

GRUNDY COUNTY PERSONNEL MANUAL



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(Annually Reviewed for Revisions)

Revised 06/12

GRUNDY COUNTY PERSONNEL MANUAL

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DISCLAIMER

This handbook has been prepared to acquaint you with Grundy County employment policies and practices. However, this handbook contains only relatively brief summaries of the personnel policies and employment regulations in effect at the time of publication. In the event that a County policy and/or applicable law conflicts with a provision in this handbook, the policy and/or law shall control.

PLEASE NOTE:

- X This handbook and any other manuals and/or personnel-related materials that you may receive during your employment are for informational purposes only. This handbook does not create any employment rights, contracts, or terms of employment.**
- X You are an at-will employee of the County, and your employment relationship with the County may be terminated by you or the County at any time, with or without cause.**
- X The County does not guarantee specific benefits or terms of employment. The County reserves the right to add, change or delete benefits, policies and/or information in this handbook as it deems appropriate, without notice.**
- X This handbook supersedes all previous versions of the Grundy County Personnel Manual.**

The Grundy County Personnel Manual applies to all Grundy County employees, except that elected officials may determine whether the Manual is applicable to their employees.

Where the terms of a collective bargaining agreement conflict with the terms of this Manual, the terms of the collective bargaining agreement shall control (as to the relevant employees in the applicable collective bargaining unit).

1.01 Employment at Will

Revised 10/02; 07/06

Employment with the County is at-will, meaning that your employment may be terminated by you or the County at any time. Nothing in this handbook is intended to alter or should be construed as altering the at-will nature of your employment with the County.

Where the terms of a collective bargaining agreement conflict with this Section 1.01, the terms of the collective bargaining agreement shall control (as to the relevant employees in the applicable collective bargaining unit).

1.02 Equal Employment Opportunity/Affirmative Action

Revised 04/02; 10/02; 08/04; 07/06

It is the policy of the County to provide equal employment opportunities to all persons regardless of race, color, religion, sex, national origin, age, disability, ancestry, sexual orientation, marital status, military status, unfavorable military discharge, or any other characteristic protected by law.

No person will be dismissed from employment or denied employment, promotion or transfer by the County because of his or her race, color, religion, sex, national origin, age, disability, ancestry, sexual orientation, marital status, military status, or unfavorable military discharge, except where any of these conditions is a bona fide occupational qualification.

In addition, personnel actions relating to recruiting, training, education, compensation and benefits will be administered in a nondiscriminatory manner.

Any person who believes that he or she has been subjected to unlawful employment discrimination should report his/her claims to the County's Human Resources Manager, at 1320 Union Street, Morris, Illinois, (815) 941-3420. Initiating a complaint will not adversely affect the complainant's terms or conditions of employment.

Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination or retaliation will be subject to disciplinary action, up to and including termination of employment.

1.03 Immigration and Employment

Revised 07/06

It is the policy of Grundy County to employ only those individuals that are legally authorized to work in the United States. In complying with the Immigration Reform and Control Act of 1986, it is against Grundy County policy to discriminate because of an individual's national origin, citizenship, or intent to become a US citizen.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. These requirements must be fulfilled within three business days of the employee's first day of work. Former employees who are rehired must also complete the form if they have not completed an I-9 with Grundy County within the past three years, or if their previous I-9 is no longer retained or valid.

If documentation is unavailable, and has been applied for by the employee, a receipt is required for verification. The employee must produce the receipt within three (3) business days of hire, and the actual document within ninety (90) calendar days of hire.

The County cannot lawfully employ anyone who fails to comply with the employment eligibility verification and/or Form I-9 requirements.

1.04 Employment of Individuals with Disabilities

Grundy County provides equal employment opportunities for persons with disabilities as a good business practice and in compliance with the Americans with Disabilities Act (ADA), the Rehabilitation Act and all other applicable Federal, State and Local laws. All employment practices are conducted on a non-discriminatory basis.

"Disability" refers to a physical or mental impairment which substantially limits one or more of the major life activities of an individual. An individual who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment is a "disabled individual". A "qualified person with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.

Employees and applicants with a disability may request reasonable accommodations to enable them to apply for and perform jobs for which they are qualified. Such accommodation may include: altering equipment, altering facilities, providing a qualified reader, providing information orally, and the like. Accommodation may not be possible if there is an undue hardship for Grundy County. Undue hardship means an action requiring significant difficulty or expense by Grundy County.

The County is permitted to make pre-employment inquiries regarding an applicant's ability to perform the duties of the position. Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. As such, medical examinations will be required of all persons entering such a position only after conditional job offers. A list of the positions for which post-offer medical examinations are required is attached at the end of this Manual.

Grundy County is committed to not discriminating against individuals with disabilities in pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

Grundy County is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability.

1.05 Employment Applications and Reference Checks

Revised 10/02; 07/06

As part of the hiring process, applicants will be required to complete an employment application. Resumes will not be accepted as employment applications.

Grundy County relies upon the accuracy of information contained in the employment application and other employment-related documents. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Skill tests, approved to the duties of position, may be administered by Department Head.

To ensure that individuals who join Grundy County are well qualified and have a strong potential to be productive and successful, it is the policy of Grundy County to check the employment references of all applicants. In addition, it is the policy of Grundy County to verify the education background of all applicants.

Any applicant who has been convicted of a felony offense will be ineligible for employment with the County. If an individual is hired by the County and convicted of a felony offense thereafter, the County will take appropriate disciplinary measures, which may include termination.

Within 10 days of employment, Supervisor should make arrangements for a new employee to receive a County ID badge.

1.06 Employee Medical Examinations

Revised 4/02; 02/04; 07/06

It is the intent of Grundy County to provide a safe working environment for all employees. Because of the nature of some of the County's operations and processes, medical examinations may be required. The Grundy County Personnel Committee shall designate certain classes of positions which will require a physical examination.

After an offer has been made to an applicant entering a designated position, a medical examination will be performed by a health professional of the County's choice. Employment is contingent upon satisfactory completion of the exam. Such examinations will be scheduled at reasonable times and intervals and performed at the expense of Grundy County.

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at the expense of Grundy County.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

JOBS THAT REQUIRE PHYSICALS

Building Maintenance
EMA

Animal Control Personnel
County Highway

1.07 Employment Categories

Revised 10/02; 07/06

It is the intent of Grundy County to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is either Non-Exempt or Exempt from federal and state wage and hour laws. Non-Exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. In the event that any of the provisions of this handbook or County policies conflict with the Fair Labor Standards Act (29 U.S.C. §201, et seq.), the Fair Labor Standards Act will control. In addition to the above categories, each employee will belong to one other employment category:

FULL-TIME employees are those who are not temporary employees and who are regularly scheduled to work the County's full-time schedule of 30 or more hours per week. Generally, they are eligible for the County's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary position and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and Workers' Compensation Insurance), they may be ineligible for some of the other Grundy County benefit programs. *(SH)

TEMPORARY employees are those who are hired to work for a temporary period of Time. Such appointments are made when a special project requires the addition of an employee for a specific period of time, for student intern appointments, or for emergency appointments. Generally the duration of time the employee is needed is specified at the time of hire. The schedule and duration of the temporary assignment may be altered or terminated at any time. Temporary assignments usually will not exceed six (6) calendar months. (Where the terms of a collective bargaining agreement permit a longer period of temporary employment in a position, the collective bargaining agreement shall control.)

Temporary assignments can be extended beyond six (6) calendar months with approval from the Grundy County Personnel Committee. Temporary employees are only eligible to receive legally mandated benefits (such as Social Security and Workers' Compensation Insurance).

* (SH) -This does not pertain to the Sheriff's Department.

1.08 Residency Requirement

Revised 10/02; 07/06

In general, employees in positions designated as Grade 62 or below or Grade 63 or above are required to be residents of Grundy County at the time of hire and throughout their employment with the County. However, the Personnel Committee may approve exceptions to this requirement, in its discretion, on a case-by-case basis.

1.09 Outside Employment

Revised 10/02; 07/06

Outside employment will not interfere with an employee's County work performance, the independent exercise of an employee's County job duties, or an employee's obligation to perform his or her responsibilities in the best interests of Grundy County. If the Department Head determines that an employee's outside employment interferes with the employee's County work performance or the ability of the employee to meet the requirements of the County, the employee may be asked to terminate the outside employment if he or she wishes to remain with the County.

All employees will be judged by applicable performance standards and will be subject to the County's scheduling demands, regardless of any existing outside work requirements.

Employees are strictly prohibited from using County tools, County equipment, and/or confidential information of the County in connection with outside employment. In addition, employees are not permitted to solicit or conduct any outside business during County paid working time.

1.10 Employment of Relatives of Employees

The employment of relatives in the same area of an organization may cause serious problems with favoritism, employee morale, as well as potential conflicts of interest and unlawful discrimination.

Although Grundy County has no prohibition against the employment of relatives working in the same area, the County is committed to monitoring the situations in which relatives work in the same area. In the case of actual or potential problems, the County will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

For the purposes of this policy, a relative is a spouse, child, parent, sibling, grandparent, aunt, uncle, niece, or nephew, or any such relative who is "step" or "in-law".

1.11 Employment Termination

Revised 10/02; 07/06

Employment with the County is at-will, and may be terminated by the employee or the County at any time. Below are examples of some of the most common circumstances under which employment is terminated.

RESIGNATION - voluntary employment termination initiated by an employee. An employee may resign by submitting in writing the effective date to his or her department or division head as far in advance as possible, with a minimum of two weeks notice. Failure to comply with this requirement may be cause for denying future employment with the County.

DISCHARGE - involuntary employment termination initiated by the County. A department head may recommend discharge, subject to the approval of the Grundy County Personnel Committee. See Sections 3.02 and 3.03 for additional information relating to employee discipline.

DEATH - separation will be effective as of the date of death. In the case of an employee death, all compensation due shall be paid to the estate of the employee.

LAYOFF - involuntary employment termination initiated by the County for non-disciplinary reasons.

The County may lay off an employee due to shortage of funds to work, the abolition of the position, lack of work, or other material changes in the duties of the position, or for related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee. The duties performed by any employee laid off may be reassigned to other employees already working. For benefit purposes, an employee's length of service will be reduced by the length of time the employee was laid off. Vacation time earned but not taken, as well as sick pay, will be paid according to current policy, to the laid-off employee. An opportunity to continue coverage under Grundy County's employee benefit plan will be given in accordance with COBRA for covered individuals. The "Layoff and Recall" policy in this manual contains more information.

Exit Interview

The County may conduct an exit interview at the time of an employee's separation. During the interview, matters of final pay and benefits will be discussed, and he/she will need to return all records, assets, and other items of County property the employee may have. Any amount due because of a shortage may be collected through appropriate action.

The county would also like to discuss with the employee the reasons for his/her leaving, if appropriate, and how the employee felt about his/her job, the County and its policies.

1.12 Layoff and Recall

In some circumstances, it may become necessary to use a layoff procedure to adjust the work force. The term layoff is not used when employees are separated from the County because of failure to perform their duties satisfactorily. The County may lay off an employee due to shortage of funds to work, the abolition of the position, lack of work, or other material changes in the duties of the position, or for related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee. The duties performed by any employee laid off may be reassigned to other employees already working. In identifying employees to be laid off, the County will consider various factors, which may include, but are not limited to, length of employment, work performance, and/or ability to satisfactorily perform job duties that are or may be assigned.

Recall

Qualified employees on Layoff may be recalled at the discretion of the County. Recall of any employees is contingent upon their ability to satisfactorily perform the work available. In addition, recall is contingent upon the satisfactory results of any required physical examination. Employees affected by a Layoff are placed on a recall list for a maximum period of one calendar year. Employees not recalled within one year are removed from the list. If an employee is recalled after an absence of three months or more, the seniority or start date is adjusted to account for the time the employee was absent. If the employee is recalled within three months, the starting date is not adjusted.

Employees receiving a recall offer will be notified by registered mail, return receipt requested. Letters will be sent to the last known address on record in the employment files. Letters should be receipted by the employee or a member of the employee's immediate family. Such notification will require a reply by telephone or telegram within three (3) days of receipt. Failure to reply within the prescribed time will result in withdrawal of the recall offer.

Where the terms of a collective bargaining agreement conflict with this Section 1.12, the terms of the collective bargaining agreement shall control (as to the relevant employees in the applicable collective bargaining unit).

2.01 Holidays

Revised 07/06

Grundy County will grant holiday time off to all employees on the following days:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- President's Day (third Monday in February)
- Spring Holiday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Election Day (every other year)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas (December 25)

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. In the event there is a discrepancy concerning the day a holiday is to be observed, the holiday~~s~~ will be observed as the day designated by the State of Illinois.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Part-time employees shall be paid on a pro-rated basis according to the number of hours the employee is normally scheduled to work on that day.

An employee in a non-exempt position working on one of the above enumerated holidays may, at the option of the Department Head, be given an equivalent time off or time and one-half pay for the number of hours worked.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

An employee in an exempt position who is required to work on a day designated as a holiday shall be entitled to exchange time for hours worked.

2.02 Vacations

Revised 07/06, 6/12

The Grundy County vacation policy is intended to provide eligible employees with opportunities for rest, relaxation, and personal pursuits. Part-time and full-time employees earn vacation time according to their length of service on their anniversary date as shown below:

Anniversary Year	Vacation Time earned per year
After 1 year	2 weeks
After 6 years	3 weeks
After 14 years	4 weeks
After 19 years	5 weeks

The length of eligible service is calculated on the basis of a "benefit year". This is the 12-month period that begins when the employee starts to earn vacation time. Vacation shall be earned during the work year and granted to employees once a year on the anniversary date of their employment. An employee's benefit year may be extended for any significant leave of absence except a military leave of absence (military leave has no effect on the vacation calculation). Earned vacation time is available for use in the year following its accrual. Temporary employees are not eligible for vacation.

Vacation is earned in proportion to the number of hours worked by an employee during the normal workweek. For example, an employee who works 20 hours per week earns two 20-hour weeks of vacation after one year.

Paid vacation time can be used in minimum increments of half a day. To use vacation benefits, employees must request advance approval from their supervisor. Vacation requests are reviewed based on business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, bonuses, or shift differentials.

In the event that available vacation is not used by the end of the benefit year, an employee will forfeit the unused time, unless an extension is recommended and approved by the employee's department head.

Vacation allowance is granted in addition to any recognized holidays, which may fall during the employee's vacation.

RESIGNATION AND TERMINATION: When an employee's service with the County is terminated, he or she will receive compensation for any unused, accumulated vacation leave.

Except for employees that are retiring, an employee must be physically at work at least one day

in the new anniversary year to earn and be entitled to vacation in that anniversary year.

All earned vacation time of employees who die shall be paid to the estate of said individual.

2.03 Personal Days

Revised 04/02

Personal days provide an all purpose time-off policy for eligible employees for personal business. Full-time and part-time employees are eligible, after one year's employment, to take three (3) paid personal days per year. The personal days taken will be deducted from the employee's accumulated sick leave for the year. An employee's year for establishing personal days will commence on the date of employment. Personal days cannot be accumulated from year to year.

Personal days can be used in minimum increments of one hour. To schedule planned personal days, employees should request advance approval from their supervisors. When employees have an unexpected need to be absent from work, they should notify their direct supervisor before the scheduled start of their workday, if possible. The employee's supervisor based on business need and staffing requirements will review requests for personal days. The direct supervisor must also be contacted on each additional day of absence.

Personal days are paid at the employee's base rate of pay at the time of absence, not including any overtime or special forms of compensation such as bonuses or shift differentials.

2.04 Sick Leave

Revised 07/06; 5/10

Grundy County provides paid sick leave benefits to all eligible employees for periods of temporary absence due to non-occupational illness, accident or disability or as a result of on-the-job injury and/or illness. In addition, sick leave can be used in the event of illness, disability or injury of children or stepchildren under the age of fourteen (14) years of age, medical emergency for children or stepchildren up to eighteen (18) years of age, or for the medical emergency of a spouse. A medical emergency is defined as a condition that requires immediate medical (or surgical) treatment.

Full-time and part-time employees are eligible to use sick leave after six months. Eligible employees will accrue sick leave benefits up to a maximum rate of 12 days per year (1 day for every month of service) depending on the number of hours worked per week as described below. Sick leave benefits are calculated on the basis of a "benefit year", the 12-month period that begins when the employee starts to earn sick leave benefits.

Hours Worked per Week	Sick Leave Earned per Month
0-15	None
16-24	4 hours
25-32	6 hours
33-40	1 work day

An eligible staff employee scheduled to work irregular hours each week will accrue at a rate based on the average weekly hours scheduled per month.

During the first 180 days after an employee is hired, sick leave time will accrue but may not be taken until after the end of that 180-day period. If an employee becomes ill during his/her initial 180 days of employment, the matter will be referred to the Personnel Committee for appropriate action.

Paid sick leave can be used in minimum increments of one hour. Employees who are unable to report to work due to illness or injury should notify their direct supervisor at least one hour before they are to report to work. The direct supervisor must also be contacted on each additional day of absence. Failure to notify the direct supervisor, except under extenuating circumstances, shall be cause for disciplinary action.

For absences greater than three (3) consecutive days, employees are required to provide a physician's statement to their supervisor verifying the absence and the employee's inability to perform the duties of the position. A doctor's verification is not required for absences of three (3) days or less, except in cases where there is a pattern of suspected abuse or repeated illness.

Any employee who submits a falsified absence report and/or physician's statement will be

subject to discipline, up to and including termination.

An employee "abuses" sick leave when the employee uses or attempts to use sick leave for reasons that do not qualify for sick leave (as identified above). An employee who is determined to have abused sick leave will not be paid for the inappropriate sick leave. "Abuse" of sick leave shall subject the employee to disciplinary action.

Before returning to work from a sick leave absence of more than five (5) calendar days, an employee must provide a physician's statement to their supervisor that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as bonuses or shift differentials.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 100 calendar days worth of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below this limit. Active employees will have the ability to reduce their balance through pension enhancement and/or cash out.

In January of each year, an employee who has accumulated sick leave over the 100 day max will have the ability to receive compensation for the additional time at the rate of 25% of their regular rate of pay as determined on November 30th (of the previous year) up to a max of 3 days pay or convert time to service credit for retirement through IMRF. Converted sick days may only be used for pension enhancement purposes and may not under any circumstance be taken from the pension bank or be paid by the County. Upon separation from the County the employee will not be paid for any sick days in their pension enhancement bank. All converted sick time in your pension bank will be reported to IMRF for service credit at time of retirement. Converted sick leave time for which an employee elects cash compensation or IMRF service credit shall be deducted from such employee's accumulated sick leave. An employee is required to notify the Human Resource department in writing of their intent by January 31st otherwise the excess sick days will be forfeited.

Accumulated unused paid sick leave is an earned benefit granted during employment. Upon an employee's resignation or retirement, but not if the employee is discharged for cause, twenty-five percent (25%) of the accumulated unused paid sick leave shall be paid as part of their final compensation only if the employee is employed by the County in excess of eight (8) years. An employee retiring has the option to use these accumulated days for pension enhancement with IMRF (Illinois Municipal Retirement Fund) or SLEP in lieu of payment.

Employees shall be notified in writing of leave balances, including vacation, sick leave, comp time, etc. on a quarterly basis (form GC-101). A copy will be provided to Human Resources by January 15th April 15th July 15th October 15th of each year for record keeping. The County will provide such information on a more frequent basis upon an employee's request.

In recognition of the financial hardship that an extended, catastrophic illness can cause employees, the County is willing to facilitate the voluntary donation of sick leave among employees. If an employee voluntarily requests that the County transfer a portion of that employee's accrued sick time to an employee with a catastrophic illness, the County will facilitate that transfer. Such a request may be submitted in writing to Human Resources for processing. The name of the donor can be kept anonymous.

An employee seeking to donate sick leave will be required to retain enough sick time to equate to one month of scheduled work time off, hours and number of days will vary based on part time or full time status. Donated time is not otherwise limited in the amount of sick time the employee can donate. An employee can only receive donations of sick time from employees once they have otherwise exhausted all accrued time off.

2.05 Family and Medical Leave

Revised 07/06

Grundy County grants family and medical leaves of Absence in accordance with applicable state law and the Family and Medical Leave Act (FMLA), which provides up to 12 weeks of unpaid leave in a 12-month period. Except where otherwise required by law, eligibility requires an employee to have completed at least 12 months of employment and performed a minimum of 1,250 hours of service in the previous 12 months.

Acceptable reasons for taking a Family Medical Leave of Absence include only the following:

- Birth of your child.
- Placement of a child with you for adoption or foster care.
- Care for your child during the year after birth, foster placement or adoption placement in your home.
- Care for your spouse, child*, or parent with a serious health condition (as defined in the FMLA and its implementing regulations).

(*a child is under the age 18, or age 18 or older and incapable of self-care because of mental or physical disability)

- Your own serious health condition (as defined in the FMLA and its implementing regulations).

Under any of the qualified reasons for FMLA, you may request a leave of up to 12 weeks in a rolling 12-month period measured backward from the date leave begins. If your leave qualifies as FMLA leave, Grundy County will designate your leave or time off as FMLA. For FMLA-qualifying leaves, the use of FMLA is not optional. To the extent permitted by the FMLA law and regulations, any paid time off for which you otherwise qualify, such as sick time and regular vacation, will be charged against the maximum FMLA leave you may be granted. FMLA leave that is not otherwise designated as paid leave will be unpaid.

Under some circumstances, an employee may take leave intermittently, or on a reduced leave schedule.

Married employee couples may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child; to care for a child after birth, adoption, or foster placement; or to care for a parent with a serious health condition (as defined in the FMLA and its implementing regulations).

Requesting an FMLA Leave

Eligible employees should complete a FMLA request form (this form is available in the Human Resources Department) and submit to their supervisor 30 days in advance for foreseeable events and as soon as possible for unforeseeable events.

Employees requesting leave related to the serious health condition of the employee or of a child, spouse, or parent are required to submit a completed FMLA Medical Certification form (this form is available in the Human Resources Department) to their supervisor verifying the need for a leave, its beginning and expected ending dates, and the estimated time required. A "serious health condition" means an illness, injury, impairment, or physical or mental condition that requires continuing treatment or supervision by a health care provider or the requirement of inpatient care in a hospital, hospice or residential health care facility.

While on leave, employees are requested to report periodically to the County regarding the status of the medical condition and their intent to return to work.

Subject to the terms, conditions, and limitations of the applicable plans, Grundy County will continue to provide health insurance benefits for the full period of the FMLA leave with the employee paying their own part.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide his or her supervisor with at least two weeks advance notice of the date the employee intends to return to work. Prior to returning, the employee must submit a FMLA Medical Certification form (this form is available in the Human Resources Department) to their supervisors indicating that they are able to return to work prior to being allowed to return to work after being out on an authorized leave (if said leave was for the employee's serious health condition).

When a FMLA leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. An employee on Family Medical Leave must report for work promptly at the end of the approved leave period. Failure to do so will constitute a resignation from the position.

Grundy County will not interfere with, restrain, or deny the exercise of any right provided under the FMLA.

2.06 Unpaid Leave of Absence

Revised 07/06

An Unpaid Leave of Absence is intended to provide Grundy County with a means to allow employees to be reinstated with past seniority if they need to suspend active employment status. Unpaid leaves are granted to employees in good standing at the discretion of the appropriate department head and the Grundy County Personnel Committee.

An employee requesting an unpaid leave must be a full-time employee with at least one year of service. An employee requesting an unpaid leave must provide a written request (to the appropriate department head) which relates the anticipated term of the leave and its purpose. The department head will recommend its acceptance or denial on the basis of operational needs. Unpaid leaves are without pay with a minimum duration of one month, a maximum duration of six months. At the end of an unpaid leave of absence, at the request of an employee who is unable to return to work, the Personnel Committee will review the situation to determine whether additional leave should be granted.

During the leave of absence, employees can continue to receive group benefits provided such continuances are acceptable under the terms of the adopted programs (employees must pay full premium costs for employees and dependents in advance). Employees will not earn sick leave or vacation credit while on an unpaid leave and no pay will be given for holidays occurring during this period. Time spent on an approved unpaid leave shall not be credited toward seniority or vacation benefits.

An employee returning from an unpaid leave is requested to provide the supervisor with at least two weeks advance notice of the date the employee intends to return to work. The employee may be reinstated to his or her former position, if it exists, or, if not, to another vacant position in the same class. Reinstatement from an unpaid leave is not guaranteed.

2.07 Funeral Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to three days of paid funeral leave will be provided to full-time and part-time employees (temporary employees are not eligible for paid funeral leave). Funeral leave pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as bonuses or shift differentials. For the purposes of this policy, immediate family members include:

- Spouse
- Parent-in-Law
- Sibling/Step-Sibling/Half-Sibling
- Parents/Step-Parents
- Sons-/Daughter-in-law
- Legal Guardian
- Child/Step-children
- Grandchildren
- Grandparents

2.08 Jury and Witness Duty

Revised 10/02

Serving on a jury or serving as a witness when called is a civic duty, and as such is recognized and supported by Grundy County.

An employee who receives a summons or subpoena from a civil authority and serves during work hours will be paid the difference between the earnings from the court system and his or her current base rate of pay. In order to receive full pay, an employee must submit evidence to the supervisor indicating the amount of pay received from the court system. Only full-time and part-time employees are eligible to receive paid jury and witness duty leave. Temporary employees are not eligible for paid jury and witness duty leave.

If an employee is asked to appear in court as a witness at the request of a party other than the County, the employee is free to use vacation leave. If the subpoena is County related, the employee will receive paid time off for the entire period of witness duty.

In the event the employee is engaged in litigation against the County, other County employees and/or County Elected officials, the employee will not be paid in any manner for their absence to appear as a witness and/or litigant. However, if an employee is witness for the County in a litigation matter, the employee will receive their regular hourly rate of pay for the time scheduled away from their assignment by their Department Head.

The County will continue to provide health insurance benefits for the full term of the absence, if the employee has coverage. Vacation, sick leave, and holiday benefits, will also continue to accrue during the leave.

2.09 Time Off to Vote

Revised 10/02

The County encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If the polls are not open at least two hours before or after the employee is scheduled to work, the County will grant up to two hours off to vote.

Employees are required to request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt to their supervisor on the first working day following the election to qualify for paid time off.

2.10 Military Leave

Revised 04/06; 07/06

For employees called into military service, the County will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act ("USERRA") (38 U.S.C. §4301, et seq.), the Illinois National Guard Employment Rights Law (20 ILCS 1805/30.1, et seq.), and the Service Member's Employment Tenure Act (330 ILCS 60/1, et seq.).

In general, employees called into military service have certain reemployment rights, are protected against discrimination and retaliation, and are entitled to health insurance continuation under certain circumstances. The provisions of USERRA are summarized in the notice included in this Manual as Appendix 2.11.

Members of the Illinois National Guard who are on State Active Duty status also have certain reemployment rights and benefit protections, under the Illinois National Guard Employment Rights Law.

An employee who is a spouse or parent of a person called to military service is eligible for a protected leave of absence in specific situations, in accordance with the Family Military Leave Act of Illinois.

2.11 Meal Periods

In accordance with Illinois State Law, an employee whose workday is at least 7 1/2 hours long is given a meal period beginning no later than the end of the fifth hour. The duration of the meal period will be at least twenty minutes.

Supervisors arrange time schedules and meal periods to accommodate operating requirements.

2.12 Victim's Economic Security and Safety Act

Under the Victims' Economic Security and Safety Act ("VESSA"), employees of the County may request up to a total of 12 workweeks of leave during any 12-month period in order to address domestic or sexual violence by: (1) seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member; (2) obtaining victim services; (3) obtaining psychological or other counseling; (4) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or his/her family or household member from future domestic or sexual violence or ensure economic security; or (5) seeking legal assistance or participating in a related court proceeding. The leave may be taken intermittently or by means of a reduced work schedule.

For purposes of VESSA leave, "family or household member" means a spouse, parent, son, daughter, or person jointly residing in the same household.

An employee requiring VESSA leave must provide the County with at least 48 hours' advance notice, unless providing prior notice is not practicable. When an unscheduled absence occurs, the employee must provide a certification consisting of:

- (1) A sworn statement indicating that: (a) the employee or his/her family or household member is a victim of domestic or sexual violence; and (b) the leave is for one of the purposes set forth above; and
- (2) One of the following:
 - (a) Documentation indicating that the employee or his/her family or household member has sought assistance in addressing domestic or sexual violence and describing the effects of the violence;
 - (b) A police or court record; or
 - (c) Other corroborating evidence.

Any such certification must be provided within a reasonable period after the County requests it.

Any employee who takes a VESSA leave will be restored to the same position or an equivalent position upon returning from the leave. Although VESSA leaves are unpaid, an employee may elect to substitute available paid leave for unpaid VESSA leave. Group health plan benefits will be maintained during the VESSA leave period under the same conditions as previously provided.

3.01 Employee Relations

Revised 07/06

Grundy County is in the business of providing services to the communities and individuals who reside within its borders. The success of Grundy County is dependent upon the skill, dedication and productivity of its employees, and as such, employees are expected to act consistent with the County's purpose. Employee performance and achievement are enhanced in an open and supportive work environment which is characterized by mutual trust and respect. Department heads and supervisors are responsible for creating and maintaining a positive work environment in their operations by implementing the policies contained in the Grundy County Personnel Manual.

The pace of change and the need for greater flexibility necessitate that we work within a climate of openness and participation. This is achieved by establishing open channels of communications, developing personal ownership of our objectives and performance measures, and consulting over the strategic planning and management of Grundy County.

If employees have concerns about working conditions, compensation, or any other employment matter, they are to discuss these concerns openly and directly with their supervisors. Supervisors are responsible for responding to employee concerns. A Grundy County employee may appeal his or her problems to the Grundy County Personnel Committee if they cannot be resolved at the department level. Employees are encouraged to use these problem-solving procedures without fear of retaliation by their supervisor or the County. Resolution of employee problems and concerns at the earliest possible opportunity is recognized as a fundamental principle of sound employee relations.

To continue achieving our standards of service delivery, we need to maintain operational resilience while at the same time developing the ability to respond quickly and creatively to fluctuating demands. We recognize the need to critically assess our performance, plan for change, and be proactive in bringing further improvements.

3.02 Employee Conduct and Work Rules

Revised 3/06

To ensure orderly operations and provide the best possible work environment, the County expects employees to adhere to disciplinary rules and proper personal standards of conduct at all times. These rules and standards are necessary to protect the health and safety of all employees, to maintain uninterrupted operation, and to protect the County's property and goodwill.

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

1. Theft or inappropriate removal or possession of property.
2. Falsification of timekeeping records.
3. Misrepresentation or withholding information on the employment application or on any other records.
4. Working under the influence of alcohol or illegal drugs.
5. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
6. Fighting or threatening violence in the workplace.
7. Boisterous or disruptive activity in the workplace.
8. Negligence or improper conduct leading to damage of employer-owned property.
9. Insubordination or other disrespectful conduct.
10. Violation of safety or health rules.
11. Smoking in prohibited areas.
12. Sexual or other unlawful or unwelcome harassment.
13. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
14. Excessive absenteeism or tardiness, or any absence without notice.
15. Unauthorized absence from the work area during the workday.
16. Unauthorized use of telephones, mail system, computers or other employer-owned equipment.
17. Unauthorized disclosure of confidential information.
18. Unauthorized purchases.
19. Violation of personnel policies.
20. Conviction of a felony.
21. Sleeping or loafing on the job.
22. Obstruction of the work of fellow employees.
23. Unsatisfactory performance or conduct.
24. Any work rule or regulation set by an individual Department Head.
25. Use of Camera Cell Phones.
26. Failure to maintain appropriate working relationships with others in the work environment.
27. Gambling or soliciting on County property.

3.03 Progressive Discipline

Revised 4/02

Disciplinary action will be implemented on a case-by-case basis, in accordance with the nature and severity of the infraction and the employee's work/conduct history. Disciplinary action may include one or more of the following: oral reprimand, written reprimand, suspension with pay, suspension without pay, and/or discharge. While progressive discipline may be used at times, employees are not entitled to progressive discipline. The County reserves the right to impose discipline at its discretion whenever an employee exhibits unacceptable or inappropriate conduct.

Oral Reprimand - Will include a memo to the employee's personnel file indicating that the employee was verbally counseled about a specific matter.

Written Reprimand - A copy of the written reprimand shall be placed in the employee's personnel file.

Suspension - The Human Resource Department should be consulted prior to suspension.

Discharge - involuntary employment termination initiated by the County.

3.04 Employee Appeal Process

Revised 10/02

The County recognizes that a fundamental principle of sound employee relations is the resolution of employee concerns at the earliest possible opportunity. As such, employees are encouraged to discuss openly and directly with their supervisor or department head if they have concerns about working conditions, compensation, or any other employment matter. An employee may appeal his or her concerns to the Grundy County Personnel Committee.

If an employee wishes to utilize the appeal process, he or she should make a written request to the Grundy County Personnel Committee. In the request, the employee should briefly outline the nature of the concern along with any pertinent facts. The Grundy County Personnel Committee will then meet with the employee and the employee will have the opportunity to present his or her concerns.

3.05 Sexual and Other Unlawful Harassment

Grundy County is committed to providing a work environment that is free from all forms of unlawful discrimination, intimidation or harassment, including sexual harassment Definition of Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

- submission to the conduct is made explicitly or implicitly a condition or term of employment.
- acceptance or rejection of the sexual behavior affects an employment decision concerning the harassed person (e.g. pay, benefits, advancement opportunities, or lack thereof).
- the conduct or sexual behavior has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or offensive work environment.

Prohibited sexual harassment can consist of conduct such as verbal requests for sexual favors, threatening adverse employment action for refusal of sexual advances, or sexually obscene and offensive comments (verbal harassment). It also may include unwanted physical touching (physical harassment) and the display of sexually offensive printed or graphic material (visual harassment).

Complaint Procedure

There are no express time limits for initiating sexual harassment complaints; however, every effort should be made to file such complaints as soon as possible after the harassment occurs.

If an employee (male or female) believes that he/she is being sexually harassed, and the employee feels comfortable doing so, the employee should:

- tell the harasser to stop; and
- tell the harasser that his/her behavior or comments are unwelcome and offensive.

An employee who has witnessed or has been the victim of sexual harassment should immediately report each incident to his or her immediate supervisor or department head, the Grundy County Personnel Committee Chairperson, the County Board Chairperson, or the Human Resources Manager. Employees can raise concerns and make reports without fear of reprisal. The Grundy County Board is committed to investigating all sexual harassment complaints promptly and ensuring that no retaliatory measures will be taken.

Based on the information provided and a written and signed statement from the complainant, the investigator will complete a record of the incident including the date and location of the questioned conduct, the names of any witnesses and a description of the behavior. The County strictly forbids retaliation against anyone who has reported what he or she believes is sexual harassment as described in this policy (form GC-102 & GC-102.1).

The investigator of the complaint will investigate all complaints promptly and thoroughly. The investigator may request the assistance of the Grundy County Personnel Committee Chairperson or Human Resource Department. To the extent practical, the County will keep complaints and the investigation confidential.

If the investigation confirms that harassment has occurred, the County will take appropriate corrective and/or disciplinary action up to and including termination of employment.

Third parties such as vendors or visitors who engage in prohibited sexual harassment of employees will be advised to cease immediately. If they do not do so, action will be taken to remove and/or bar them from County premises.

3.06 Smoking

Revised 10/02; 3/06

Pursuant to the Smoke Free Illinois Act (410 ILCS 82/1, et seq.), smoking is prohibited in all County facilities and within 15 feet of all entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited. In addition, smoking is prohibited in any vehicle owned, leased, or operated by the County.

In keeping with the County's intent to provide a safe and healthful work environment, smoking on County property is permitted only in outdoor smoking areas designated by the person responsible for the relevant County facility.

Areas designated for smoking are:

- Administration Building: the outside area in front of (but at least 15 feet away from) the maintenance door to the building on the West side. **Smoking is not permitted at the front entrance and apron to the building, or at any of the other public entrances to the building or on the lawns; parking lots; or sidewalks.**
- Courthouse; Jail; Block Building; and Sheriff's building, the areas will be designated by the Sheriff.
- Highway Buildings including the DuPont Road and Dwight Road facilities. Smoking is prohibited on the entire campus.
- Animal Control Center. Smoking is prohibited on the entire campus.

In situations where the preference of smokers and non-smokers conflict, the preferences of the non-smokers will be observed.

Recognizing that the County does not have a break policy for non-union employees, the allowance of smoking breaks shall be at the discretion of the Elected Official or Department Head responsible for the department. However, the Supervisor of the Department may not allow more than one smoking/relaxation break per four (4) hour period. Employees violating their department policy or union contract will be subject to disciplinary action.

Employees who violate the smoking restrictions may be subject to fines and/or disciplinary action. Employees are free to report violations, without fear of retaliation, in accordance with the Grundy County Personnel Policy.

Members of the general public, who violate the smoking restrictions, should be **politely asked** to extinguish their smoking materials, and to refrain from the activity. In the event that they refuse, they should be informed that they are subjecting themselves to prosecution under State Law. **Under NO circumstances should you get into an argument with a member of the public regarding the smoking ban.**

3.07 Drug and Alcohol Use

Revised 10/02

It is the County's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the County premises and while conducting business-related activities off the County premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. In some cases, information may be referred to the appropriate authorities to determine if a criminal offense has been committed.

If an employee is suspected of violating the County's rules relating to drugs and alcohol, the employee may be required to submit to a drug or alcohol test. Employees with unsatisfactory test results will be subject to discipline, up to and including discharge.

Treatment may be required if the employee is to be retained in the workforce.

Each situation will be thoroughly reviewed. Based on this review, the employee's department head, in consultation with the Human Resources Department, will determine the specific action to be taken concerning drug testing, discipline, treatment and subsequent placement or termination. The Grundy County Human Resources shall be available for assistance, if needed. To the extent possible, all matters shall be kept confidential.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the County of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five (5) days of the conviction.

3.08 Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the County wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Employees should contact their department head or a member of the Personnel Committee for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the department heads and the County Board. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the outside firm or a County employee.

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

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their department head as soon as possible the existence of any actual or potential conflict of interest in any situation that may give the appearance of a conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the County does business, but also when an employee or relative receives any bribe, substantial gift, or special consideration as a result of any transaction or business dealing involving the County. Failure to comply with the above could result in disciplinary action, including discharge.

3.09 Safety

Providing safe working conditions and maintaining continuity of employment are of continual concern. In this regard, it is important that adequate policies and procedures be developed and adhered to in order to ensure safe, efficient operating conditions, thereby safeguarding employees and facilities.

Grundy County will not knowingly permit unsafe conditions to exist, nor will it permit employees to indulge in unsafe acts. Violations of Grundy County safety rules and regulations may result in disciplinary action, including discharge.

Grundy County believes that the safety of employees and physical property can best be ensured by a meaningful program. The County provides information to employees about work place safety and health issues through internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. Employees and supervisors may also receive workplace safety training covering potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Responsibilities of Employees

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to their supervisor who will in turn report it to the Safety Committee or to Human Resource. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant they may appear, employees must immediately notify their supervisor who will in turn notify the Human Resource Coordinator. Such reports are necessary to comply with laws and initiate insurance and worker's compensation benefits procedures, and should be reported immediately, but not later than twenty-four hours after occurrence.

Responsibilities of Supervisors

Supervisors are responsible for the working conditions in their departments as well as throughout the workplace. A supervisor should remain alert at all times to dangerous and unsafe conditions, so that he/she may recommend corrective action, discipline employees who habitually create or indulge in unsafe practice, assess new or changed situations for inherent dangers, and follow up on employee suggestions for corrective action so that unsafe conditions are not instituted or permitted to exist.

3.10 Use of Equipment and Vehicles

Revised 4/10

When using County equipment and vehicles, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Employees are expected to adhere to all applicable state and federal law when operating a vehicle or piece of equipment while in an employment capacity. Employees are also expected to obtain and to keep current the appropriate license(s) for the type of vehicle(s) operated.

Employees are expected to notify their supervisor immediately if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. If employees have questions regarding their responsibility for maintenance and care of equipment or vehicles, they should contact their supervisor.

The improper, careless, negligent, destructive, unauthorized or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

In the course of conducting County business, all county owned vehicles are to be operated by County employees only. No unauthorized persons may operate County owned vehicles. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

All Grundy County employees intending to operate County vehicles or use personal vehicles on County business must hold a valid drivers license and insure their personal vehicle. On January 31st of each year all Department heads must submit a list of those employees who use County vehicles or personal vehicles for county business. Those individuals will be required to submit a copy of proof of automobile insurance and be subjected to an audit of their driver's license record by the sheriff department. Failure to do so may result in disciplinary action, up to and including termination of employment.

3.11 Attendance and Punctuality

Revised 07/09

Regular attendance and punctuality are an expected part of every employee's employment with Grundy County. Absenteeism and tardiness place a burden on other employees and on the County. In instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor at least one hour in advance of the anticipated tardiness or absence. Under circumstances when tardiness and or absenteeism is unexcused and the employee did not receive prior advanced authorization the department head will follow the County's Progressive Discipline Policy as stated in this manual under section 3.03. Employees are expected to be at their desk and ready for the business day at their assigned start time.

The County will not allow employees to take time off without pay as it is the intent for all employees to report to work when scheduled.

3.12 Access to Personnel Files

Each department head maintains a permanent personnel file on each employee which includes such information as the employee's job application, resume, training records, performance appraisals, salary history, and other employment records.

Personnel files are the property of Grundy County and access to the information they contain is restricted. Supervisors and management personnel of the County who have a legitimate reason to review information in a file are allowed to do so.

Employees may review their own personnel files in the department head's and/or Human Resource Coordinator's office. Employees interested in seeing their files should make a request, 24 hours in advance of viewing the file, to their department head.

3.13 Personal Appearance

Revised 4/02; 07/06

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the County presents to the public.

During business hours, employees are expected to present a clean and neat appearance and to dress appropriately according to the requirements of their positions.

Employees should consult their supervisor or department head if they have questions as to what constitutes appropriate attire.

- A. Employees are expected to dress in an acceptable, professional manner. Clothing must be clean, neat, in good repair and appropriate for the assigned duties. Wearing any item of clothing, jewelry or other personal adornment that bears objectionable, obscene and/or profane pictures, caricature, writing or other forms of inappropriate communication is strictly prohibited.
- B. Each Appointing Authority will determine the proper dress standards for his/her department. Certain employees may be required to meet special dress, grooming and/or hygiene standards, such as wearing a uniform or special equipment, depending on the nature of the job.
- C. If uniforms or specific dress requirements are provided, the employee must wear the uniform or comply with the dress requirement during all scheduled working hours.
- D. Employees who do not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Work time missed by a non-exempt employee will not be compensated.

3.14 Light Duty

In general, Grundy County's light duty position classification is reserved for employees in the worker's compensation program and otherwise-qualified disabled employees subject to temporary work restrictions.

Each request by an employee for a deviation from the duties and requirements of his/her position will be treated on an individual basis in conformance with applicable State and Federal Laws. The employee must submit requests for work restrictions, in writing, to their department head, (with a copy to the Human Resources Department), on form (GC104) provided by the County. The form must be accompanied by a completed work capacities form (GC104A) signed by their physician. Generally, any accommodation or modification of an employee's job duties will be permitted on a temporary basis, and will be reviewed by the County at periodic intervals.

3.15 Business Travel Expenses

The County will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the department head.

Employees whose travel plans have been approved are responsible for making their own travel arrangements. When possible and practical, employees should use County vehicles.

When approved, certain costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the County in accordance with established guidelines. Employees are expected to limit expenses to amounts set by the County (Expense Report #GC-301.)

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the County may not be used for personal use without prior approval.

When travel is completed, employees should submit completed travel expense reports within 30 ~~40~~ days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

3.16 Personnel Data Changes

Revised 07/06

It is the responsibility of each employee to promptly notify his or her department head of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, an employee should notify his or her department head so that the information may be forwarded to the County Treasurer and Human Resources Department.

3.17 Computer and Electronic Mail Usage

Revised 2/05; 02/10

Computers, computer files, software, Internet service, the electronic mail system, and all other communication devices or systems furnished to employees are the exclusive property of Grundy County and are intended for business use only. To ensure compliance with this policy, the County reserves the right to monitor, review and/or trace, at any time, electronic communications (including e-mail), downloaded material, Internet usage and/or computer files stored on or transmitted via the County's computers or systems. As a result, employees have no expectation of privacy in those files or communications.

Employees are advised that password protection does not confer any privacy right. Password protection is provided for security purposes; however, a password does not prevent or limit the County's access to files and communications (as explained above). In addition, employees are advised that deleting a communication or file does not eliminate the County's ability to retrieve and review the communication or file.

The County strives to maintain an efficient and appropriate workplace environment. Therefore; County employees are prohibited from using the County's computers, Internet, electronic mail system, and any other County communication system in any manner that is disruptive, discriminatory, unlawful, obscene, derogatory, offensive, defamatory, or otherwise inappropriate. For example, playing of games is not permitted, and the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Employees should not use a password, access a file, or retrieve any stored communication without authorization.

Electronic mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Effective January 1st, 2010, The Freedom of Information Act requires that all Electronic Communications including Electronic mail, must be performed in accordance with approved Electronic communication methods and resources approved by the Grundy County Technology Committee. Under the 2010 Freedom of Information Act all Electronic Communications are considered Public Records to be preserved, retained or destroyed in accordance with the Illinois Records Act 5ILCS 205/1seq.

Employees must and are required to notify their immediate supervisor or their department head upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

3.18 Phone and Mail System Usage

Personal use of telephones, either office or cellular, for long-distance and toll calls is not permitted. Employees should practice discretion in using County telephones when making local personal calls. Authorized County officials will review detailed phone bills and will require employees to reimburse the County for any charges resulting from their personal use of the telephone.

The use of County-paid postage for personal correspondence is not permitted.

Employees who violate this policy can be subject to disciplinary action, up to and including termination of employment

3.19 Workplace Contraband, Security Inspections and Cell Phones

Revised 8/04

Grundy County wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the County prohibits the possession, transfer, sale or use of such materials on its premises. The County requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of the County. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the County at any time, either with or without prior notice.

The County likewise wishes to discourage theft or unauthorized possession of the property of employees, the County, visitors, and customers. To facilitate enforcement of this policy, the County or its representative may inspect not only desks and lockers, but also persons entering and/or leaving the premises and any packages or other belongings.

In all County Buildings, individuals are strictly prohibited from using cell phones or personal data assistants ("PDAs"), unless an employee has the consent from their oversight authority to utilize one in accordance with their work duties. to photograph, record or transmit images. Any employee who uses a cell phone or PDA in violation of this policy will be subject to disciplinary action up to and including termination. Said disciplinary action may also include confiscation of the cell phone or PDA.

Any visitor who uses a cell phone or PDA in violation of this policy may be subject to arrest and prosecution under the Homeland Securities Act.

3.20 Return of Property

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all the County property to their supervisor immediately upon request or upon termination of employment. Where permitted by applicable laws, the County may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The County may also take all action deemed appropriate to recover or protect its property.

3.21 Governmental Ethics

New 4/02; Revised 7/06

The County has enacted an Ordinance in compliance with the Illinois State Officials and Employees Ethics Act (see Grundy County Code Chapter 7, Ordinance 04-013). Pursuant to the Ordinance, County employees (and certain relatives) are prohibited from soliciting or accepting any “gift” (as defined in the Ordinance) from any “prohibited source” (as defined in the Ordinance), subject to certain exceptions identified in the Ordinance. In addition, County employees are prohibited from: (1) performing “prohibited political activities” (as defined in the Ordinance) during “compensated time” (as defined in the Ordinance); (2) using County property or resources in connection with any “prohibited political activity” (as defined in the Ordinance); and/or (3) requiring any other employee to participate in any “prohibited political activity” (as defined in the Ordinance) as part of his/her duties, as a condition of employment, or during any compensated time off.

Employees are expected to be familiar with the terms of the Ordinance. If you have any questions or would like to review the complete Ordinance, please contact your Department Head or the Human Resources Department.

Employees who violate the Ordinance are subject to penalties and discipline, up to and including termination.

3.22 Supervisor/Subordinate Relations

In order to avoid serious potential issues relating to favoritism, employee morale, conflicts of interest, and unlawful discrimination, supervisors are prohibited from engaging in dating relationships (including romantic relationships and/or sexual relationships) with their subordinates. Employees (supervisors and subordinates) who violate this policy are subject to reassignment, transfer, and/or discipline (up to and including termination).

4.01 Job Posting

Revised 10/02

Grundy County provides employees an opportunity to indicate their interest in open positions. The job-posting program gives current Grundy County employees a means to apply for lateral and promotional positions before recruiting activities begin outside the organization. Department heads with open positions should notify the Human Resource Coordinator of openings in their departments.

Normally, notices of all job openings are posted, although the County reserves the right not to post a particular opening. Job openings will be posted on employee bulletin boards at the Administration Center and at the Courthouse and normally remain open for three (3) working days. After the three (3) working days, the department head may fill the open position or may begin recruiting activities outside the organization.

Each job posting notice will include the dates of the posting period, job title, department, location, grade level, salary range, job summary, essential duties, and qualifications (required skills and abilities).

Employees who are on suspension or have a written warning on file for less than a year, are not eligible to apply for posted jobs. The County encourages employees to discuss their developmental and career plans with their supervisors before applying for posted positions.

Employees interested in applying for a posted position should contact the appropriate department and submit an application to the department head with the opening. After the three (3) working day posting period, the department head shall review all internal applications received and applications on file in the Human Resource Department's office, and will interview those candidates that possess the required skills and abilities for the job. If the department head determines that no internal candidate is satisfactory within the three (3) day posting period, the department head shall begin recruiting activities outside of the Grundy County organization. The Human Resource Department will provide assistance with scheduling, reference checking, or other recruiting activities.

This procedure does not preclude the County from recruiting from the outside when and if it is determined such a procedure is necessary.

4.02 Lateral Transfers and Promotions

Revised 10/02

Grundy County offers the opportunity to be promoted or transferred, on the basis of need and the employee's work-related performance, job-related qualifications and County service.

For purposes of this policy and practice, a promotional opportunity is defined as a movement to a position in a higher classification. A lateral transfer is defined as a move from one position to another position which is not of a higher classification. Transfers may be initiated by the County to adjust to changes in workforce requirements, and other circumstances as determined by the County. Additionally, an employee may request a transfer in order to satisfy a personal preference. Such a transfer may also be suggested by the employee's supervisor when it is in the best interests of the County.

Employee-initiated Transfers and Promotions

Employees may apply for posted internal positions (both lateral transfers and promotions) by applications through the job-posting program. Employees are eligible to pursue job opportunities for positions in which they are qualified. Employees are encouraged to contact their department manager to discuss their qualifications and career interests prior to applying for an internal opening.

County-initiated Placements

Placements may be initiated by the County to adjust to changes in workforce requirements, to accommodate an employee's disability or for other business reasons.

4.03 Performance Evaluation

Revised 10/02; 07/06; 12/09; 4/10

At a minimum all employees will receive a yearly performance review to be administered by their direct supervisor and communicated to the employee within the month of May. The County Administrator will evaluate department heads based on performance with input provide by their oversight committee. Evaluation forms shall be signed by both the supervisor and employee and returned to Human Resources by May 31st for record keeping.

In general, a new employee will be formally evaluated by his/her supervisor within 1-2 months after the date of hire and within 5-7 months after the date of hire. Additionally, each employee who has been transferred or promoted to a new position will be formally evaluated by his/her supervisor within 1-2 months after the date of the transfer or promotion, and within 5-7 months after the date of the transfer or promotion.

The purposes of performance appraisal are to provide supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches to meeting goals.

The performance appraisal process is a continuous one, not an activity restricted to the production of a periodic performance appraisal form. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis and summarize progress more formally and in writing in the annual performance appraisal.

4.04 Educational Assistance

Revised 10/02

The County recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the County. Educational assistance will only be allowed if there is available budgeted funding.

Educational assistance maybe available to eligible full-time non-temporary employees who have completed at least one year of service with the County. To maintain eligibility, employees must remain on the active payroll and be performing their job satisfactorily through completion of each course.

The County may reimburse 50% of the employees tuition and book fees for job related college courses, (tuition and book fees cost will be based on the Illinois State University's fee schedule) when the following conditions have been met:

- The course must be clearly job related and of benefit to the County as well as the individual. The County Personnel Committee shall determine, based on the department head's recommendation, whether or not the course is job related or not, prior to the beginning of the semester or quarter.
- Funds for tuition and book fees must be provided for in the budget of the employee's department and reimbursement approved by the County Personnel Committee.
- The course should be taken on the employee's own time and not during hours for which the employee receives salary.
- The employee must achieve an academic grade of "B" or above in the course, in order to receive reimbursement.
- A receipt for tuition and book fees must be presented to the employee's department or division head in order to document the employee's request for reimbursement. A copy of the employee's grade card must also be presented to document the academic grade received in the course.
- The employee must work for the county for an additional 12 (twelve) months after receiving educational assistance or refund the dollar amount.

Any exception to these guidelines must be approved by both the department head and the Grundy County Personnel Committee.

While educational assistance is expected to enhance employees performance and professional abilities, the County does not guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

5.01 Wage and Salary Administration

Revised 8/98; 10/02, 3/12

The Grundy County pay plan is intended to provide fair compensation for positions in the County within its affordability to do so. In establishing the pay plan, the County takes into consideration the general rates of pay for similar employment in private establishments and other public jurisdictions in the area as well as the financial condition of the County. From time to time, the County may make comparative studies of factors affecting the pay plan to determine whether its pay objectives are being met.

The pay plan primarily consists of a classification system and pay ranges. The classification system includes groupings of positions into grades, by title, which are approximately equal in complexity and responsibility, which have the same general qualifications, and which can be equitably compensated within the same range of pay. A minimum and maximum pay range is established for each classification.

New employees or current employees entering a new classification are generally paid at the entrance rate for that position.

While the performance of each employee is under constant review, overall performance and pay level shall be appraised at least once during each 12-month period. Employees are generally advanced to the new pay rate within their classification on December 1st of each year, provided his or her performance level is at a satisfactory level. Pay rate advancements, as well as any exceptions, must be recommended by the appropriate department head and must be approved by the Grundy County Personnel Committee and have appropriate funding within the Fiscal Budget. A new employee hired 90 days before any effective wage increases will not be eligible for that wage increase.

The Personnel Committee has determined that the positions identified in Appendix 5.01 A at the back of this Manual are "exempt" for purposes of the Fair Labor Standards Act. These positions are not subject to Section 5.02 "Overtime".

5.02 Overtime

Revised 07/06

When operating requirements or other needs cannot be met during regular working hours, employees may be needed to work overtime. All overtime work must receive the supervisor's written authorization normally in advance.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Overtime shall be paid at a rate of time and one half for all hours exceeding forty hours in a workweek. The work week begins on Monday and ends on the following Sunday or a different work week schedule maybe requested by the Department Head and approved by the Personnel Committee.

Where appropriate, all department heads are encouraged to offer comp-time in lieu of overtime pay for hours worked in excess of 40 hours in a workweek. Compensatory time will be granted to Non-Exempt employees at the rate of 1.5 hours for each hour of overtime worked. Compensatory time may accumulate to a maximum of 40 hours, after which additional overtime worked will be paid. Upon termination of employment, an employee will be paid for accrued unused compensatory time
Exempt Employees, Administrative, and executive employees who have duties and responsibilities which are primarily managerial, or employees for whom specialized training or certification is required, may be determined exempt from the overtime requirements by the Fair Labor Standards Act (FLSA). When exempt employees work in excess of forty hours per week, they are not eligible for overtime pay.

Deferred Time:

Exempt employees may be granted "deferred time" for extra hours worked, under certain circumstances. If deferred time is granted, an employee will receive one hour of deferred time for each extra hour worked.

In order to receive deferred time, an employee must obtain the prior written approval of the employee's supervisor. Specifically, the supervisor's approval must be granted prior to the extra hours worked, and must specify the number of approved extra hours and the corresponding approved deferred time.

Deferred time will be permitted to accrue to a maximum of 40 hours. Deferred time must be used within 12 months of the date on which it is earned; any deferred time not used by the deadline will be forfeited. Use of deferred time must be pre-arranged with the employee's supervisor. Employees are/are not eligible to be paid for accrued but unused deferred time.

If an exempt employee works extra hours without first requesting deferred time and receiving approval for the extra hours and the deferred time, the employee will not receive deferred time. If an employee accrues deferred time in excess of the cap specified above, the deferred time will be lost, without compensation.

5.03 Timekeeping

Revised 10/02

Accurately recording time worked is the responsibility of every employee and his or her supervisor. Federal and state laws require the County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed. If the employee's department has a time clock the employee must use it.

Each exempt employee must maintain an accurate record of time worked by the employee in excess of the employee's regular work day. The record must be submitted to the Human Resources Department at the end of each fiscal quarter.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

5.04 Paycheck Administration

All employees are paid biweekly. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off or a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

The law requires that the County make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The County also must deduct Social Security taxes on each employee's earnings up to a specified limit called the Social Security' wage base'.

All employees hired for the County of Grundy full time shall be signed up for the Illinois Municipal Retirement Fund (IMRF), at the time of hire. If an employee works 20 hours a week (1000 hours a year) he/she must be signed up for the IMRF or SLEP in the Sheriff's Department, requirements are that anyone working over 1000 hours a year must be signed up. The rate of 4.5% of employee's wages go to the IMRF, for SLEP it is 7.5% (as of June 1, 2006) of wages. No federal or state taxes are taken out of this until you withdraw from IMRF or SLEP.

The County offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. Employees may also have a payroll deduction to their Morris Credit Union accounts, for checking, savings, or to pay loans.

The County takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of his or her supervisor and the County Treasurer so that corrections can be made as soon as possible.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.

5.05 Employee Benefits

Eligible employees at the County are provided a wide range of benefits. A number of programs (such as Social Security, Workers' Compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

The following benefits programs are available to eligible employees:

- Dental Insurance
- Family Leave
- Holidays
- Jury Duty Leave
- Life Insurance
- Medical Insurance
- Medical Leave
- Military Leave
- Pension Plan
- Personal Leave
- Sick Leave
- Vacation

Benefits eligibility is dependent upon a variety of factors, including employment status (full-time, part-time, temporary). Employees should consult the relevant sections of this manual for more information and to determine their eligibility for certain benefit programs.

5.06 Workers' Compensation Insurance

Revised 07/06

Grundy County provides a Workers' Compensation insurance program at no cost to employees. This program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment. Subject to applicable legal requirements, Workers' Compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Under the provisions of the Occupational Safety and Health Act of 1970 (OSHA), Grundy County is required by law to keep a log of all occupational injuries and illnesses. Therefore, it is mandatory that all potentially work-related injuries must be reported IMMEDIATELY to the Department Head and the Human Resources Department. An Accident Report Form must be completed within 24 hours of a work-related accident (forms are available from the supervisor or in the Human Resources Office). This report will be the basis of a review to determine if the illness/injury is covered by Workers' Compensation under the guidelines of the State of Illinois.

Grundy County retains the right to investigate and contest any Worker's Compensation claims made by employees. The County may require that a medical examination be conducted to determine the nature and extent of injuries claimed. Any such required medical exams will be performed at the County's expense.

In order to limit the obligations of the County for each new separate injury, the County (or the insurer or administrator, as applicable) requires the employee to furnish medical proof or submit to a medical examination, whether any subsequent injury is a new and separate injury or an aggravation of a former injury received while in the County's service. Neither the County nor the insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the County.

5.07 Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the County's Health plan when a 'qualifying event' would normally result in the loss of eligibility. Some common "qualifying events" are as follows:

- Death of the employee;
- Termination of the employee's employment for any reason other than gross misconduct;
- Reduction in the employee's hours of work below the minimum required for eligibility under the plan;
- Divorce or legal separation;
- Employee becoming entitled to Medicare; or
- Dependent child ceasing to be a "dependent child" under the terms of the County's health care plan.

Under COBRA, the employee or beneficiary pays the full premium at applicable rates as determined by the plan actuary, plus a service fee. The County provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the County's Health Insurance plan. The notice contains important information about the employee's rights and obligations.

5.08 Call Back Premium

Employees who are called back to work after their schedule work day or workweek are eligible for a "Call Back Premium" which provides 150 percent of the employee's regular hourly rate for a minimum of two hours, or for the actual hours worked, whichever is greater. The primary intent is to compensate the employee for the inconvenience caused by returning to work at an unscheduled time.

Example: An employee who has completed a regular shift and is called at home to return to work for emergency repairs and completes the repairs in one hour. The call back premium policy will result in the following payment for that additional period:

2 hour minimum at 1.5 time = 3 hours paid for 1 hour worked

Should the repairs require a total of 4 hours work (i.e. greater than 2) by the employee, pay would be based on the actual time worked as follows:

4 hours time at 1.5 time = 6 hours paid for 4 hours worked

Call Back Premium is not paid in addition to overtime. For example, if the employee cited in the example above has worked a 40-hour week in addition to call back, the employee would receive pay in the same manner and amount. The employee will always receive the greater of overtime or Call-Back Premium for a minimum of two hours (but not both).

5.09 HIPAA Health Insurance Portability and Accountability Act

Revised 10/02

For Insurance plan years beginning after June 30, 1997, under the "Health Insurance Portability and Accountability Act of 1996" (HIPAA), employer-sponsored group health plans must generally cover employees with preexisting conditions within 12 months of when the employee starts a job. This 12 month waiting period is reduced or eliminated depending upon the length of the employee's "creditable coverage" at the old job. For example, the preexisting condition waiting period would be eliminated for a new employee who had been covered for at least one year by his or her prior employer's health plan.

These portability rules apply to group health plans with two or more participants who are active employees on the first day of the plan year.

To take advantage of the 12-month preexisting exclusion period, employees must enroll in an employer's group health plan at the first opportunity; otherwise, an 18-month exclusion period may apply.

Creditable coverage includes coverage by a group health plan. If an individual has been without coverage for more than 63 days, however, earlier coverage does not count.

Group health plans and insurerss must provide a written certificate of an individual's creditable coverage under the plan.

Appendix 5.01 A Exempt Positions

Revised 10/02; 07/06

DEPARTMENT

County Administrator
Director of Planning & Zoning
Solid Waste Coordinator
EMA Director
Supv of Assessments
Human Resources Director
IT Director
Highway Engineer
Animal Control Adm.

ASSISTANT

N/A
Building & Planning Officer
N/A
Asst Dir
Deputy Supv
N/A
N/A
N/A
Director

Health Department Administrator (Including Department/Division Heads)

FLSA SUPERSEDES COUNTY POLICY

ELECTED OFFICIALS

- *Treasurer
- *Co. Clerk/Recorder
- *Circuit Clerk
- *States Attorney
- *Sheriff
- *Coroner
- *Regional Superintendent of Schools
- *County Board Members