



Personnel Policies

Purpose

This Personnel Policy Manual (hereafter “Manual”) is intended as a general guideline for current employee policies applicable to employees of the Village of Downs (“Village”). Every employee is expected to read, understand, and follow the provisions of the Manual; and every employee will be held responsible for knowing its contents. The Village reserves the right to change these policies at any time with or without notice. This Manual takes precedence over any and all prior policies of the Village with respect to the matters outlined herein; and where this Manual is inconsistent with prior policies, the language of the policies set forth in this Manual are controlling.

Nothing in this Manual is intended or should be construed to be a contract of employment either express or implied. The provisions of this Manual are not intended to guarantee employment for any definite period of time. Every employee of the Village is an employee terminable-at-will and not hired for any definite period of time. It is expressly understood that any employee and the Village are free to terminate the employment relationship at any time for any reason or no reason. The Village reserves the right at all times, to take any action deemed to be in its best interest.

Please understand that no supervisor, manager, appointed or elected official or representative of the Village other than the President together with the Board of Trustees of the Village has the authority to enter into any agreement with any individual for employment with the Village for any specified period of time or to make any promises or commitments contrary to the foregoing at-will status. Further, any employment agreement entered into by the President together with the Board of Trustees of the Village will not be enforceable unless the agreement is in writing and signed by the President.

Each Village employee will receive a copy of the Manual; and each employee will be required to sign an acknowledgement on an annual basis that they have familiarized themselves with the personnel policies set forth in the Manual. Additional personnel policies may be published and updated from time to time by the Village. In the event of policy changes, each Village employee will be provided with a copy of the policy change(s). The Village may revise or revoke any portion of this Manual or any employee benefit set forth in this Manual at any time without prior notice as deemed appropriate by the President and the Board of Trustees of the Village. The information contained in this Manual applies to all employees of the Village. All employees of the Village are required to follow the personnel policies described herein as a condition of continued employment. However, nothing in this Manual alters an employee’s status as an “at-will” employee.

If any Village employee has any questions regarding matters set forth in this Manual, the employee should consult their supervisor or the President of the Village. Any violation of any rules or regulations of the Village by any Village employee may result in disciplinary action, which may include, but is in no way limited to, the following: *Corrective action, written warning, suspension without pay, or discharge from employment. Certain violations will result in immediate discharge from employment.*

Equal Employment Opportunity Policy

It is the policy of the Village to provide equal employment and advancement opportunity without regard to an employee's race, color, sex, religion, national origin, age, veteran status, marital status, status with regard to public assistance, membership or activity in a local commission, sexual orientation, disability, or on any other characteristic protected by federal or state law or applicable ordinance. All employment-related decisions are based solely on legitimate, job-related factors such as skill, ability, past performance, and the needs of the Village.

It is the policy of the Village to comply with all the relevant and applicable provisions of the Americans with Disabilities Act of 1990, ("ADA"), as amended, and any corresponding state law or local ordinance. The Village will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The Village is committed to working with qualified, disabled employees to devise reasonable accommodations.

All offers of employment are contingent upon verification of the candidate's eligibility to work in the United States. Every new employee must provide original documents verifying his or her right to work and, as required by federal law, to sign federal Form I-9, the Employment Eligibility Verification Form.

Anti-Harassment Policy

The Village strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. This environment should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. Employees should be allowed to work and learn in an environment free of discrimination or harassment. The accomplishment of this goal is essential to the mission of the Village. In accordance with this goal, the Village will not tolerate unlawful discrimination or harassment of any kind perpetrated by any employee, volunteer, independent contractor or citizen. Consistent with the policies set forth herein, the Village prohibits harassment and discrimination of any kind directed toward other employees, volunteers, independent contractors, vendors, customers or citizens. Through enforcement of this policy and by education of employees, the Village will actively seek to prevent, correct, and discipline behavior that violates this policy.

All elected officials, appointed officials and employees of the Village (collectively referred to hereafter as "employee(s)"), regardless of position, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, censure, suspension, or termination of the employee's position.

Prohibited Conduct

Discrimination

It is a violation of this policy to discriminate in the provision of employment opportunities, benefits, or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity, genetic information, marital status, or any other protected characteristic included in the Illinois Human Rights Act (IHRA), 775 ILCS 5/1-101, et seq., and/or applicable local ordinance (hereinafter, "lawfully protected characteristics"). This policy is intended to comply with the prohibitions stated in all anti-discrimination laws applicable to the Village. If allegations of discrimination are substantiated after an investigation, the perpetrator will be subject to discipline, up to and including termination of their position.

Harassment

Harassment, including sexual harassment, is also prohibited by federal and state laws and local ordinances. This policy prohibits harassment of any kind, and the Village will take appropriate action to address any violations of this policy. Harassment includes verbal or physical conduct designed to threaten, intimidate, or coerce another or that is so severe or pervasive that it impairs an employee's ability to perform his or her job.

Examples of harassment include, but are not limited to:

- *Verbal. Comments, epithets, or slurs that are unflattering, unwelcome, and/or reference negative stereotypes relating to a person's lawfully-protected characteristics.*
- *Nonverbal. Distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual or group because of lawfully protected characteristics.*

Sexual Harassment

The Village will not tolerate sexual harassment in any form. Sexual harassment is a form of discrimination and may be defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment decisions, or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, and that interferes work effectiveness. Sexual harassment may take different forms.

Examples of conduct that may constitute sexual harassment include, but are not limited to:

- *Verbal. Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats, and requests for any type of sexual favor (including repeated, unwelcome requests for dates).*
- *Nonverbal. The distribution, display, or discussion of any written or graphic material, including calendars, posters, and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; and content in letters and notes, facsimiles, email, photos, text messages, Internet postings, etc., that is sexual in nature.*
- *Physical. Unwelcome physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, forced sexual intercourse, or assault.*

The Village strongly discourages romantic or sexual relationships between employees, especially between supervisory personnel and a subordinate employee. Such relationships create the appearance of favoritism and may drastically complicate the working environment if the relationship ends poorly. If a consensual, romantic relationship develops between a supervisor and a subordinate employee, the involved parties must notify management personnel immediately. Although the parties may feel that what they do during nonworking hours is private, the existence of such a relationship often impacts the workplace in the form of preferential treatment or perceptions of favoritism. This mandatory reporting requirement does not apply to coworkers who are at the same job level and between whom a consensual relationship develops. In those instances, however, the Village strongly urges the involved coworkers to be mindful of the impact their relationship (even when the relationship is going well) may have on their colleagues.

Once the supervisor-subordinate relationship is reported to management personnel of the Village, management personnel will investigate the situation, taking into consideration all of the facts (reporting relationship between the parties, effect on coworkers, job titles of the parties, etc.), and will determine whether one or both parties may be required to be transferred or permanently rescheduled. If transfer or permanent rescheduling is not possible or does not pose a viable resolution, the parties will be given the option of terminating their relationship or resigning from the Village.

Complaint Process and Investigation

The Village cannot remedy unlawful harassment or discrimination if the Village is unaware of the problem. If you have a good-faith belief that you have been treated unlawfully, you are strongly encouraged to report the offending conduct to your supervisor immediately. If you are uncomfortable reporting to your supervisor for any reason, you may bring your complaint to the President or any trustee of the Board of Trustees of the Village.

A report of unlawful treatment need not be made in writing but should be set forth in terms that are clear and unambiguous so that the person to whom you are reporting is aware of the nature of your complaint. Registering nonspecific complaints that fail to identify the type of discrimination or harassment may be

interpreted as mere personality conflicts and may not trigger an investigation. Even if you are unsure of the alleged harasser's motivation, you should be as forthcoming as possible when making your initial complaint so that the investigation can be properly tailored to your specific allegations. All complaints of harassment or discrimination will be investigated promptly and with as much confidentiality as possible in light of the need to interview witnesses and take appropriate corrective action. Bringing a good-faith complaint will never be used against you nor will it adversely affect your employment status. However, filing groundless and malicious complaints is an abuse of this policy and is prohibited.

If a supervisor, the Village President, or any other elected official of the Village becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of an employee coming forward, that person must immediately report it to the President, a trustee of the Board of Trustees of the Village or the Village Attorney so that an investigation may commence. As part of the investigation, a person designated by the President, or in the event of a complaint against the President, a person designated by a majority of the Board of Trustees of the Village ("Designated Person") will interview the complainant, the alleged harasser, and all witnesses identified by either. At the conclusion of the investigation, the Designated Person will meet separately with both the complainant and the alleged harasser to review the Village's findings and the remedial action, if any, to be taken.

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Nothing in this policy is meant to discourage the complainant or the respondent from pursuing formal legal remedies or resolution through state or federal agencies or the courts.

Retaliation is Strictly Prohibited

No hardship, loss or benefit, or penalty will be imposed on an employee as punishment for making a good-faith complaint of discrimination or harassment or appearing as a witness or otherwise participating in the investigation of a complaint. Any employee found to have engaged in retaliation or having otherwise interfered with an ongoing investigation (by any improper means including intimidation of witnesses) will be subject to discipline up to and including termination of their position.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

- *Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,*
- *Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or*
- *Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.*

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

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

Other Forms of Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because any characteristic protected by federal or state law or applicable ordinance, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts based on an individual's protected status; denigrating jokes and display or circulation in the workplace of written or graphic material, including through e-mail, or social media that denigrates or shows hostility or aversion toward an individual or group based on the individual's protected status.

Harassment also includes:

- *Verbal Bullying: Slandering, ridiculing, or maligning a person or his /her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; and abusive and offensive remarks.*
- *Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.*
- *Gesture Bullying: Non-verbal threatening gestures, glances which can convey threatening messages.*
- *Exclusion: Socially or physically excluding or disregarding a person in work-related activities.*

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- *Using verbal or obscene gestures*
- *Personal insults and use of offensive nicknames*
- *Encouraging others to disregard a supervisor's instructions*
- *Unwanted physical contact, physical abuse, or threats of abuse to an individual or an individual's property (defacing or marking up property)*

Workplace Violence Policy

The Village values its employees and citizens and the Village President, and the Board of Trustees of the Village affirm their commitment to providing a workplace and Village facilities that minimize the potential for violence. It is the intention of this policy that everyone associated with the Village, including employees of the Village and the public, never feel threatened by any form of violence. No employee of the Village may bring a weapon into the workplace unless the carrying of a weapon is a specific job requirement for the employee. The Village has a zero-tolerance policy for violence, whether by or toward its employees or the public. "Violence" shall include physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking about engaging in those activities. It shall also include acts, threats, intentions of harm, destruction towards self, others, or property, and may be psychological as well as physical.

Employees engaging in any form of violence in the workplace, or threatening violence in the workplace will be disciplined and may be discharged immediately. No talk of or joking about violence will be tolerated. In cases of acts or threats of violence by employees, the Village endorses immediate and definitive use of its disciplinary process up to discharge from employment. Criminal prosecution will be pursued as appropriate, as well.

Employees shall report all acts and/or threats of violence to their supervisors or to the President.

Disciplinary Actions

Unacceptable Behaviors

The Village expects all of its employees to act in a mature and responsible manner at all times. However, to avoid any possible confusion, some of the more obvious unacceptable behaviors are illuminated

below. This list is not all-inclusive. This list is intended to provide you with examples of unacceptable behavior deemed inappropriate by the Village. Any of the following unacceptable behaviors or similar acts can result in disciplinary action up to and including discharge from employment; even if the particular conduct is not specifically stated in the following list. Employees of the Village are required to refrain from committing any of the following:

- *Willful or reckless violation of any rule or policy of the Village.*
- *Willful or reckless violation of security or safety rules or failure to observe safety rules or safety practices of the Village.*
- *Failure to wear required safety equipment; tampering with equipment or safety equipment of the Village.*
- *Negligence or any careless action which endangers the life or safety of another person.*
- *Being under the influence of alcohol or under the influence of any controlled substance or abuse of prescription drugs while on the premises of the Village or while you are performing work for the Village; use or possession or sale of any controlled substance in any quantity while on the premises of the Village; except the use of over-the-counter medications or medications prescribed by a physician which do not impair work performance.*
- *Being intoxicated or in possession of alcohol on the premises of VILLAGE or while you are performing work for the Village; or use or possession or sale of alcohol in any quantity while on the premises of the Village or while you are performing work for the Village.*
- *Possession of unauthorized firearms, weapons, explosives, or ammunition in any building or on any premises owned or used by the Village or when performing your work for the Village.*
- *Engaging in criminal conduct or acts of violence or making threats of violence toward any person on any premises owned or used by the Village or when performing your work for the Village.*
- *Fighting, horseplay or provoking a fight on any premises owned or used by the Village or while you are performing your work for the Village.*
- *Committing acts that cause damage to property of the Village.*
- *Failing to take reasonable steps to avoid damage to property of the Village when you know or should know of the need to take action or refrain from taking action.*
- *Insubordination or refusing to obey instructions issued by your supervisor or the President pertaining to your work;*
- *Refusal to assist with requests for a special assignment unless your assistance is impractical.*
- *Threatening, intimidating, or coercing any employee on or off any premises owned or used by the Village at any time, for any reason.*
- *Theft of property of the Village or the property of employees of the Village or members of the public.*
- *Unauthorized possession or removal of any property of the Village or its employees, including documents or electronic data, from the premises of the Village without the prior written approval of management;*
- *Unauthorized use of equipment or property of the Village for personal reasons or for profit.*

- *Dishonesty; willful falsification or misrepresentation on any records, including but not limited to: Applications for Employment or other work records; lying about sick or personal leave; falsifying reasons for a leave of absence or other data requested by the Village.*
- *Violating the confidentiality and or non-disclosure policies by disclosing confidential or proprietary information other than to employees of the Village with a need to know.*
- *Malicious gossip and/or spreading of rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.*
- *Immoral conduct or indecency on premises owned or used by the Village while performing your work for the Village.*
- *Any act of harassment or discrimination on any protected basis toward another person.*
- *Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor or the President; stopping work before the time specified for such purposes including, but not limited to, unauthorized breaks and overextending scheduled breaks.*
- *Sleeping on the job; loitering or loafing during working hours.*
- *Unauthorized use of telephones for personal calls or unauthorized use of personal cell phones during working hours.*
- *Use of tobacco products, and or vapor products or other smoking devices used for the ingestion of nicotine or tobacco by a means other than chewing gum or other prescribed products prescribed or recommended to assist with smoking cessation in restricted areas or Village vehicles or use of tobacco products of any kind in violation of the Tobacco Free Environment policy of the Village.*
- *Creating or contributing to unsanitary conditions.*
- *Posting, removing, or altering notices on any bulletin board on premises owned or used by the Village without permission of an officer of the Village.*
- *Tampering with time data, mail slots, desks, toolboxes, workstations or other work areas.*
- *Failure to report an absence or late arrival, excessive absences or tardiness.*
- *Obscene or abusive language toward any person; any disorderly/antagonistic conduct at any time.*
- *Speeding, and/or reckless and/or careless driving of any equipment or vehicle owned or used by the Village on premises owned or used by the Village or while performing your job for the Village.*
- *Failure to immediately report damage to, or an accident involving Village personnel or Village equipment.*
- *Unprofessional demeanor.*
- *Failure to adhere to all policies and procedures of the Village.*

Types Of Disciplinary Action

Instances of disciplinary action which do not result in immediate discharge from employment, may be handled in the following manner:

- *Verbal Counseling*
- *Written Warning*
- *Suspension Without Pay*
- *Pay Adjustment or demotion*
- *Immediate Discharge from Employment*

Any Written Warning(s) shall include the reason for the issuance of the Written Warning by a manager together with the recommended action. Any time a Written Warning or more serious disciplinary action is issued, the employee will be given an opportunity to explain their actions.

All pertinent facts will be carefully reviewed before any decision is reached with respect to the recommended disciplinary action to be imposed on the employee.

This policy pertains to matters of conduct as well as the employee's competence. However, an employee who does not display satisfactory performance and competence on the job may be discharged from employment, in certain cases, without exhausting any or all of the disciplinary steps set forth in this policy Manual.

Under normal circumstances, the foregoing progressive discipline policy will be followed. However, the Village has the absolute discretion to skip any or all of the progressive discipline steps; and any employee of the Village can be discharged from employment immediately without exhausting any of the progressive discipline steps; and the Village has the sole and absolute discretion to skip or repeat any disciplinary step provided for in this Manual.

Timekeeping Procedures

Error In Pay

Every effort is made by the Village to avoid errors in the paychecks of its employees. If any employee believes that an error has been made, that employee must inform their supervisor right away. The supervisor with the assistance of the Village Treasurer will then take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly as time permits.

VESSA Leave Act Policy

Pursuant to the Illinois Victims' Economic Security and Safety Act (VESSA), the Village allows an eligible employee who is the victim of domestic or sexual violence or who has a family or household member who is a victim of such violence to take unpaid leave of up to 12 weeks during any rolling 12-month period to: (1) seek medical attention for, or recover from, physical or psychological injuries; (2) obtain services from a victim services organization; (3) obtain psychological or other counseling; (4) participate in safety planning, relocation, or other activities to increase the victim's safety; or (5) seek legal assistance. An

eligible employee also may request reasonable accommodations to address actual or threatened domestic or sexual violence.

VESSA leave can be taken in a single 12-week period, intermittently, or on a reduced work schedule. VESSA leave is unpaid, but employees may elect to use accrued paid leave (*e.g.*, vacation time) as part of their VESSA leave. Employees may not take VESSA leave that exceeds the unpaid leave time allowed under the Village's Family and Medical Leave Act Policy.

An employee who needs VESSA leave or some other reasonable accommodation is responsible for bringing the matter to the attention of their supervisor or the President.

Computer Use Policy

Section One:

Purpose:

To remain competent and better serve our constituents by providing employees of the Village with the best tools to do their jobs. The Village provides its employees with reasonable access to one or more forms of electronic media and services deemed necessary for the employee to perform the essential functions of their assigned job duties, including but not limited to computers, e-mail, telephones, voicemail, fax machines, wire services, online services, intranet, internet, and access to the World Wide Web (collectively referred to hereafter as "electronic media and services")

The Village encourages its employees to utilize these electronic media and services because they can make communication more efficient and effective and because they are valuable sources of information. However, all employees must remember that electronic media and services provided by the Village are Village property and their purpose is to facilitate and support the business of the Village. All employees have the responsibility to use these resources in a professional, ethical, and lawful manner.

To ensure that all employees are responsible, the following guidelines have been established for using electronic and media services. No policy can set forth each and every rule to cover every possible situation. Instead, this Computer Use Policy is designed to express the general principles and considerations that need to be followed by employees of the Village when using electronic media and services.

Section Two:

Prohibited Communications:

Electronic media cannot be used for knowingly or with reckless disregard, transmitting, retrieving, or storing any communication that is:

- *Discriminatory or harassing.*

- *Derogatory to any individual or group.*
- *Obscene, sexually explicit, or pornographic.*
- *Defamatory or threatening.*
- *In violation of any license governing the use of software.*
- *Engaged in for any purpose that is illegal or contrary to the business interests or policies of the Village.*

Section Three:

Usage:

The computers, electronic media and services provided by the Village are only provided for business use to assist employees in the performance of their job duties.

Section Four:

Access To Employee Communications:

Generally, electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, intranet, Internet and bulletin board system access, and similar electronic media is not reviewed by the Village. However, every employee should be aware of the following:

- *The Village reserves all rights to inspect, review, view, search, preserve and otherwise access any electronic media of any kind or nature on any equipment or property owned or used by the Village.*
- *The Village reserves the right, at its sole discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other policies of the Village.*
- *Employees should not assume electronic communications are private. Accordingly, if they have sensitive information to transmit, they should use non-Village owned means of communication.*

Section Five:

Software:

To prevent computer viruses from being transmitted through the Village's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through the Village may be downloaded. Employees should contact the system administrator and/or the President if they have any questions.

Section Six:

Security/Appropriate Use:

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by a supervisor or the President employees are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other employees or third parties;
2. Hacking or obtaining access to systems or accounts they are not authorized to use;
3. Using other employee's logins or passwords unless authorized to do so; and
4. Breaching, testing, or monitoring Village computer or network security measures.

No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other employees to access and use the system.

Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

It shall be the responsibility of the user to lock the computer when leaving the computer. The file user is 100% responsible for electronic transactions completed on their assigned computer notwithstanding that the electronic transaction may have been done by someone else who gained access to the system using the credentials of the employee assigned to that computer. Employees should not share their username or password with other employees unless authorized to do so by a supervisor or the President.

Section Seven:

Encryption:

Employees can use encryption software supplied to them by the systems administrator for purposes of safeguarding sensitive or confidential business information. Employees who use encryption on files stored on a Village computer must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all the passwords and/or encryption keys necessary to access the files.

Section Eight:

Violations:

Any employee who abuses the privilege of their access to electronic media and services in violation of this policy or any other policy set forth in this Manual will be subject to disciplinary action, up to and including possible discharge from employment, legal action, and possible criminal prosecution.

Classification Of Employment

The following definitions will be used in classifying all employees:

Full – time:

A full-time employee is an employee who is regularly scheduled to work forty (40) hours or more each week throughout the calendar year.

Part – time:

A part-time employee is an employee who is regularly scheduled to work less than full time or one who works on a periodic or seasonal basis, or on a special project for a particular period of time.

Seasonal:

A seasonal employee is an employee hired for a position for only a specific, known duration. A seasonal employee may work the equivalent of a full-time or a part-time work schedule during the assigned known duration.

In addition to the preceding classifications, employees of the Village are also categorized as Exempt and Non-Exempt in accordance with the following definitions:

Contract Employees:

Contract employees are employed for a specific purpose and are paid at a negotiated or hourly rate. Such employees are considered “self-employed”; and are therefore not eligible for any non-wage benefits available to certain Village employees.

Exempt:

Exempt employees are supervisors, executives, managers, officers, directors, owners, and others whose duties and responsibilities allow them to be “exempt” under the applicable provisions of the Fair Labor Standards Act (“FLSA”) and any applicable state laws.

Non-Exempt:

Non-Exempt employees are all other employees not otherwise deemed “exempt” under the applicable provisions of the FLSA and any applicable state laws. If an employee is uncertain of their status as “exempt” or “non-exempt” they should check with their manager.

Should a Non-Exempt employee work more than forty (40) hours per week, an overtime rate of one- and one-half times the regular hourly rate of pay will be paid to all Non-Exempt employees. All overtime must be approved by the employee’s supervisor or the President in advance of the employee working the overtime.

Acceptance of Gifts

No official or employee of the Village may solicit or accept gifts of significant value

(i.e., in excess of \$25.00), lavish entertainment or other benefits from potential and actual customers, suppliers or competitors. Special care must be taken to avoid even the appearance of a conflict of interest.

No official or employee of the Village shall solicit or accept any gift from any prohibited source or in violation of any federal or state statute, rule, regulation or any ordinance or resolution. This ban applies to and includes the spouse of and immediate family members living with the official or employee.

Any questions regarding this policy should be directed to the Village President.

Political Activity

No employee of the Village shall be subject to direct or indirect political influence or coercion; employees are not required to participate in or contribute financially to political campaigns; and political affiliation or support is not a consideration for employment with the Village.

Village employees shall not circulate petitions or campaign literature in any Village building nor shall they solicit or receive any contribution or political service from any person for any political purpose during regular office hours or in any Village building.

No Call – No Show

It will be assumed that regular full-time employees who are absent for three (3) consecutive scheduled days without approval have voluntarily resigned. Part-time employees who have not worked for two (2) workdays without approval are considered to have voluntarily resigned.

Funeral Leave

Any full-time employee may be granted up to three (3) days of excused leave in the event of the death of an immediate relative. An immediate relative shall include the employee's spouse, child, mother, father, sister, brother, brother-in-law, sister-in-law, mother-in-law, father-in-law, or grandparents.

Such leave shall be in addition to any other leave or vacation benefits accrued by the employee. Funeral leave shall not apply if the death occurs while the employee is on vacation, on a leave of absence, or sick leave.

Time off to attend the funeral of non-immediate relatives must be coordinated with the employee's supervisor in advance and said time off will not be paid. Furthermore, such time off shall not exceed two (2) days.

Military Leave/USERRA

An employee of the Village who is a member of a National Guard or Reserve Unit (hereafter referred to herein as “Military Service Member”) is allowed to receive paid leave during periods when the Military Service Member attends annual training. This paid leave benefit is limited to a maximum of thirty (30) calendar days of paid leave per calendar year for “active service”. For purposes of this Military Leave Policy, “active service” is defined to include all forms of active and inactive duty including attendance of required or voluntary military training. A Military Service Member can use the leave available under the Military Leave Policy incrementally or all at once depending on the duration of the employee’s active service. However, the maximum calendar days of paid leave available to the Military Service Member is thirty (30) calendar days per calendar year.

Military Service Members are entitled to receive “differential compensation” for periods of military leave for active service for up to sixty (60) workdays per calendar year. Differential compensation means that the Village will pay the Military Service Member the difference between the Military Service Member’s daily wages earned with the Village less the military pay per day received by the Military Service Member during active service for up to the maximum of sixty (60) workdays per calendar year as provided for herein.

Military Service Members are required to provide advance written or verbal notice to their department head as far in advance as possible of any need to take leave under this Military Leave Policy.

In accordance with applicable state and federal laws, time spent on military leave for active service will be counted as continuous service for purposes of computing a Military Service Member’s eligibility for various Village sponsored benefit plans. Military Service Members are encouraged to check with their department head in the event of any questions regarding their benefits during any approved leave of absence taken under this Military Leave Policy.

Jury Duty

An employee called for jury duty shall be granted leave, with pay to perform the employee’s jury duty. Jury duty funds received by the employee for the employee’s jury service shall be turned over to the Village Treasurer except that the employee may retain an amount to cover mileage reimbursement. Jury compensation received by any employee for services performed on a regularly scheduled weekend or during an employee’s scheduled vacation shall be retained by the employee; and the employee will not receive additional compensation from the Village during any weekend or scheduled vacation leave.

Time off to Vote

In accordance with the Illinois State Election Code, the Village shall allow each employee who is a registered voter up to 2 hours unpaid time off from work to allow the employee to vote at any general,

direct primary or presidential election. Any request for time off to vote must be reviewed with the employee's supervisor prior to the granting of an employee's request for time off to vote.

Drug And Alcohol Policy

It is the policy of the Village that all employees refrain from using alcohol, non-prescription cannabis, any illicit or illegal drug, or any prescription drug not legally obtained by the employee, or any prescription drug not taken in accordance with the prescribed dosages by the employee (hereafter "Prohibited Substances") while employees are:

1. on any premises or operating any equipment owned or used by the Village; or
2. while employees are performing work of any kind for the Village. All employees are also required to refrain from the unintended use or abuse of legally obtained prescription drugs. All employees are prohibited from reporting for work or entering upon premises owned or used by the Village if the employee is under the influence of any Prohibited Substance. Any employee who is deemed by the Village to be impaired in the exercise of the employee's judgment and or physical capabilities is deemed to be in violation of this Drug and Alcohol Policy.

In the event that the Village deems an employee to be in violation of this Drug and Alcohol Policy, then the violation will result in the employee's immediate discharge from employment with the Village; and the employee will be immediately escorted off of the premises owned or used by the Village.

THE VILLAGE ADOPTS THIS DRUG AND ALCOHOL POLICY AS ITS "REASONABLE ZERO-TOLERANCE" POLICY.

Non-Smoking Policy

It is the policy of the VILLAGE to provide a smoke-free work environment for its employees. Therefore, employees of the VILLAGE are prohibited from smoking cigarettes and or vapor products or ingesting or chewing any tobacco products or otherwise using any other smoking devices used for the ingestion of nicotine or tobacco by a means other than chewing gum or other prescribed products prescribed or recommended to assist with smoking cessation.

Employees are not allowed to smoke on any property owned or used by the VILLAGE. Employees may smoke in their own vehicles during lunch or as the employee arrives to or leaves from property owned or used by the VILLAGE. Smoking in any other area owned or used by the VILLAGE IS PROHIBITED.

Personnel Records

Appropriate personnel records will be maintained for each Village employee. Personnel files at a minimum shall contain a copy of the employee's application for employment; results of any reference

checks; start date of employment; earnings history; position and or titles held within the Village; attendance and vacation records; hours worked each week, if applicable; and performance reviews.

Personnel records are highly confidential. Personnel records shall be maintained in a locked file cabinet or other secure location with restricted access; and personnel records are to be made available only to those employees of the Village with direct managerial responsibility over the employee or to authorized elected officials of the Village. Additionally, personnel records will be made available to the employee for whom the personnel record is maintained after submission of a proper written request by the employee. The President of the Village shall approve all employee requests to review the employee's personnel record.

Regular Working Shifts and Unpaid Lunch Break

Each shift has a thirty (30) minute unpaid lunch/dinner ('meal') break. A standard shift is eight (8) hours Monday-Friday five (5) days a week. Any meal break must be taken within five (5) hours of the employee's start time. Employees are required to stop work in the shop or at their workstations during meal breaks.

In the event that an employee is unable to start their meal break as set forth herein due to unusual circumstances necessitating the employee to complete a certain task or tasks in advance of starting their meal break, the employee should commence their meal break as soon as practicable following the employee's completion of the job task(s) necessitating the delay.

Recording Of Time Worked

Due to the requirements of the Fair Labor Standards Act, all employees are required to record their hours worked on a time sheet.

All employees must complete accurate time sheets each day and the time sheets shall record a start time and an end time for hours worked by the employee each day. Additionally, all employees must verify their time sheets at the end of each work week. Each employee is required to sign their time sheet, certifying that the recorded hours are the hours actually worked. Any absences must be marked on the time sheet; and the employee must note any requested leave being utilized by the employee to cover the requested leave period (i.e., sick leave, vacation). Each employee's time sheet must then be verified and approved by the employee's supervisor.

Submission of inaccurate or false time sheet information may result in disciplinary action up to and including immediate termination.

Full-time employees working forty (40) hours or less in a work week are paid straight time.

Full-time employees working more than forty (40) hours in a work week are paid overtime at a rate of one and one-half (1 ½) times their regular rate of pay for those hours worked in excess of forty (40) hours.

A standard work week consists of forty (40) hours worked. Hours worked is defined as those hours when an employee is physically “on the job” in a working status. Vacation, sick leave, personal time, or other paid or non-paid time off is not considered “on the job” and is not included in determining the total hours worked when calculating overtime pay.

Examples:

1. An employee works forty-five (45) hours by the end of the workday on Thursday, and then takes 8 hours of paid vacation leave on Friday. The employee is paid 5 hours at the overtime rate and forty-eight (48) hours at the regular time rate.
2. An employee works thirty-five (35) hours by the end of the workday on Thursday, then takes an 8-hour paid sick day on Friday. The employee is paid forty-three (43) hours of regular time.

Full-time and part-time employees who are required to attend court appearances are paid the greater of 2 hours or the actual time worked if the court appearance time is outside the employee’s normal scheduled hours. If the court appearance time is during the employee’s normal scheduled hours, then the standard rate of pay applies.

Compensatory Time Policy

Compensatory Time – Employees who are eligible for compensatory time may request to accrue such compensatory time, which request may be granted by the Village at its sole discretion, considering, among other things, its operating needs. Compensatory time shall be taken within the Village’s fiscal year in which the compensatory time is earned by the employee; and shall be taken at a time that is convenient to the employee and consistent with the operating needs of the Village.

Nepotism

Two members of the same family (wife, husband, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, step-parent, or step-child) may not work in the same department if one of the employees is in a supervisory or management position. If the Village cannot transfer one of the family members to another department and the family members cannot decide which one will leave voluntarily, then the employee in the non-management position shall be deemed to have resigned their position effective immediately.

Performance Objectives

By March 15th of each year, all full-time employees will develop and present a list of performance objectives to their supervising public official outlining their plans and goals for the upcoming fiscal year. The list will be reviewed and approved jointly by the employee and supervising public official. By February 15th of each year, all full-time employees will provide a list of performance objective

accomplishments to their supervising public official for the preceding fiscal year which is coming to a close on April 30th.

Full-time employees will receive performance evaluations conducted by their supervising public official on an annual basis. In conducting performance evaluations, the supervising public official shall give consideration to the performance objective accomplishments and the plans and goals achieved by the employee during the preceding performance evaluation period.

Wage and Salary Administration

Wage and salary administration will be based on consideration of a combination of factors, including but not limited to the employee's performance and external job market conditions. The Village may periodically survey local job markets in determining appropriate salary ranges.

Increases in wages or salaries should normally be granted not more frequently than every twelve (12) months, customarily at the start of each Village fiscal year.

A newly hired employee's performance will be reviewed after the employee's completion of six (6) months of employment with the Village.

By March 15th each year, the Board of Trustees will review all full-time employees' performance results and discuss the general range of increases that will be applicable in the subsequent fiscal year.

After reviewing the recommendations of the appropriate supervisory official, the Board of Trustees, shall determine appropriate increases in wages and salaries for full-time and part-time employees.

Increases will not be paid retroactively except for special circumstances as determined by the Village Board of Trustees.

Vacation

The length of paid vacation time allowed an employee is based on the employee's years of continuous service to the Village as a full-time employee. For most employees, the anniversary of employment shall be defined as the same month and day of the month on which full-time employment began. The anniversary of employment for full-time employees whose service has been interrupted but who resume work for the Village within one (1) year of their interruption in service shall be the day after their completion of one (1) year of full-time employment from the date the employee resumed employment with the Village.

With the above principles in mind, all full-time employees earn and may accumulate paid vacation time on the following basis:

After 6 months of service	10 days (80 hours)	5 days max. carryover
---------------------------	--------------------	-----------------------

After 5 years of service	15 days (120 hours)	5 days max. carryover
After 15 years of service	20 days (160 hours)	5 days max. carryover

* Any unused vacation not carried over will be forfeited.

* New employees will receive a pro-rated amount of vacation prior to Jan. 1st of their 1st year of employment

Full-time employees who terminate employment with the Village will be paid for unused vacation days they have accrued and not used as of the date of the termination of their employment.

Vacation pay (i.e., additional pay compensation for working during paid vacation time) in lieu of taking vacation is not allowed.

Vacations must be scheduled a minimum of thirty (30) days in advance, unless otherwise approved by the supervising public official to ensure that Village operations are not impaired or jeopardized due to personnel needs. Schedules will be determined by the employee's supervisor after giving consideration to the work requirements, the employee's length of service and the employee's performance.

Vacation must be taken in not less than ½ day or four (4) hour increments.

Mileage and Expense Reimbursement (Receipts Required)

Employees are expected to use the most economical form of transportation when traveling on Village Business.

When necessary, employees may use personal vehicles while conducting Village business, and will be reimbursed at the current rate applied by the federal government for its employees' personal vehicle use, except as may be modified by the Board of Trustees. Neither mileage reimbursement nor car allowance is applicable to the use of personal vehicles for commuting to and from work. Employees using personal vehicles will provide to the Village Treasurer acceptable proof of vehicle insurance.

Employees shall be reimbursed also for necessary expenses incurred in the appropriate conduct of Village business when such expenses have been authorized by the appropriate supervising public official. I.R.S. gas mileage will be paid to the Village employees and elected officials for travel to training courses and for performing the employee's employment. Reasonable parking expenses will be reimbursed.

Absences

Employees are expected to handle personal affairs outside of regular working hours or through the use of personal time if available. Every absence must be reported to the employee's supervisor, who, in consultation with the employee; shall determine whether the absence will be regarded as vacation time, sick leave, funeral leave, personal leave or other time off with pay or uncompensated absence from work. Attendance at work is an essential duty of every employee's job.

Excessive absence or tardiness (those exceeding historical guidelines) may be grounds for terminating an employee.

Personal Leave of Absence Policy

Full-time employees will receive five (5) paid Personal Time Off days (“PTO days”) on the January 1st following their hire date as a full-time employee; and on January 1st of each calendar year thereafter to allow the employee time away from their work to deal with issues such as medical appointments, personal illness, care for ill dependents, or for attending holiday, religious or other special personal events. If a full-time employee’s hire date is prior to January 1st, the full-time employee will receive a prorated amount of PTO days based on their hire date and in accordance with the proration table set forth below.

In the event an employee moves from part-time status to full-time status prior to January 1st, the employee shall receive a prorated amount of PTO based on their full-time hire date and in accordance with the proration table set forth below. On the January 1st following their hire date as a full-time employee, and on January 1st of each calendar year thereafter, the employee will receive full-time PTO benefits.

PTO days may not be carried over from one calendar year to the next.

Example:

1. If a full-time employee is hired on June 1, the employee will receive 20 hours of PTO time to use during the period from June 1 to December 31. On January 1st following the full-time employee’s hire date, the full-time employee will receive 5 PTO days (or the equivalent of 40 hours).
2. If a full-time employee is hired on January 1st, the employee will receive 5 PTO days
3. If a part-time employee changes their status from part-time to full-time on April 1st, that employee will receive 28 hours of PTO time until the January 1st following the employee’s hire date from part-time to full-time.

Proration Schedule for PTO Based on Hire Date

<u>Full-time Hire date is in the following month</u>	<u>Amount of prorated PTO hours received</u>
January	40 hours or 5 days of PTO
February	36 hours
March	32 hours
April	28 hours
May	24 hours
June	20 hours
July	16 hours
August	12 hours
September	8 hours
October	8 hours
November	4 hours
December	4 hours

No employee will receive less than one (1) day of PTO on an annual basis.

PTO Leave for Salary-Exempt employees of the Village

Certain employees of the Village are classified as “Salary-Exempt” employees.

Salary-Exempt employees are paid on a “salary basis,” meaning they receive a predetermined amount of pay that is not subject to reduction because of the variations in the quantity of the work performed. Subject to certain exceptions, a Salary-Exempt employee will receive full salary for any work week in which the employee performs substantial work, regardless of the actual number of hours worked during that work week.

For purposes of the Village’s PTO Leave Policy, employees of the Village who are classified as Salary-Exempt shall receive the equivalent of their daily annual salary rate for any day that a Salary-Exempt employee requests PTO Leave subject to the maximum PTO Leave provided for in this PTO Leave Policy. A Salary-Exempt employee who wishes to utilize PTO Leave must submit a written request to the Village Treasurer and their supervisor. Following the Village Treasurer’s receipt of a written request submitted in accordance with this PTO Leave Policy, the Village shall pay the Salary-Exempt employee an amount equal to one day’s earnings for the Salary-Exempt employee to be added to the Salary-Exempt employee’s pay check for any pay period when the Salary-Exempt employee requests to receive PTO Leave up to the maximum PTO Leave provided for herein.

PTO days may not be carried over from one calendar year to the next.

Holiday and Village Closing

1. The following holidays will be observed by the Village offices, and full-time, part-time, and seasonal employees of the Village will be paid for their time off for these holidays:
 - a. New Year’s Day
 - b. President’s Day
 - c. Memorial Day (last Monday in May)
 - d. Independence Day
 - e. Labor Day
 - f. Thanksgiving Day
 - g. Day after Thanksgiving
 - h. Christmas

If a recognized holiday falls on a Saturday, the holiday will be observed on a Friday. If a recognized holiday falls on a Sunday, the holiday will be observed on Monday.

If a recognized holiday falls on a Saturday **and** the employee works on that Saturday, then the employee will receive Holiday pay for work performed on that Saturday even though the Village has designated Friday as its day to observe that particular holiday. Similarly, if the recognized holiday falls on a Sunday and the employee works on that Sunday, then the employee will receive Holiday pay for work performed on that Sunday even though the Village has designated Monday as its day to observe that particular holiday. Holiday pay will be calculated in accordance with the provisions of the Village’s Personnel Policies applicable to hours worked in excess of standard hours.

2. Full-time, part-time, and seasonal employees of the Village will be paid for their time off for a holiday so long as the employee has worked or utilized paid time off (PTO leave) during the pay period immediately preceding the date when the holiday is observed by the Village. If the employee has not worked or utilized PTO leave in the pay period preceding the date when the holiday is observed by the Village, the employee will not be eligible to receive holiday pay for that holiday.
3. The Village President or the Village President's designee will have the authority to close the Village offices and general operations in consideration of inclement weather or of any other emergency.

Hours in Excess of Standard Working Hours

All time worked over an employee's regular working hours must be approved by the employee's department head in advance of the employee working the extra hours.

Employees will be paid overtime for hours worked in excess of forty (40) hours in one seven-day work week. Overtime hours will be compensated at one-and one-half times the regular rate. "Compensatory time off" policies (by which employees "bank" overtime hours for later use) are unlawful, unless the compensatory time off is taken within the same work week.

A standard work week consists of forty (40) hours worked. "Hours worked" is defined as those hours when an employee is physically "on the job" in a working status. Personal Time Off ("PTO") or other paid or non-paid time off is not considered "on the job" and is not included in determining the total hours worked when calculating overtime pay.

Example:

1. An employee works forty-five (45) hours by the end of the workday on Thursday, and then takes 8 hours of PTO on Friday. The employee is paid 5 hours at the overtime rate and forty-eight (48) hours at the regular time rate.
2. Full-time and part-time employees working Holidays are paid for 8 hours of Holiday pay plus one and one-half (1 ½) times their regular rate of pay for the Holiday hours actually worked.
3. Full-time and part-time employees who are required to attend court appearances are paid the greater of 2 hours or the actual time worked if the court appearance time is outside the employee's normal scheduled hours. If the court appearance time is during the employee's normal scheduled hours, then the standard rate of pay applies.

Savings Incentive Match ("Simple") Plan for Eligible Employees

Eligible employees of the Village will be entitled to participate in the Savings Incentive Match ("SIMPLE") Plan offered by the Village to employees who meet the eligibility requirements for participation in the SIMPLE Plan. Eligibility for participation in the SIMPLE Plan will be determined by the terms and conditions set forth in the Plan Document for the SIMPLE Plan and any administrative requirements of the Plan Administrator and the Village.

Eligible employees of the Village will be required to complete all documents required by the Plan Document and the administrator of the SIMPLE Plan as well as the Village, including but not limited to providing a completed and signed SIMPLE IRA Model Salary Reduction Agreement or similar form required for participation in the SIMPLE Plan.

Health Insurance Coverage for Eligible Employees

Eligible employees of the Village will be entitled to receive a health insurance benefit affording coverage to eligible employees in accordance with the eligibility criteria set forth in the Plan Document of the health insurance carrier providing coverage to eligible employees of the Village (hereafter referred to herein as the “Plan Document”). Eligibility for participation in the health insurance plan sponsored by the Village will be determined by the terms and conditions set forth in the Plan Document. A copy of the Plan Document is available for eligible employees of the Village upon request of the employee directed to the Village.

Eligible employees of the Village will be required to complete all documents required by the Plan Document as well as any documents required by the Village, including but not limited to providing a completed and signed application for health insurance coverage or similar form(s) required for participation in the health insurance plan sponsored by the Village.

Workers’ Compensation Procedures

In the event that you have any accident or injury during any time that you are performing work for the Village, you should immediately report the incident to your supervisor. In addition, you will need to complete an accident report form, and if necessary, seek medical attention.

If your work incident is serious enough that you are not able to contact your supervisor immediately, please report the incident as soon as possible as the Act requires employees to report their incident within forty-five (45) days of the incident. If you do not adhere to this reporting requirement, your benefits under the Act could be denied; and then you will be liable for all costs related to any injury occurring as a consequence of the incident.

In the event that you are required to seek medical attention following an incident, you should advise the medical personnel that your incident occurred at work; and further advise them of the nature of the incident. In the event of a job-related incident, all bills should be directed to the Village so that the Village can provide the bills to its workers’ compensation carrier for further handling.

If for any reason you are subsequently billed directly by the hospital or physician, you must submit those invoices to the Village office yourself. The invoices will then be forwarded to the workers’ compensation insurance carrier for the Village.

Educational Assistance Plan

The Village has enacted this Educational Assistance Plan (“Plan”) as a way to provide certain incentives for eligible full-time employees of the Village (“Eligible Employees”) to enroll in accredited seminars, undergraduate and graduate level college classes and other training and education classes, the attendance of which provides the attendee with credit for the course and or a certificate of completion (collectively “accredited coursework”) to advance the Eligible Employee’s knowledge and skills utilized in the Eligible Employee’s assigned job duties for the Village or likely to advance the skills of the Eligible Employee’s employment pursuits for the Village.

It is the intention of the Village that the Plan qualify as a plan providing qualified educational assistance under Section 127(b)(1) of the Internal Revenue Code, and that the assistance under the Plan be eligible for exclusion from the Eligible Employee’s income under Section 127(a) of the Internal Revenue Code.

The Village agrees to reimburse an Eligible Employee for tuition, cost of books, and fees paid for or incurred by the Eligible Employee for enrollment and successful completion of accredited coursework (“Eligible Reimbursement Amounts”). The Village will not reimburse the Eligible Employee for the cost of any tools or supplies kept by the Eligible Employee after completion of the accredited coursework; and the Village will not reimburse the Eligible Employee for the cost of meals or transportation incurred by the Eligible Employee.

For the Eligible Employee to take advantage of enrollment in the Plan, the Eligible Employee must submit a written request to the Eligible Employee’s supervisor to participate in the Plan. A supervisor can grant approval for the Eligible Employee to participate in the Plan with the consent of the Village Board. Once the Eligible Employee’s participation in the Plan is approved, the Eligible Employee must execute an Educational Assistance Plan Agreement; and the Eligible Employee must also provide the Village with proof of enrollment in the accredited coursework.

Once the Eligible Employee completes the accredited coursework, the Eligible Employee must provide the Village Treasurer with documentation of successful completion of the accredited coursework and proof of payment of all Eligible Reimbursement Amounts paid by the Eligible Employee for attendance and completion of the accredited coursework. Once the Eligible Employee provides the required documentation of Eligible Reimbursement Amounts to the Village Treasurer, the Eligible Employee will receive reimbursement for the Eligible Reimbursement Amounts within thirty (30) days.

Eligible Employees are not allowed to attend accredited coursework during Village work hours except with permission from the Eligible Employee’s supervisor or the Village President.

All full-time employees of the Village are eligible for participation in the Plan after completion of thirty (30) days of full-time employment with the Village.

The Village reserves the right to amend this Plan or terminate this Plan in its sole discretion. If the Village terminates this Plan, any Eligible Employee who has received approval to participate in the Plan prior to

the termination of the Plan will receive the benefits afforded by the Plan notwithstanding that the Village has made the decision to terminate the Plan.

Adopted: May 6, 2021, via Ordinance 2021-03

Modified: August 11, 2022, via Ordinance 2022-11

Modified: December 1, 2022, via Ordinance 2022-26

Modified: January 12, 2023, via Ordinance 2023-01

Modified: February 9, 2023, via Ordinance 2023-03

Modified: October 12, 2023, via Ordinance 2023-19

Modified: December 14, 2023, via Ordinance 2023-22

Modified: February 8, 2024, via Ordinance 2024-02

Modified: April 11, 2024, via Ordinance 2024-06

Modified: July 11, 2024, via Ordinance 2024-12

Modified: November 14, 2024, via Ordinance 2024-15