while operating any motorized vehicle or heavy equipment is prohibited. Exceptions to this rule are:
 - a. Hands-free voice activated operational phones being used in that manner while driving a car or light truck and only for official Township business. However, such hands-free voice activated equipment use shall be suspended when heavy traffic or dangerous weather and/or other dangerous conditions are encountered, and shall also be suspended when operating a motor vehicle in a school speed zone established under Section 11-605 of the Illinois Vehicle Code

or on a highway in a construction or maintenance speed zone established under Section 11-605.1 of the Illinois Vehicle Code.

- b. Communications between Emergency Services personnel while they are responding to emergency calls and/or other emergency purposes.
- c. Calling 9-1-1 to report an emergency situation. Calling 9-1-1 to call for help or to help others in an emergency is allowed in all situations where it is safe to do so.
- d. Use of an electronic communications device when necessary to conduct official Township business, provided that the vehicle is safely parked on the shoulder of a roadway or other safe location in compliance with applicable law at all times while using said device. It is important for all Township employees to remember that all other actions are secondary to driving safely.

In the event federal, state and/or local law imposes more stringent or restrictive prohibitions (e.g. ban on both handheld and hands-free devices), the employee must comply with the most stringent/restrictive prohibitions.

- 3.) Operating any motorized vehicle and/or heavy equipment while engaging in a distracting activity is prohibited. A distracting activity includes any activity that impairs the employee's ability to safely operate a motorized vehicle and/or heavy equipment and includes, but is not limited to eating, applying cosmetics, and use of an electronic communications device in violation of paragraph 2 above.
- 4.) No driver shall operate a Township vehicle when his or her ability to do so safely has been impaired by illness, fatigue, injury, or medication.
- 5.) All drivers and passengers operating or riding in a Township vehicle must wear seat belts.
- 6.) No unauthorized personnel are allowed to ride in Township vehicles.
- 7.) Drivers are responsible for the security of the Township vehicle assigned to them.
- 8.) All State and local laws must be obeyed.

D. Accident Procedures

- 1.) In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
 - a. Call for emergency assistance if necessary

- b. Call the police. All accidents, regardless of severity, must be reported to the police.
 - c. Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
 - d. Complete the Vehicle Accident Report. Pertinent information to obtain includes: license numbers of other drivers; insurance company names and policy numbers of other vehicles; make, model, and year of other vehicles; date and time of accident; and overall road and weather conditions.
- 2.) Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident.
 - 3.) Provide the other party(ies) with your name, address, drivers license number and insurance information.