

Employee Handbook



May 1, 2021

Mayor Patty Gregory

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Introduction to Policy Manual and Disclaimer

The City of Belleville (City) is pleased to provide its employees with this Employee Handbook, to replace and supersede any previous employee handbook(s) and related documents issued by the City, in order to provide information that will assist employees. Not all City ordinances, policies and procedures are included; those that have been summarized. Employees additionally remain subject to the City's Revised Code of Ordinances, as well as any applicable collective bargaining agreements, during employment. For more information, employees may refer to the City's Revised Code of Ordinances (which is available for review on the City website), confer with a supervisor, principal and/or department head, or call the City Department of Human Resources.

This is a general publication prepared for all City employees, many of whom are represented by various unions. If a conflict arises between an item in this Employee Handbook and an item in a negotiated collective bargaining agreement, the terms of the collective bargaining agreement will govern without nullifying any other items in this Employee Handbook. Furthermore, the City has implemented a Police Command Staff Policy and, if a conflict arises between same and this Employee Handbook, the Police Command Staff Policy shall control without nullifying any other items in this Employee Handbook.

The City reserves the right to reinterpret, change, supplement or rescind any part of this Employee Handbook and/or any of its other ordinances and/or policies at any time as it deems appropriate, with or without prior notice, including but not limited to any and all of the compensation/benefits provisions thereof. Nothing in this Employee Handbook or in any of the City's ordinances, policies, practices, or representations to or about its employees is an express or implied contract, and neither this Employee Handbook nor any such ordinances, policies, practices, or representations shall be construed as an employment contract/agreement. Unless a member of a union recognized by the City, City employees are employed "at will", meaning that the City may terminate the employment of such employees at any time for any reason or no reason unless prohibited by law, and such employees can terminate their employment at any time for any reason or no reason. Only the City Council can change the at-will relationship or make any binding promises regarding the terms of employment, and any such change or promise must be in writing signed by the Mayor upon approval of the City Council.

100. Recruitment and Selection

101. Recruitment and Selection

Effective date: April 1, 2018

Revision date:

The City is an Equal Employment Opportunity employer. For positions requiring Vacancy Announcements, recruitment will be the responsibility of Human Resources in cooperation with Department Heads and/or the Hiring Manager. Internal candidates will be considered whenever possible. In addition to advising employees of vacancies as required, Human Resources will initiate the recruitment and selection process, which *may* include the following steps:

A. Recruitment Methods

- Posting to City website
- Advertisement in newspapers, trade journals, or other targeted recruitment venues
- Contact with area schools
- Other methods of recruitment

B. Selection Methods

- Interview(s)
- Job-related pre-employment test(s)
- Reference and employment verification checks
- Post-job offer, pre-hire drug test, job-related evaluation(s)
- Post-job offer, pre-hire criminal background check
- Motor vehicle record check, if job-related

C. Disqualification of Applicants

The City may reject any applicant who:

- Doesn't meet the qualifications required for the position
- Makes false statements or representations on his/her application
- Is an immediate family member of or is personally involved (such as in a romantic relationship) with someone in the line of authority for the position to which the applicant applied

All prospective new full-time hires, including appointed positions, will undergo a drug screening and criminal background check once a conditional job offer has been made. The City will follow all applicable federal and state laws with respect to performing pre-employment criminal background checks and drug screenings. After a candidate has been selected, the City shall require the completion of all necessary forms and documentation prior to the new employee's first work shift. Failure to complete necessary new hire forms or supply required documentation for the forms may result in a delay in hiring or withdrawal of the job offer. Active personnel files for all employees other than Firefighters and Police Officers will be maintained in Human Resources.

102. Employment Applications

Effective date: April 1, 2018

Revision date:

The City will require completion of the application for employment by all candidates and may request and obtain criminal history, driver's license records, and other appropriate information. The City will comply with all applicable federal and state laws when obtaining and using information used for making hiring decisions. Candidates found to have made misrepresentations in the hiring documents or process may lose consideration for employment; or, if hired, may be terminated from employment. Human Resources will maintain the application and other related materials of all applicants for a period of two (2) years.

103. Equal Employment Opportunity

Effective date: April 1, 2018

Revision date:

The City does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, citizenship status, ancestry, age, physical or mental disability, marital status, military status, sexual orientation, or any other characteristic protected by federal or state law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Anyone found to be engaging in retaliation or any type of unlawful discrimination will be subject to disciplinary action, up to and including termination. Any supervisor who knows of such behavior and fails to take immediate and appropriate corrective action also will be subject to disciplinary action. All employees with questions or concerns about workplace discrimination are encouraged to contact their immediate supervisor and/or Human Resources. There can be no retaliation against anyone for making a good faith report or participating in an investigation.

104. Medical Information Confidentiality

Effective date: April 1, 2018

Revision date:

A. Any information, data, or documentation relating to an employee's mental or physical condition, will be maintained by Human Resources in a confidential medical file separate from regular personnel records. Only authorized employees may have access to such files.

B. Medical information concerning employees is absolutely confidential under state and federal laws and may not be discussed at any time with any person under any circumstances, unless an employee needs to do so in order to carry out his or her job duties, or unless the person discussing the information has been authorized by the person with the health-related condition. If an employee is concerned about a co-worker's possible medical condition, the employee may contact Human Resources. In the event of an emergency medical situation, employees are to call 9-1-1.

C. Any employee who is found to have discussed medical information about another employee in violation of this policy, or who is found to have released such information without authorization, will be subject to disciplinary action, up to and including immediate termination from employment. In addition, state and federal laws may subject such an employee to both civil and criminal action in a court of law.

105. Accommodation Requests

Effective date: April 1, 2018

Revision Date

The City of Belleville strives to provide an inclusive and accessible environment for employees and the citizens we serve. Reasonable accommodations for individuals with disabilities will be made, unless doing so would result in an undue hardship to the City. In the event that a candidate or employee needs an accommodation, Human Resources is to be notified. Following notification, the City will engage in the interactive process to determine whether a reasonable accommodation can be made. The City may need additional information from the treating physician or other medical professionals. The City will follow all federal and state laws when assessing a candidate's or employee's request for a reasonable accommodation.

106. Employment Reference Checks

Effective date: April 1, 2018

Revision date:

For prospective employees: the hiring managers will contact the candidate's references prior to making job offers to ensure accuracy of information.

For reference checks on current or previous City employees: The office of Human Resources will respond in writing or by fax only to those reference check inquiries that are submitted in writing or by fax and are

authorized by the employee in writing. Responses to such inquiries will confirm dates of employment, wage rates, and position(s) held. Anyone receiving a reference request should forward it to H.R.

107. Residency

Effective date: April 1, 2018

Revision date: June 21, 2021

Residency requirements will be in accordance with Ordinance 8159-2018, Sections 31.009 and 31.031 of the Revised Code of Ordinances of Belleville, IL.

108. Rehiring and Transferring

Effective date: April 1, 2018

Revision date:

Former employees interested in re-employment may apply for open positions and are subject to the same application process as all other candidates and receive no adjustments in pay based on prior service. In re-employment situations, the employee will be treated as a new employee.

Retirees may be considered for re-employment but must be mindful of their retirement system's work hours and pay restrictions. The City will not hire anyone into a position for which retirement penalties apply.

When an employee transfers out of a union employee group and into an appointed or other non-union position, no benefits from the previous employee group carry over to the new position. Length of service, however, for the purpose of vacation and sick leave, will be honored during an employee transfer.

200. Employment

201. Full-Time Employment Categories

Effective date: April 1, 2018

Revision date:

Work schedules, levels of responsibility, and benefits are tied to employment categories. No change to an employment category will change the at-will relationship the City has with its employees.

Each full-time employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt 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 and are not entitled to overtime pay. An employee's exempt or nonexempt classification may be changed with written notification by City management following job description review. Classification is not tied to job performance but rather is dictated by duties and responsibilities according to guidelines provided by the Department of Labor.

An exempt employee will receive his/her full weekly salary for each workweek. However, for an exempt employee's first and last weeks of work for the City, the employee will be paid only for the number of days actually worked. In addition, if an employee has fully exhausted all available vacation and personal holiday pay and the employee is absent a full day for personal reasons, the employee will not receive pay for any such days. If the employee has fully exhausted all available sick pay, and any other available paid time off and is absent for a full day or more due to illness or injury, the employee will not receive pay for any such days. If an employee is taking FMLA leave and has no available paid time off to cover the absences, the missed time will be without pay. An unpaid disciplinary suspension of one or more full days may be imposed in good faith for workplace conduct rule infractions.

If any employee believes that an improper deduction has been made to his or her salary, s/he should immediately report this to the immediate supervisor and Finance/Payroll. The City will promptly investigate and if it is determined that an improper deduction has occurred, the employee will be reimbursed.

202. Time and Leave Reporting

Effective date: April 1, 2018

Revision date:

It is the responsibility of every employee to accurately report time worked, leave taken, and to utilize available leave in the manner for which it is intended. It is the expectation that employees arrive at work as scheduled and are ready to begin work on time. Failure to report accurate daily time to the supervisor or designee may be subject to disciplinary action. Misrepresenting working hours, leave use, failure to keep accurate, daily records, falsifying any information related to timekeeping, tampering with the time clock or other employees' time cards/leave reports, or clocking in/out for other employees may result in disciplinary action, up to and including termination of employment.

Salaried, exempt employees are expected to work a minimum of 40 hours per week. Salaried, exempt employees are not eligible for overtime, compensatory time or additional pay for job-related hours worked beyond 40 hours in a week. Hours worked are submitted to Payroll each pay period for recordkeeping purposes but in most cases do not alter the salary (see 201).

Non-exempt salaried employees are expected to work no more than 40 hours per week (unless schedule change is approved by a supervisor) and must report actual hours worked. Non-exempt employees are to utilize the time sheet or time clock to record all variations to their normal schedule (such as when late, leaving early, etc.).

Leave hours, such as approved sick leave, vacation, personal holiday, legal holiday, compensatory time (for non-exempt employees only), FMLA, Jury Duty, etc., must be recorded as such on the time sheet or leave report. Leave must be used as intended and falsification of leave usage may be subject to discipline, up to and including termination. Employees must obtain their supervisor's approval for any non-routine or unscheduled breaks as well as any leave. It is the responsibility of each employee to check his/her leave balances each month and report discrepancies to the supervisor.

Supervisors are required to uphold the timekeeping policy equitably for all staff. It is expected that employees with supervisory responsibilities will ensure the accuracy of submitted time. Employees are to report any concerns relating to pay practices to Human Resources and Finance.

Any City Officer desiring to be temporarily absent from the city shall apply to the Mayor for a leave of absence, which may, at the discretion of the Mayor, be granted in writing for any time not exceeding 20 days and, when granted, shall be filed with the City Clerk. Employees taking unpaid absences not associated with FMLA will pay 100% of their insurance premium(s) and will not earn paid leave while in an unpaid status.

203. Work Schedules

Effective date: April 1, 2018

Revision date:

On the first Monday of May in each year, or as soon thereafter as possible, there shall be appointed by the Mayor, with the approval of the City Council, all appointive city officers, who shall hold their several offices for the term of one year and until their successors are appointed and qualified. Full-time employees are expected to work a minimum of 40 hours per week (at least 2,080 hours annually). Because meal periods are unpaid, normal daily hours are generally 8.5 hours (when a half hour meal

break is taken) or 9 hours (when an hour meal break is taken). Per 820 ILCS 140/3, meal breaks normally will be scheduled no later than 5 hours after the start of an employee's schedule. Non-exempt employees are to be relieved of all active responsibilities and restrictions during meal periods and may not forego their meal period to create unauthorized overtime. Schedules are to be assigned by the immediate supervisor and any variations to that schedule must be approved. Although select employees have remote access to the City's information technology, working from home is not permitted as an alternative to working from the assigned work space. All leave must be submitted for approval and tracking to the immediate supervisor and supervisors are to provide a month-end leave report to Human Resources. When a non-union, non-exempt employee works more than 8 hours in a day, the scheduled hours may then be reduced in the same work week, with the supervisor's approval, to keep hours at 40 per week. Department heads are responsible for scheduling staff and controlling overtime. For budgetary purposes, all department heads shall turn over to the Mayor's office on a bi-monthly basis all overtime and compensatory time for their department during the preceding two weeks. Both the name of the employee, the date and hours worked and the reason for the overtime must be on this report. A departmental leave report must be turned in to Human Resources each month with starting and ending leave balances for each employee.

204. Business Ethics and Conduct

Effective date: April 1, 2018

Revision date:

Ethical behavior is the cornerstone of the City's "Belleville Achieves Strength in Character (BASIC)" initiative. Our reputation for being a Community with Character is dependent upon our City elected officials' and employees' integrity, good judgment, and ethical behavior. The City will comply with all applicable laws and regulations and expects its elected officials and employees to conduct business in accordance with all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Disregarding or failing to comply with this high standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment. The regulations of § 5-15 (5 ILCS 430/5-15) and Art. 10 (5 ILCS 430/10-10 through 10-40) of the state's Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., (hereinafter referred to as the "Act" in this section) are hereby adopted by reference and made applicable to the officers and employees of the city to the extent required by 5 ILCS 430/70-5. Employees seeking further information or needing assistance with an ethical decision may contact the City's Ethics Officer, the Human Resources Director, at (618) 233-6810, ext. 2286. The Ethics Officer will work in cooperation with the City attorney on all matters relating to ethics. Any officer of the City who refuses to discharge any lawful duty imposed upon him or her by any ordinance of the city shall, on conviction thereof, be fined not less than \$20, nor more than \$200. Every officer of the City shall perform such other duties, and be subject to such other rules and regulations, as the Council may provide by ordinance.

205. Travel Expenses

Effective date: April 1, 2018

Revision date:

Effective date: April 1, 2018

Revision date:

All work-related policies apply while performing City business or representing the City in any capacity. Family members (to include significant others) may accompany the City employee during business travel; however, they must travel at their own risk and cannot interfere with the performance of the City-employee during work-related events and activities. All costs and expenses attributable to the family member must be paid for out of the employee's personal funds. The City 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 are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include:

1. Commercial Carrier: Fares will be limited to coach or economy fare or the lowest available fare. Ground transportation to and from stations and airports by bus, limousine, taxi or private vehicle (whichever is the least costly option);
2. Private Vehicles: If a City vehicle is not available for use, a private vehicle may be used for travel on City business when authorized by the Department Head. Reimbursement will be limited to the lower of a) standard mileage rate (as determined by the IRS), plus tolls, parking and garage charges; or b) the cost of air travel as provided above. Miles will be based on the number of actual miles driven while on City business and will be paid to the vehicle's owner only, regardless of the number of people traveling in the same vehicle. Employees should not drive to destinations when the travel time to the location requires more than one day. No reimbursement will be made for lodging, meals, or other expenses incurred, unless prior approval is received from the Department Head;
3. Car rental fees: Typically, only fees for compact or mid-sized cars will be paid. If a group of employees (more than two) is traveling together and the Department Head gives prior authorization, other rental options will be considered;
4. Reservations should be made in advance to ensure that lodging is secured at moderate rates. Reimbursement will be limited to the minimum number of nights required to conduct City business. No lodging expenses will be reimbursed for meetings or conferences held in the St. Louis area;
5. For travel required outside of the metropolitan area or requiring an overnight stay, with prior approval from the Department Head, reimbursement will be made for actual cost of conservative meals, tips (not to exceed 20% of the meal's total cost or 10% of a taxi fare), charges for telephone calls, fax, and similar services required for business purposes. Cost of alcoholic beverages and entertainment will not be reimbursed. Meals that are provided as part of a conference, training program or are otherwise provided for an employee will be documented and employees may not request reimbursement for such meals.

When travel is completed, employees are to submit itemized receipts to the Finance Department within 30 days. Payment may be denied without itemized receipts to verify expenses. Payment will be made as soon as the expenses have been audited for compliance with this policy and approved.

A full-time non-exempt employee's normal workweek may be temporarily changed to an alternate schedule to accommodate travel time and conference attendance. A non-exempt employee who must travel to another city and return on the same day will be paid for time spent traveling above and beyond his/her normal commute time. Also, usual meal periods will be deducted from hours worked. When travel time is incurred on overnight trips, only the time spent traveling by the employee that overlaps with the employee's normal workday is counted as work time. This is true even if the travel takes place on a Saturday, Sunday, or holiday when the employee does not normally work. Drivers (employees) are paid for hours worked. In the case of travel across time zones, actual time must be counted, and not the artificial time indicated by the clock changes.

206. Personal Relationships in the Workplace

Effective date: April 1, 2018

Revision date:

In cases where a conflict arises because of married, romantic, or familial relationships between employees, the employees may be separated by reassignment (if a vacancy exists for which the employee is qualified and transfer is not governed by a Collective Bargaining Agreement). No employee may work in the line of authority of an immediate family member/ spouse/ person with whom they are an immediate family member or are romantically involved.

207. Work Release/Fitness for Duty Evaluations (FDE)

Effective date: April 1, 2018

Revision date:

It is the responsibility of the acting supervisor to report an employee absence of three (3) or more consecutive days to Human Resources. The employee is expected to contact the supervisor when a return date has been provided by the treating physician. In order to return to work after a serious illness, injury, and/or medical leave, employees must provide Human Resources with a work release from their treating physician stating the date on which the employee is able to return to duty. The treating physician must note restrictions or provide a full duty release. The City will determine if the restrictions can be accommodated without undue hardship. After Human Resources receives the work release, employees in certain positions (Firefighters, Police Officers, and others as dictated by business necessity) may need to pass a Fit for Duty Evaluation (FDE) before returning to work. The FDE provides an assessment to ensure that the employee is physically able to safely perform the essential functions of his/her job. The need for a FDE will be determined by Human Resources on a case-by-case basis and will be done at the City's expense. All medical information will be kept in confidence in the Human Resources office, separate from the employee file. Human Resources will provide updates relating to anticipated return to work, restrictions, etc. to the employee's supervisory line of authority without disclosing the medical issue(s).

208. Conflicts of Interest

Effective date: April 1, 2018

Revision date:

City employees are to conduct business with integrity, and to separate personal interests from professional responsibility. Conflict of interest occurs when an employee is in a position to influence a work-related decision that may result in personal gain for that employee or his/her relative (defined for this purpose as 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.) If employees have any influence on transactions involving purchases, contracts, or leases, they are required to disclose the conflict to Finance as soon as possible. Personal gain may result not only in cases where an employee or relative has ownership in a company or service provider with which the City does business, but also when an employee or relative receives any kickback, substantial gift, or special consideration as a result of any transaction or business dealings involving the City. Employees needing more information about conflicts of interest are to contact Human Resources. Per City Ordinance 31.013, for the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

APPOINTED OFFICIALS. Includes, but is not limited to, all members of any board, committee, commission or other body appointed by the city.

MUNICIPAL OFFICER. Any elected or appointed official of the city.

- No municipal officer shall vote on any proposition or issue before the body on which he or she sits if said officer will be directly or indirectly benefitted financially by the passage or failure of the proposition or issue.

- When a proposition or issue arises where a municipal officer will be directly or indirectly benefitted financially, it shall be the duty of said municipal officer to inform the body on which he sits of the possible financial benefit. If the proposition or issue is to be forwarded to the City Council for the final approval, then it shall further be the duty of said municipal officer to report to the City Council of his or her possible financial benefits from their action.

(1960 Code, § 3.34) (Ord. 3276, passed 12-30-1974)

209. State Gift Ban Act

Effective date: April 1, 2018

Revision date:

(A) The regulations of § 5-15 (5 ILCS 430/5-15) and Art. 10 (5 ILCS 430/10-10 through 10-40) of the state's Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., (hereinafter referred to as the "Act" in this section) are hereby adopted by reference and made applicable to the officers and employees of the city to the extent required by 5 ILCS 430/70-5.

(B) The solicitation or acceptance of gifts prohibited to be solicited or accepted under the Act, by any officer or any employee of the city, is hereby prohibited.

(C) The offering or making of gifts prohibited to be offered or made to an officer or employee of the city under the Act, is hereby prohibited.

(D) The participation in political activities prohibited under the Act, by any officer or employee of the city, is hereby prohibited.

(E) For the purposes of this section, the terms **OFFICER** and **EMPLOYEE** shall be defined as set forth in 5 ILCS 430/70-5(c).

(F) The penalties for violations of this section shall be the same as those penalties set forth in 5 ILCS 430/50-5 for similar violations of the Act.

(G) This section does not repeal or otherwise amend or modify any existing ordinances or policies which regulate the conduct of city officers and employees. To the extent that any such existing ordinances or policies are less restrictive than this section, however, the provisions of this section shall prevail in accordance with the provisions of 5 ILCS 430/70-5(a).

(H) Any amendment to the Act that becomes effective after the effective date: April 1, 2018 of this section shall be incorporated into this section by reference and shall be applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities. However, any amendment that makes its provisions optional for adoption by municipalities shall not be incorporated into this section by reference without formal action by the corporate authorities of the city.

(I) If the state's Supreme Court declares the Act unconstitutional in its entirety, then this section shall be repealed as of the date that the state's Supreme Court's decision becomes final and not subject to any further appeals or re-hearings. This section shall be deemed repealed without further action by the corporate authorities of the city if the Act is found unconstitutional by the state's Supreme Court.

(J) If the state's Supreme Court declares part of the Act unconstitutional, but upholds the constitutionality of the remainder of the Act, or does not address the remainder of the Act, then the remainder of the Act as adopted by this section shall remain in full force and effect; however, that part of this section relating to the part of the Act found unconstitutional shall be deemed repealed without further action by the corporate authorities of the city.

(1960 Code, § 3.37) (Ord. 6650, passed 5-3-2004)

210. Prohibited Political Activities

Title III (Administration), Chapter 31 (Officials and Employees), Section 31.015(A) of the City's Revised Code of Ordinances provides that "[t]he regulations of §5-15 (5 ILCS 430/5-15) and Art. 10 (5 ILCS 430/10-10 through 10-40) of the state's Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., (hereinafter referred to as the "Act" in this section) are hereby adopted by reference and made applicable to the officers and employees of the city to the extent required by 5 ILCS 430/70-5." Notably, the State Officials and Employees Ethics Act (Act) (5 ILCS 430/1-1, *et seq.*) instituted strict rules for state employees and state agencies with regard to campaigning and revised various other election, conflict of interest, and lobbying statutes. While the Act itself addresses state employees and officials, §70-5 expressly requires local governments to adopt ordinances or resolutions no less restrictive than §5-15 (ethical conduct) and Article 10 (gift ban) of the Act. 5 ILCS 430/70-5. Pertinently, Title III (Administration), Chapter 31 (Officials and Employees), Section 31.015(C) of the City's Revised Code of Ordinances provides that "[t]he participation in political activities prohibited under the Act, by any officer or employee of the city, is hereby prohibited." Specifically, the Act, and hence the City's ordinance,

prohibits employees from intentionally performing any “prohibited political activity during any compensated time (other than vacation, personal, or compensatory time off) [or misappropriating any local governmental] property or resources by engaging in any prohibited political activity for the benefit of any campaign for elective office or any political organization.” 5 ILCS 430/5-15(a). Furthermore, it is also a violation to require an employee to perform any prohibited political activity (1) as part of the employee’s job duties, (2) as a condition of employment, or (3) during any time off that is compensated by the employer. 5 ILCS 430/5-15(b). Moreover, an employee cannot be required to participate in prohibited political activities in return for additional compensation or benefits or be awarded additional compensation and benefits for engaging in any prohibited political activity (5 ILCS 430/5-15(c)), nor can an employee be awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise, in consideration for the employee's participation in any prohibited political activity (5 ILCS 430/5-15(d)). Finally, nothing in Section 5-15 of the Act prohibits activities that are otherwise appropriate for an employee to engage in as a part of his or her official employment duties or activities that are undertaken by an employee on a voluntary basis as permitted by law. 5 ILCS 430/5-15(e). Prohibited political activity is broadly defined to include fifteen (15) specific types of political activity, whether on behalf of or against candidates or referendum questions, which can be summarized as follows: preparing for, organizing, or participating in political events such as rallies and demonstrations; soliciting contributions (monetary or otherwise) and/or selling or distributing tickets for political events; political polling; assisting at polls on election day on behalf of any political organization, candidate, or referendum question; any activities relating to petitions for or against candidates or referendum issues; making contributions; campaigning; preparing or reviewing responses to questionnaires; participating in a political party convention or in a recount or challenge to an election; and preparing, distributing, or mailing campaign literature, signs, or other campaign material. 5 ILCS 430/1-5. For more information, see Section 31.015 of the City's Revised Code of Ordinances and 1-5 of the Act (5 ILCS 430/5-15; 5 ILCS 430/1-5).

211. Outside Employment

Effective date: April 1, 2018

Revision date:

Unless otherwise provided in City Ordinance 31.012, no City employee covered by this handbook shall be self-employed or employed by employers other than the City if such activity interferes with the performance of City duties. No City employee, whether full- or part-time, shall use paid City time, property, equipment, supplies and materials, facilities, funds, or the paid City time of co-workers for the promotion of and/or working at non-City related profit-making activities. In the event that conflict arises, the employee and/or co-workers must disclose the conflict to Human Resources and will be asked to take action to eliminate the conflict. There can be no retaliation against anyone making a good faith report or participating in an investigation. Any outside employment by a City employee is to be reported to Human Resources.

212. Compensation

Effective date: April 1, 2018

Revision date:

The City of Belleville sets salaries that are commensurate with education, experience, and the duties tied to each job description. Any unlawful discriminatory decision or action with respect to compensation is in violation of this policy. Compensation is based on the job description at time of hire and no change to employee duties can be made without an official change to the job description through Human Resources. To ensure fair compensation, job descriptions are to be reviewed annually. In the event that a job description is changed, Human Resources may evaluate the pay rate. Changes to pay will be recommended only when warranted by a significant change to the duties and responsibilities listed in a job description and must be approved by City Council.

Raises are considered annually by City Council based on budget review. If they are awarded, the raises are effective on May 1.

213. Performance Evaluations

Effective date: April 1, 2018

Revision date:

Supervisors are expected to evaluate staff members in accordance with union guidelines, if applicable, and to provide frequent feedback to encourage professional development.

214. Personnel Data Changes

Effective date: April 1, 2018

Revision date:

Employees must notify Human Resources, Benefits Clerk (if applicable), and Finance within thirty (30) days of any change in:

1. Home address or telephone number;
2. Marital status – official documentation of the marriage license along with the name of spouse, date of birth, and social security number is required when requesting changes to benefit elections as a result of the life event; official documentation of divorce is required when requesting changes to benefit elections as a result of the life event;
3. Dependents (addition)* – name of dependent, social security number, and date of birth;
4. Dependents (deletion) – name of dependent being dropped due to divorce, age limit, death, etc.;
5. Educational accomplishments;
6. Name, address, and telephone number of the person(s) to be notified in case of an emergency;
7. Name - the official social security card is required for name changes.

*Benefits to a new dependent may be denied if the employee does not provide notification within thirty (30) days of the change, per the limitation set forth in the certificate of coverage.

215. Access to Personnel Files

Effective date: April 1, 2018

Revision date:

The City maintains a personnel file on each employee. Human Resources maintains the official personnel file on all employees other than Police Officers and Firefighters. The personnel file includes information such as the employee's job application, resume, records of training/testing/evaluations, documentation of performance appraisals, salary increases, and other employment records. Personnel files are the property of the City and access to the information they contain is restricted. Generally, only supervisors and management personnel who have a legitimate reason to review information in a file are allowed to do so. Employees who wish to review their own file should contact the office of Human Resources. With reasonable advance notice, employees may review their own personnel files in the presence of their supervisor or designee or the director of Human Resources or designee. Electronic copies may be requested from Human Resources. The City will comply with all state laws regarding an employee's review of his/her personnel file.

216. Volunteerism

Effective date: April 1, 2018

Revision date:

Belleville is well-known for its spirit of volunteerism. Employees are encouraged to actively participate in City activities and events. However, employees may not volunteer or be asked to volunteer for an event or activity directly tied to their area of work and for which they would be compensated if the event or activity were held during normally-scheduled work hours.

217. Emergency Conditions & Closings

Effective date: April 1, 2018

Revision date:

City offices typically remain open and in operation during established working hours. Employees should report for work unless notified of an emergency condition resulting in an office closure.

If offices are open but an employee is unable to report to work:

1. The employee is responsible for contacting his/her supervisor by telephone prior to the start of the normally-scheduled workday to indicate anticipated absence from work or late arrival to work and the reason.
2. If an employee is unable to report to work, the absence may be charged as vacation or personal leave.
3. Sick leave cannot be used to offset absence from work for pay purposes for any condition other than illness or doctor/caregiver appointments. Emergencies such as severe weather, fires, or power failures can disrupt City operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. Additionally, many offices may use a phone tree. When offices are closed, employees who were scheduled to work during the emergency closure will be paid for their normal base pay (emergency closure pay). Employees who had previously requested to use paid leave prior to the emergency closure will be charged for their previously authorized use of paid leave. They will not receive emergency closure pay. The Mayor shall be authorized to close City offices to protect the safety and welfare of City employees. When the decision to close is made AFTER the workday has begun, employees will receive official notification from their immediate supervisor. Employees who reported to work will receive emergency closure pay for their full work day, regardless of when the emergency closure takes place. Employees who did not report for work prior to the emergency closure will be charged available vacation or personal leave. Employees who fail to report to work when a late start schedule is implemented will be charged available vacation or personal leave unless they had previously been approved for another leave. The following are procedures to be followed in case of an emergency.

Fire: Building occupants are required by law to evacuate the facility when the fire alarm sounds. If there is a fire in your work area:

If you have been trained and are able to safely extinguish the fire, do so. However, make sure that you have a safe exit from the fire area.

If you are unable to extinguish the fire, leave the area immediately and pull the fire alarm. From a safe location, call 911 and report the fire.

Evacuate the facility as soon as the alarm sounds and proceed to the designated Evacuation Assembly Point (EAP).

As you exit, warn others to evacuate.

Move away from fire and smoke. Close doors and windows if time permits.

Touch closed doors. Do not open them if they are hot.

Use stairs only; do not use elevators.

Move away from the building and go to your designated EAP.

Do not re-enter the building or work area until you have been instructed to do so by the emergency responders (Fire Department or Police).

Tornado: If you are inside a building:

Go to the basement or lowest level.

Kneel and crouch against a wall or in a corner (cover head).

Duck under the nearest sturdy object and hold onto it. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.

If you stand in a doorway, brace yourself against the frame-watch for doors and people.

Avoid windows, file cabinets, bookcases, and other heavy objects that could fall or shatter.
Stay under cover until the warning is over.
If it is safe to do so, stabilize any work or objects that could lead to further danger, i.e., turn off stoves, coffee makers, or electrical equipments.

Tornado: If you are outside:

Move away from trees, signs, electrical poles and wires. Go into a ditch or low-lying area.
Protect your head with your arms from falling debris.
Move away from vehicles.
Stay alert for further instructions.

A separate Emergency Operations Plan will outline these instructions in more detail. **Supervisors are required to go over emergency plans with new employees at time of hire and with all staff annually.**

300. Leave and Benefits

301. Employee Benefits and Leave

Effective date: April 1, 2018

Revision date:

Benefits eligibility is dependent upon a variety of factors, including employment classification. The City offers all benefits prescribed by law. Eligible City employees are provided a benefit orientation at time of hire. If there is any conflict between information contained in this policy and the summary plan documents, the summary description/plan document will control. Some benefit programs require contributions from the employee. The City may cancel any policy or benefit requiring employee contribution if the employee fails to make payment. All benefits are subject to modification or elimination at any time in the City's sole discretion, other than benefits which the City is required by law to provide. Employee leave may be used and reported in quarter hour increments. Leave types are listed in this section.

302. COBRA

Effective date: April 1, 2018

Revision date:

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. Qualified individuals may be required to pay the entire premium for coverage. At time of termination, the Benefits Clerk will provide COBRA information. If you have questions, contact the Benefits Clerk.

There may be other coverage options for you and your family. You are able to buy coverage through the Health Insurance Marketplace. In the Marketplace, you could be eligible for a tax credit that lowers your monthly premiums, and you can see what your premium, deductibles, and out-of-pocket costs will be before you make a decision to enroll. Being eligible for COBRA does not limit your eligibility for coverage for a tax credit through the Marketplace. Additionally, you may qualify for a special enrollment opportunity for another group health plan for which you are eligible (such as a spouse's plan), even if the plan generally does not accept late enrollees, if you request enrollment within thirty (30) days of the qualifying life event.

303. Funeral Leave

Effective date: April 1, 2018

Revision date: July 2, 2019

A. Paid Funeral/Bereavement Leave

When there is a funeral within the immediate family of an employee, such employee shall be allowed five (5) days off, not including Saturday, Sunday or holidays. (*IMMEDIATE FAMILY* shall be husband, wife, father, mother, sister, brother, child or step-child of an employee.) When there is a funeral for the father-in-law, mother-in-law, sister-in-law, brother-in-law, step-father, step-mother, grandfather, grandmother or grandchildren of an employee, such employee shall be allowed three (3) days off, not including Saturday, Sunday or holidays.

B. Unpaid Child Bereavement Leave

In accordance with the Child Bereavement Leave Act, the City will provide up to ten (10) days of unpaid leave for the death of an employee's child and up to six weeks of unpaid leave for the death of a second child in a 12-week period. Eligible employees are those that would otherwise qualify for FMLA, but an employee who has exhausted available FMLA leave will not be eligible for additional child bereavement leave. Unlike FMLA requirements, the City will not mandate that an employee use paid time during this leave and employees must use this leave within 60 days of the notice of the child's death.

For any bereavement leave, a copy of the death notice is to be provided to the supervisor within fourteen (14) days of utilization of the leave.

304. Family and Medical Leave Act (FMLA)

Effective date: April 1, 2018

Revision date:

The Family and Medical Leave Act (FMLA) of 1993, as amended, entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons. Although FMLA is unpaid leave, City employees must utilize paid leave concurrently with their FMLA. Such substituted paid time will be applied against the twelve (12) week (or twenty-six (26) weeks, if applicable) maximum.

The following leave of absence policy complies with the provisions of the Family and Medical Act of 1993, as amended ("FMLA"). Employees who have been employed with the City for at least twelve (12) months and who have worked at least 1,250 hours during the twelve-month period prior to the request may be entitled to take up to twelve (12) workweeks of unpaid leave, for one or more of the following reasons:

1. The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
2. To care for a spouse, son, daughter, or parent who has a serious health condition;
3. For a serious health condition that makes the employee unable to perform the essential functions of his or her job (An employee is "unable to perform the functions of the position" where the health care provider finds that the employee is unable to work at all, or is unable to perform any one of the essential functions of the employee's position. An employee who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment.); or
4. For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty.

An eligible employee may also take up to **26 workweeks** of leave during a "single 12-month period" to care for a covered service member with a serious injury or illness, when the employee is the spouse, son,

daughter, parent, or next of kin of the service member. The "single 12-month period" for military caregiver leave is different from the 12-month period used for other FMLA leave reasons. All leave granted under this policy, including intermittent and/or reduced leave, will be applied against the twelve (12) week or twenty-six (26) week (if applicable) maximum.

Eligible employees are required to provide advance notice of the need for leave associated with FMLA except in emergency cases where notice is not possible.

An employee who requires such leave must submit the FMLA certification form (available from Human Resources), signed by the appropriate health care provider, verifying that the employee qualifies for leave associated with FMLA, to the Office of Human Resources. Subsequent recertification may be required in accordance with law.

Employees utilizing intermittent leave associated with FMLA must make a reasonable effort to schedule medical treatment with minimal impact on daily operations. Further, the City reserves its right to transfer the affected employee temporarily to an alternate position with equivalent pay and benefits for which the employee is qualified, if the transfer better accommodates the requested leave. Employees on leave for the birth of a child or placement of a child in the home are not eligible for intermittent leave.

During the FMLA-approved leave period, coverage under the group health insurance plan, if any, will be maintained at the level and under the conditions coverage would have been provided had leave not been taken. Employees will be required to continue to pay their portion of premiums as if they had not taken leave. Said premiums will be paid in two (2) possible ways: (a) the ordinary payroll deduction system will be used, to the extent possible; and/or (b) to the extent that payroll deduction does not cover the entire premium cost for which the employee is responsible, the employee must deliver to the City the full monthly cost of the employee's portion of the premium on or before the last day of the month prior to the month for which coverage is desired; one (1) written reminder will be provided, and if the full portion of the premium has not been received by the date specified in the written reminder, the coverage will lapse as of the last day of the month for which the full coverage premium was paid.

As a condition of returning to work from a leave granted for an employee's own serious health condition, the employee must present a fitness for duty slip from the treating physician indicating a full duty release or listing work restrictions based on the physician's review of the employee's job description. Restoration to a work schedule will be denied until the fitness for duty slip is presented to Human Resources. An employee returning from leave under this policy, who has complied with its terms, generally will be restored to the same (or equivalent) position the employee held prior to leave. A returning employee does not, however, have a greater right to restoration or other benefits than if the employee had been continuously employed during the leave period.

Employees are to notify Human Resources of their intent to return to work at least two (2) weeks prior to the anticipated date of return. An employee who has exhausted his/her FMLA leave entitlement and fails to return to work shall be considered to have resigned and his/her employment will be terminated unless he/she has applied for, and has been granted, a personal unpaid leave of absence.

An employee who exhausts FMLA and continues to have work restrictions may request an ADA Accommodation Hearing by contacting Human Resources.

Contact Human Resources to discuss application of this policy.

305. Health Insurance

Effective date: April 1, 2018

Revision date:

The City's health insurance plans offer full-time employees access to medical, dental and vision insurance benefits. Benefit information is provided to employees at time of hire. It is the employee's responsibility to keep the Benefits Clerk advised of any qualifying events such as marital status change, birth, death, loss of other coverage, student status changes, dependents losing eligibility due to age, etc. Aside from the aforementioned qualifying events that may initiate benefit changes, employees can make changes to benefit elections only during the annual open enrollment. Details of the health insurance plans are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Benefits Clerk for more information about health insurance benefits.

306. Holidays

Effective date: April 1, 2018

Revision date:

The City will grant time off to eligible employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Good Friday
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veteran's Day (Observed)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve - Observed/ Closed at Noon (December 24) or 4-hour shift
- Christmas Day
- New Year's Eve - Observed/Closed at Noon

To be eligible for the paid time off, the employee must work or use approved paid time off on the last scheduled work day immediately preceding and the first scheduled work day immediately following the holiday. 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.

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. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime. Holidays observed, time off, and other holiday-related terms and conditions may differ by employee classifications.

307. Optional Investment Plan

Effective date: April 1, 2018

Revision date:

The Section 457 Deferred Compensation plan allows employees to elect how much salary they want to contribute and to direct the investment of their account so they can tailor their own supplemental retirement package to meet their needs. Any full-time employee is eligible to participate. Participation is completely optional. Details of the Section 457 plan are described in the materials provided to eligible employees at time of hire or transfer into an eligible position. Contact Finance for more information about the Section 457 plan.

308. Jury Duty

Effective date: April 1, 2018

Revision date:

The City encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees must show the jury duty summons to their supervisor as soon as possible so scheduling issues can be addressed. Employees are expected to report for work whenever the court schedule permits. To qualify for paid jury duty, all fees received for the performance of jury duty (other than meal and travel allowance) shall be turned over to the City. Jury duty pay will be calculated on the employee's normal salary or base pay rate times the number of hours the employee would otherwise have worked on the days of absence. The City will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

309. Military Leave/Family Military Leave

Effective date: April 1, 2018

Revision date:

A military leave of absence will be granted to eligible employees who are absent from work because of service in the U.S. uniformed services, reserve component of the Illinois State Militia, or any reserve component of the United States Armed Forces for any period actively spent in military service, in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), and State and Federal law. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees should receive approval from their appropriate supervisor. Such leave will be granted whether or not within the State and whether or not voluntary. There are no restrictions on the length of leave granted for military leave. Benefits shall be continued by the City as mandated by State and Federal legislation. Employees should contact Finance for complete information about continuation of insurance coverage and any premium payments. Compensation provisions vary based on the reason for leave.

Annual, Special, Advanced, and Basic Training

Compensation is in accordance with the Illinois Military Leave of Absence Act. If the leave is with pay, compensation is at the employee's regular hourly rate for non-overtime scheduled hours. An employee taking military leave is required to furnish copies of military orders and proof of military compensation prior to processing of payment by the City.

- **Annual Training** - Employee receives regular compensation as a City employee.
- **Special or Advanced Training** - For leaves up to 60 days during the City's fiscal year (May 1-April 30), if the employee's compensation for military activities is less than his/her City compensation, the employee shall receive regular City compensation minus the amount of base pay for military activities for normally scheduled work days. The 60 days do not have to be consecutive.
- **Basic Training** - If the employee's compensation for military activities is less than his/her City compensation, the employee shall receive regular City compensation minus the amount of base pay for military activities.

Call-Up for Active Duty

Active duty refers to a call up for deployment or mobilization in support of a named operation overseas, and in some cases for an emergency or disaster in the United States. Employees called for active duty shall receive leave with pay for normally scheduled work days for up to 30 calendar days. Compensation will be at the employee's regularly hourly rate for non-overtime scheduled hours. If call-up is extended beyond 30 calendar days, the employee will be granted leave without pay for such additional days or will be granted leave and compensated as mandated by Federal or State of Illinois legislation.

Returning from Leave

In accordance with provisions of the Service Men's Employment Tenure Act, the Military Selective Service Act and the Employment and Reemployment Rights of Members of the Uniformed Services Act, an employee returning from leave for military service will be restored to the position of employment which the employee left, with the same increases in status, seniority, and wages that were earned during the term of military service by employees in like positions, or to a position of like seniority, status, and pay, unless the City's circumstances have so changed as to make it impossible or unreasonable to do so, or if the employee's position was temporary. Employees returning from leave must have received a certificate or other evidence of honorable discharge or satisfactory completion of military service, and must make application for reemployment within 90 days after being relieved from military service, or from hospitalization continuing after discharge for a period of not more than one year.

Employees must be still qualified to perform the duties of the position of employment from which leave was taken. If, as a result of military service, the employee is not physically or mentally qualified to perform the duties of the former position, the employee will be restored to a position for which he or she is qualified and able to perform the duties and which will provide the similar seniority, status, and pay, or the nearest approximation thereof, consistent with the circumstances of the case. Restoral to such a position is not required if it would cause undue hardship to the City.

In accordance with provisions of the Illinois Family Military Leave Act of 2005, as amended, employees are allowed to take family military leave during the time that federal or state deployment orders are in effect. Employees who are the spouse, child, parent or grandparent of a person called to military service lasting longer than thirty (30) days and who have been employed twelve (12) consecutive months shall be entitled to up to thirty (30) days of unpaid family military leave during the time that federal or state deployment orders are in effect. An employee must first exhaust any accrued paid leave time, excluding sick time. Proof from a proper military authority to verify eligibility is required in the form of deployment orders or contact information for the military member's commanding officer or unit of assignment. Employees must give at least fourteen (14) days of notice of the intended date upon which the family military leave will commence if leave will consist of five (5) or more consecutive work days. Those who exercise this leave, upon expiration of the leave, are entitled to be restored to the previous position held when the leave commenced or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment. Benefits can be continued at the employee's expense during any family military leave taken. Contact Human Resources for more information or questions about military leave.

310. Unpaid Personal Leave

Effective date: April 1, 2018

Revision date:

In situations during which an eligible employee needs time off but has depleted all available leave and/or does not qualify for FMLA, a request for personal leave may be made to the immediate supervisor, H.R. and the Mayor. Personal Leave is not guaranteed and will be decided upon based on the ability of the supervisor to manage staffing needs in the requester's absence. Requests for Unpaid Personal Leave must include a start and end date and the reason for the request. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment. Employees will be responsible to make timely payments to the City for 100% of insurance premiums during any non-FMLA unpaid leave. Failure to make payments on time may result in loss of insurance coverage. When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. If an employee fails to report to work at the expiration of the approved leave period or to

contact the City requesting a revised return date, the City will assume the employee has voluntarily resigned and will terminate the employee.

311. Retirement

Effective date: April 1, 2018

Revision date:

All eligible City employees (except police officers and firefighters) who are expected to work more than 1,000 hours annually are required to participate in the defined benefit retirement program provided through the Illinois Municipal Retirement Fund (IMRF). Both the employee and the City contribute into the Fund. The vesting period and minimum pension-eligible age for employees is based upon the start date listed with the IMRF. For information by phone, call 1-800-ASK-IMRF. Additional voluntary contributions may be made to IMRF. Contact Finance for information.

Police officers and firefighters participate in the Police and Firemen Pension. Information about these retirement plans should be obtained directly from the retirement plan. Workshops are provided by these plans regularly.

312. Sick Leave Benefits

Effective date: April 1, 2018

Revision date: May 1, 2018

The City provides paid sick leave benefits to all eligible full-time employees for periods of temporary absence due to illnesses, doctor visits, or injuries. Sick leave may not be substituted for vacation or personal leave. Eligible full-time employees will accrue sick leave benefits at the rate of 1.25 days per month/15 days per year, starting with the first full month of employment, and shall be able to accumulate an unlimited amount of sick leave, except that, the employees of the city's Fire Department shall receive 126 hours per year sick leave accumulative at the rate of ten and one-half hours per month starting with the first full month of employment and shall be allowed to accumulate an unlimited amount of sick leave. Eligible employees may use sick leave benefits for an absence due to their own illness, doctor visit, or injury or that of an immediate family member. Leave associated with the Family Medical Leave Act (see Policy 304) will run concurrently with sick leave/then other paid leave when the need for such leave is substantiated by the treating physician.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must be contacted on each additional day of absence. If an employee is absent for three or more consecutive days, or concern arises over fitness for duty, a physician's statement may be requested by the City. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of three (3) scheduled work days or more, or following an absence that resulted from a serious illness or injury, an employee must provide a physician's verification to Human Resources indicating he or she may safely return to work with any limitations clearly noted.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence.

Employees missing three or more days or who have an ongoing need for medical time off may qualify for FMLA. Contact Human Resources for assistance.

A. For IMRF-eligible employees hired prior to May 1, 2018, a sick leave buyback program will be offered only at retirement as follows:

Any or all of the accumulated sick leave may be credited, upon retirement of the employee and at the employee's option, toward the employee's pension credits for IMRF provided any amount of sick leave contributed to IMRF will be in lieu of receiving cash payment as provided herein. The total amount of

unused sick leave allowed to be contributed toward an employee's IMRF pension benefits will be consistent with the maximum allowed under the policies, terms, and conditions of said Fund. The value of sick leave hours NOT applied to IMRF pension credits shall be \$2.00 per hour for payment up to \$2,000.

An employee who retires may select, as an alternative to the above, to apply the value of his/her unused , accumulated sick leave (\$2.00 per hour, up to 1,000 hours) to purchase continued group medical insurance at the group rate, for credit to the policy premium of up to \$2000. An employee eligible for this benefit must select at the time of retirement, to apply his/her unused sick leave for this purpose. Once the payout determined under this section has been exhausted, the City will notify the retiree, and the retiree will have the option of continuing the group medical insurance at his/her expense in accordance with applicable state statute.

B. For employees who are not eligible for IMRF and who were hired prior to May 1, 2018, a sick leave buyback program will be offered only at retirement as follows:

The value of sick leave hours shall be \$2 per hour for payment up to \$3,000.

An employee who retires may select, as an alternative to the above, to apply the value of his/her unused , accumulated sick leave (\$2.00 per hour, up to 1,500 hours) to purchase continued group medical insurance at the group rate, for credit to the policy premium of up to \$3,000. An employee eligible for this benefit must select at the time of retirement, to apply his/her unused sick leave for this purpose. Once the payout determined under this section has been exhausted, the City will notify the retiree, and the retiree will have the option of continuing the group medical insurance at his/her expense in accordance with applicable state statute.

C. Employees hired after May 1, 2018 will not be compensated by the City for unused sick leave at any time.

313. Vacation

Effective date: April 1, 2018

Revision date: February 8, 2019

Department Heads accrue 20 days of vacation each year and may carry over no more than 10 days from one year to the next.

Other non-union full-time employees accrue 10 days of vacation each year. These employees shall accrue vacation time starting with their hire date at the following rate. Upon completion of:

7-11 years of service 15 days per year

12+years of service 20 days per year

A maximum of 10 days may be carried over from one year to the next.

Employees hired before April 1, 2018 will retain their annual vacation allotment. Employees hired after April 1, 2018 will be granted vacation according to these guidelines.

City-observed holidays occurring during vacation leave will not be charged against vacation days.

Title 56, Section 300.520 of the Illinois Administrative Code provides that “[w]henver an employment contract or an employment policy provides for paid vacation earned by length of service, vacation time is earned pro rata as the employee renders service to the employer.” Therefore, the subject employee’s vacation accrual will be calculated pro-rata on a monthly basis.

No more than 30 days of vacation will be paid out at time of separation from employment.

314. Personal Leave

Effective date: April 1, 2018

Revision date:

Effective May 1 of each year, each eligible non-union full-time employee shall be credited with three (3) days of paid personal leave. Subject to the approval of the immediate supervisor, this leave may be used for personal business. Such leave will not be arbitrarily denied. Unused personal leave will be forfeited on April 30th.

315. Witness Duty

Effective date: April 1, 2018

Revision date:

The City encourages employees to appear in court for witness duty when subpoenaed to do so. The subpoena should be shown to the employee's supervisor immediately for scheduling purposes. The employee is expected to report for work whenever the court schedule permits. If employees have been subpoenaed or otherwise requested to testify as witnesses by the City, they will receive paid time off for the entire period of witness duty. If an employee is needed to appear as a witness in any case involving the employee's performance of his duties within the course and scope of his employment, the employee will be paid for the time spent so testifying. Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than the City. Employees may use any available vacation or personal leave to receive compensation for the period of this absence.

316. Workers' Compensation Insurance and Leave

Effective date: April 1, 2018

Revision date:

Workers' Compensation may cover injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Employees who sustain work-related injuries or illnesses should inform their supervisor immediately and submit the necessary Workers' Compensation report forms to Human Resources. Reports should be made the day of injury/illness to enable the City's third-party administrator to review the claim and determine if it is compensable. Additionally, same-day reporting allows the City to implement safety measures, if applicable. Neither the City 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 City.

An employee who recovers damages from some person or entity other than the City must reimburse the City for benefits he or she received under the Act. The recovery mentioned in the prior sentence is provided for in Section 5(b) of the Illinois Workers' Compensation Act. An employee who initiates legal proceedings against a responsible third party notwithstanding the City's liability under the Act, will repay the City for any amounts recovered in those proceedings-up to the amount of benefits paid under the Act. If an employee of the City can pursue recovery for a work-related accident through an Uninsured or Underinsured Motorist Policy provided and paid for by the City, then any payments made by the City through its workers' compensation program to the employee-including medical care and treatment, lost wages (commonly known as temporary total disability) or for permanent injury (commonly known as permanent partial disability, wage differential payments or permanent and total disability benefits) shall be used as a credit or offset against the recovery of the employee under the Uninsured or Underinsured policy claims by the employee.

The City will fully comply with the Illinois Worker's Compensation Act and any other federal or state laws implicated by an employee's exercise of his/her Worker's Compensation rights. Falsification of Workers' Compensation reports are subject to disciplinary action, up to and including termination.

Worker's Compensation is managed by Human Resources as part of Risk Management.

317. Victims' Economic Security and Safety Leave (VESSA)

Effective date: April 1, 2018

Revision date:

This policy is to provide employees with leave benefits, when needed, in accordance with the Victims' Economic Security and Safety Act (VESSA) of 2003 and amendments. VESSA provides an employee who is a victim of domestic and sexual violence, or who has a family or household member who is a victim of domestic or sexual violence, with up to twelve (12) weeks of unpaid leave per any twelve (12) month period to address issues arising from domestic or sexual violence.

Any employee or any employee's family or household member who has been subjected to domestic or sexual violence shall be provided leave during work hours for any of the following:

1. To seek medical attention for, or recover from, physical or psychological injuries;
2. To obtain services from victim service organizations;
3. To obtain psychological or other counseling;
4. To participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase safety from future domestic or sexual violence;
5. To seek legal assistance or remedies to ensure health and safety, including preparing for or participating in any civil or criminal legal proceeding.

Qualifying employees must notify Human Resources with at least 48 hours' advance notice of the intent to take leave, except in such cases where it is not practicable to provide such notice. While verification is required, Human Resources will take every precaution to see that all information is kept as confidential as possible. Verification will consist of a statement of the employee with the employee's signature, and:

1. Documentation from a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence; or
2. A police or court record; or
3. Other corroborating evidence.

Personal days and/or vacation time will be utilized unless such leave qualifies to use sick leave under the City's sick leave policy or FMLA policy. VESSA leave may run concurrent to FMLA leave if the need for the leave meets FMLA eligibility requirements. This leave is not intended to confer a right to leave beyond the twelve (12) weeks of FMLA.

Employees who take leave under this policy are entitled to be restored to the same or equivalent position upon their return, however, seniority and other benefits will not continue to accrue during any unpaid leave. Employees also are entitled to continue health insurance on the same terms and conditions as if the employee remained continuously employed. The employee is responsible for paying the employee portion of insurance premiums during VESSA leave. If paid leave runs congruently with VESSA leave, the City will deduct insurance premiums from pay checks. If the employee exhausts available paid leave during VESSA leave, the employee will be responsible for providing the employee portion of premiums by the end of each month for the following month. This policy is intended to be an overview of the VESSA and its key features. To the extent that this policy could be read inconsistently with the VESSA, the Act and its rules shall supersede.

318. Nursing Mothers in the Workplace Act

Effective date: April 1, 2018

Revision date:

The City will provide unpaid break time for employees who need to express breast milk for their infant children. Employees will be allowed a reasonable amount of unpaid time each day. The employee must work with their supervisor to establish a schedule that will be least disruptive to daily business operations. The City will also use reasonable efforts to provide a private place for employees covered by this policy to express breast milk.

319. School Conference and Activity Leave

Effective date: April 1, 2018

Revision date:

Employees are eligible for up to eight (8) hours during any school year, and no more than four (4) hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or activity cannot be scheduled during non-work hours.

Employees are eligible for this unpaid leave if they have worked for the City at least six (6) consecutive months immediately preceding a request for leave under this Act. Employees may take this leave only if they have exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employees, except sick leave and disability leave. The employee shall provide a written request for leave at least seven (7) days in advance of the time the employee intends to utilize the leave. In emergency situations, no more than twenty-four (24) hours' notice shall be required. The employee must consult with the supervisor to ensure scheduling can be managed without undue hardship on the City. Upon completion of the school conference or activity leave, the employee shall provide to Human Resources, documentation of the school conference or activity from the school administrator within two working days. The documentation should include, but is not limited to, the time and date the conference or activity occurred and ended. Failure to submit the verification statement from the school within two working days of the conference or activity will subject the employee to discipline up to and including termination.

320. Voting Leave

Effective date: April 1, 2018

Revision date:

Employees generally find time to vote before or after their regular work hours. If employees are unable to vote in an election during their non-working hours, the City will grant up to two hours of unpaid time off to vote, in accordance with state law (10 ILCS 5/17-15). Employees should request time off to vote from their supervisor at least one working day prior to 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.

321. Paydays

Effective date: April 1, 2018

Revision date:

Pay periods are biweekly. In the event that a regularly scheduled payday falls on a day when City offices are closed, such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday. Employees are encouraged to have pay directly deposited into their personal bank accounts. To make arrangements for direct deposit, contact Finance/Payroll for the required forms.

322. Separation from Employment

Effective date: April 1, 2018

Revision date:

Although an "at will" employment relationship exists and employees may resign with or without cause and the City may terminate an employee with or without cause, it is generally expected that notification of termination will ensue. Department Heads who choose to resign or retire are asked to give a minimum of four (4) weeks of notice in writing to their supervisor. Other full-time employees who choose to resign or retire are asked to give a minimum of two (2) weeks of notice in writing to their supervisor. Once a resignation has been submitted, it cannot be rescinded. The City will normally follow progressive discipline prior to termination for cause but may "skip" steps when it deems such action is warranted. Appointed positions run May 1-April 30 and annual reappointment is at the Mayor's discretion. For information regarding the impact of employment termination on various benefits, please contact the Benefits Clerk.

323. Payout

Effective date: April 1, 2018

Revision date:

Any accrued time off owed to an employee at the employee's date of termination will include accrued vacation time and personal leave for exempt employees and also will include overtime/compensatory time for non-exempt employees. Payout will be on the first payroll date beyond the first calendar month after separation of employment. There will be no payout for sick leave balances.

324. Unemployment Compensation

Effective date: April 1, 2018

Revision date:

The City is a covered employer under the Unemployment Compensation Law. The basic objective of the program is to provide a partial replacement of wages for its employees during short periods of involuntary unemployment. The program is financed completely by the City. To be eligible for unemployment compensation, an employee must have left employment for a "good cause," must be unemployed, physically able to work, available for work, and actively seeking work. "Good cause" reasons for establishing eligibility for unemployment compensation are available from the Illinois Department of Employment Security (IDES). All claims for unemployment compensation as filed by a terminating employee shall be processed by Human Resources. The City may contest the unemployment claim of an employee who is terminated for cause, quits without "good cause" or who is not qualified according to Illinois law.

400. Employee Guidelines

401. Phones in the Workplace

Effective date: April 1, 2018

Revision date:

Employees issued City cell phones are required to keep them on and use them exclusively for City business during their scheduled work day. The City has the right to review information stored on City cell phones, work phones, City computers, and other technology. When performing City business or using City phones, computers or other technology, employees are to remain courteous and professional in all forms of communication. Employees are expected to check e-mail and phone messages daily and return messages on the same day when possible. Any costs to the City associated with loss or damage to City-issued cell phones or pagers will be the responsibility of the employee unless loss or damage was due to normal work related activity. Conversations and voice message retrieval related to matters dealing with confidential matters should take place only in private areas. When utilizing speaker phone capabilities, notify the caller and seek permission. Employees should practice discretion when making calls or texts on

personal cell phones and limit such calls or texts to break periods. Ring tones are to be silenced during work hours except in qualifying situations with approval from supervisor. Camera phones may not be used in the workplace to duplicate protected information or take photographs of co-workers, workplace visitors, or customers without permission. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment, and could be subject to legal action.

402. Use of Technology

Effective date: April 1, 2018

Revision date:

Computers, computer files, the e-mail system, copiers, and software furnished to employees are City property intended for business use. To ensure compliance with this policy, computer, copier, and e-mail usage may be monitored. Because the City strives to maintain a workplace free of harassment, the City prohibits the use of computers and the e-mail system in ways that that may be construed as harassment or showing disrespect for others. The City prohibits the illegal duplication of software and its related documentation. All employees are to review the Information Technology guidelines and agree to the terms before logging into their computers each day. Employees should notify their immediate supervisor, the Department Head or any member of management upon learning of violations of this policy.

403. Use of the Internet

Effective date: April 1, 2018

Revision date:

Internet access to electronic information resources on the World Wide Web is provided by the City to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits during breaks. All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the City and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful. The equipment, services, and technology provided to access the Internet remain at all times the property of the City. Employees have no expectation of privacy with respect to anything sent or received via the City's computer systems or Internet. As such, the City reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that violates any City policy or that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious beliefs, national origin, disability, marital status, or any other characteristic protected by federal or state law. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. Abuse of the Internet access provided by the City in violation of law or City policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. Disciplinary action may result for activities including but not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the City's time and resources for personal gain or to obtain information about others not required by business necessity
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, or proprietary information outside of the City
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the City
- Sending or posting untrue messages or false material that defame or slander the City
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Using the City's computers and Internet access to gamble
- Jeopardizing the security of the City's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the City
- Sending anonymous e-mail messages
- Engaging in any illegal activities

Any violation of this policy will result in discipline, up to and including discharge. If you have any questions as to whether a particular action might violate this policy, ask your supervisor or contact Human Resources.

404. Use of City Postage

Effective date: April 1, 2018

Revision date:

The personal use of City postage is strictly prohibited.

405. Tobacco and Nicotine Products Prohibited (Includes e-Cigarettes/Vapor Products)

Effective date: April 1, 2018

Revision date:

The use of tobacco and unregulated nicotine products (to include electronic cigarettes and similar vapor producing products) are prohibited in City buildings, within City managed property, and City vehicles. This policy applies to employees, customers, and visitors. In accordance with the Smoke Free Illinois Act, *no person shall smoke in a public place or in any place of employment or within 15 feet of any entrance* to those places. The law further provides that, *no person may smoke in any vehicle owned, leased, or operated by the State or a political subdivision of the State.* "No Smoking" signs must be conspicuously posted in each public place and place of employment. A conspicuous sign stating that smoking is prohibited must be posted at every entrance to a public place or place of employment. The City complies with the Smoke Free Illinois Act. If you have any questions about this policy, contact Human Resources.

406. Equipment & Vehicle Use Policy

Effective date: April 1, 2018

Revision date:

The following rules apply to the use of all city vehicles:

1. Employees are representatives of the City and must adhere to all traffic laws and demonstrate general courtesy while driving a City vehicle or being a passenger in a City vehicle.

2. Employees who operate City vehicles are required to have a valid driver's license and current auto insurance coverage as a condition of employment. In addition, the license must have the classification necessary to allow the legal operation of the vehicle(s) the employee is required to operate in his/her job.
3. Operational issues, defects, and any damage to or from the City-vehicle must be promptly reported to the employee's supervisor or Department Head so that arrangements for vehicle repairs can be made. Damage reports also must be submitted to Risk Management in Human Resources.
4. Employees are prohibited from operating City vehicles and/or equipment while under the influence of alcohol, illegal drugs, prescription drugs, or medications which may interfere with the safe operation of the equipment and/or the vehicle.
5. If an employee is involved in an accident and/or receives a moving traffic citation while operating a City vehicle, he/she is required to report the incident to the supervisor or designee immediately. The employee will be responsible for all fines and costs associated with any violations that result from their operation of the vehicle. A traffic accident report detailing all accidents involving City-owned vehicles will be filed with the appropriate law enforcement agency at the time the accident occurs. Reports will be sent to Risk Management in Human Resources.
6. The City will verify the validity of all employee driver's licenses (for employees who drive City vehicles) at least once per year. This confidential check will be conducted as needed by Human Resources. If an invalid or expired license is discovered, Human Resources will contact the employee and the employee's immediate supervisor to notify them of the situation. An employee who is required to drive in the course of work duties may not be allowed to work until the situation has been corrected. If a driver's license is suspended, revoked, cancelled, or if he/she is in any way disqualified from driving a City vehicle, the City must be notified prior to the employee's next work shift.
7. Only City employees are authorized to operate City-owned vehicles.
8. City-owned vehicles are not to be used for personal business or taken home unless express permission by the supervisor is granted.
9. The "commuting value" or other authorized personal use of all City-owned take-home vehicle is subject to taxation under Internal Revenue Service guidelines. Employees using take-home vehicles will be subject to this taxation based upon those guidelines as determined by the City Attorney and the Director of Finance. The appropriate level of taxation will be determined based upon guidelines listed in the Federal Tax Coordinator 2d.

407. Use of Personal Vehicle for City Business

Effective date: April 1, 2018

Revision date:

Employees who use their personal vehicles for business travel will be reimbursed for mileage based on the Standard Mileage Allowance rates issued by the IRS. Calculated mileage shall be the difference between the employee's normal commute to work and the commute to conduct City business.

Employees driving for City business are expected to follow all Rules of the Road, be properly licensed and insured, and to operate their vehicle safely and courteously.

408. Vehicle Accident Reporting

Effective date: April 1, 2018

Revision date:

If an employee is involved in an accident resulting in personal injury &/or property damage while operating a City vehicle or a privately owned vehicle in the performance of official duties,

A. The driver shall:

1. Contact 911 as a police report is required to send to insurance;
2. Report the accident and/or injury to his/her supervisor immediately;
3. Refrain from making statements regarding the accident with anyone other than the investigating law enforcement representative, appropriate City officials, and representatives of his or her own insurance

company, if applicable. Statements made to investigating authorities should be confined to factual observations.

4. Submit to a post-accident drug test as soon after the accident as possible, if directed to do so;
5. Complete a vehicle accident report and immediately return it to the supervisor;
6. Complete workers' compensation paperwork if qualifying injury occurs and return it to Risk Management in Human Resources.

B. The supervisor shall:

1. Arrange for employee's post-accident drug test when driver appears at fault;
2. Request that all parties and properties concerned remain at the scene of the accident, if possible, until a law enforcement representative has released them;
3. Convey the information to Risk Management in Human Resources, especially if the vehicle has damage, or injury to a person or people has occurred;
4. Review and sign the vehicle accident report that the driver completes. Complete a Supervisor's vehicle accident investigation report and forward both reports with the police report to Human Resources within 24 hours of the accident. Notify Human Resources if more time is required;
5. Complete Supervisor's Report if Workers Compensation is applicable.
6. Coordinate with Human Resources and Finance if a paid administrative leave is issued, pending drug test results.

409. Health and Safety

Effective date: April 1, 2018

Revision date:

The Health and Safety Committee, comprised of employees representing a cross-section of employee groups, encourages employee wellness. The committee is charged with making recommendations for health and safety programming, communicating workplace safety and health issues through various venues, and assisting with a wellness fair. Employees with suggestions for improved safety in the workplace are encouraged to discuss the issue with a supervisor or bring them to the attention of a member of the Health and Safety Committee. Reports about safety issues may be made without fear of reprisal. Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. 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. Employees should immediately notify the appropriate supervisor or Risk Management in Human Resources regarding any work-related incident or condition that resulted in illness or injury. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures. Employees are ultimately responsible for their own health and well-being. It is expected that employees with contagious illnesses, fevers, etc. will use sound judgment when determining if sick leave should be taken. Links to self-help topics are available through the City insurance. Employees in need of assistance with mental or physical health /wellness issues may contact Human Resources in confidence.

410 Visitors in the Workplace

Effective date: April 1, 2018

Revision date:

To provide for the protection of employees, City information, equipment, and facilities, only authorized visitors are allowed in the workplace in areas normally reserved exclusively for employees. Authorized visitors are to be escorted to their destination by the employee being visited. Employees are responsible for the conduct of their visitors. Courteous behavior is required at all times by City employees and their guests. Visitors may be restricted for inappropriate conduct. Employees are expected to socialize with visitors only during break periods. If an unauthorized/unescorted individual is observed on the City's premises, employees should immediately notify their supervisor or, if necessary, call 9-1-1.

411. Document Retention

Effective date: April 1, 2018

Revision date:

LOCAL RECORDS ACT:

The Illinois Local Records Act (50 ILCS 205/1 et seq.) governs the retention and disposition of public records, regardless of physical form. Most often e-mail messages are informal communications that do not qualify as "public records"; however, the content of some messages may constitute a more formal public record and must be retained according to established retention schedules. Therefore, employees and Officers have the same responsibilities for e-mail messages as they do for any other public record and must distinguish between official, public records and informal, non-record information. Guidelines for distinguishing a public record from a non-record follow below. Electronic communications which are considered public records must be preserved in either reproduced paper format or electronic format. If the employee or Officer prints out an official public record from the City's electronic communication system and retains the record in hard copy, the electronic copy may be deleted immediately.

PUBLIC RECORDS:

Under the Illinois Local Records Act, "public record" means "any book, paper, map, photograph, digitized electronic material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein." 50 ILCS 205/3.

Factors to Consider to Determine if a document (whether electronic or not) is a Public Record:

1. Was the document created or received in connection with the transaction of public business? Emails or letters received or sent that were of a personal nature may be deleted but all others shall be retained.
2. Is it official documentary material? For example, does the e-mail contain a draft letter versus the final letter? Drafts may be deleted if a final version is prepared.
3. Is the document subject to disclosure under the Freedom of Information Act? If so, it is likely an official document to be retained.
4. Does the document result from some action or transaction that clearly relates to the official work of the City of Belleville? For example, if it relates to the creation of procedures regarding public employment matters, the correspondence must be retained.
5. Is the material "appropriate for preservation by such agency or officer: or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein?" This eliminates the necessity of keeping documents which do not relate to the official actions of the City. If action is taken or a lack of action is based upon the contents of an e-mail, the e-mail must be retained.
6. Does the document have any historical significance? What is the importance of the document? Does keeping or discarding the document further the goal of the Act - the "efficient and economical management of local records?" If yes, retain the e-mail.
7. Is this a final document? For instance, many e-mail documents rapidly become stale and do not reflect "function, policies, decision, procedures, etc.," when a matter is finalized. Therefore, the City can keep the final document and delete prior drafts. However, a closer question exists relative to e-mail exchanges where the parties are sending communications to prepare the final document.
8. Internal documents created by employees on work-related topics which do not facilitate action such as transmittal notes, notifications, announcements, and the like may be discarded.
9. Documents containing draft, notes or interoffice memoranda that are not retained by the City in the ordinary course of business may be discarded.
10. Even if it doesn't seem to meet any of these factors, does it seem like something which should be retained or is a "record?" If yes, it should be retained.

ELECTRONIC COMMUNICATIONS (“E-MAIL”):

All non-public record e-mails should be deleted as soon as they have fulfilled their purpose. If an e-mail message is determined to be a public record, it should be printed and retained in paper form in the appropriate file or saved to a specific named folder to avoid the possibility of automatic deletion.

412. Social Media

Effective date: April 1, 2018

Revision date:

The forms of social media or technology referred to in this policy include but are not limited to Facebook, LinkedIn, MySpace, Twitter, Yammer, YouTube, chat rooms, blogs, or other similar forms of online journals, diaries or personal newsletters not affiliated with the City. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log, blog, journal, diary, personal website, social network or affinity website, web bulletin board or chat room, whether or not associated with the City, as well as any other form of electronic communication. As stated in its Computer Usage and Internet Policies, City-owned technology resources are the property of the City, as is all data created, entered, received stored, or transmitted via City-owned equipment. All use of social media or similar technology is subject to all City policies, including but not limited to the information technology use and security policy, as well as existing internet, email, and harassment policies. Employees may be subject to discipline up to and including discharge for conduct that violates City policies or rules and regulations, whether such conduct occurs on duty or off duty. Many City employees have access to private and confidential information that must be guarded from publication or misuse. All City employees are expected to:

1. Actively protect private and/or confidential data.
2. Guard any information considered protected health information under HIPAA.
3. Provide outstanding customer service to citizens and cooperative efforts with co-workers.
4. Always be truthful and provide accurate information.

All City employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Any employee who identifies a mistake in reporting should bring the error to the attention of his or her supervisor or other appropriate staff. Regardless of whether the communication is in the employee’s official City role or in a personal capacity, employees must comply with all laws relating to intellectual property rights, including without limitation, trademark, copyright and software use. Employees must also follow all City policies that may apply. Violations of the City’s rules and policies may lead to disciplinary action up to and including termination. Violations of federal or state laws may result in legal action. City employees may use City technology for personal reasons during breaks, provided it does not interfere with normal work. The City reserves the right to inspect any electronic data created by or stored on a City-owned computer or related system. Employees are expected to be respectful, fair and courteous to co-workers, customers, and people who work on behalf of the City. Employees are provided opportunities to resolve complaints at work through their supervisors and the office of Human Resources. When employees do decide for themselves to post complaints or criticism through social media, they are asked to avoid making statements, or using photographs, video, or audio that could reasonably be viewed as malicious, obscene, threatening or intimidating, or that might constitute harassment or bullying. Examples of such conduct might include posts that could contribute to a hostile work environment on the basis of race, sex, color, disability, religion, age, veteran status, or any other status or characteristic protected by law or City’s policy. Employees must not use social media to harass or intimidate other employees, citizens, vendors, suppliers, or other third parties in violation of the City’s Equal Employment Opportunity and No-Harassment Policies. Behaviors that constitute harassment and intimidation include, but are not limited to, comments that are derogatory or demeaning with respect to race, color, religion, gender, sexual orientation, disability, or any other status or characteristic protected under the law or by City policy; sexually suggestive, humiliating, or demeaning comments; or threats. Unless specifically instructed, employees are not authorized and, therefore, are restricted from speaking on behalf of the City. Employees may not post anything on the Internet or in Social Media in the name of

the City or in a manner that could reasonably be attributed to the City without prior written authorization. Employees are prohibited from posting or representing any opinion or statement as the policy or view of the City or of any individual on behalf of the City. If the City is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent the views of the City, citizens, vendors, suppliers, or other persons who work on behalf of the City. If you do publish a blog or make posts to social media sites or other online outlets related to the work you do or subjects associated with the City, make it clear that you are not speaking on behalf of the City. It is best to include a disclaimer such as, "The postings on this site are my own and do not necessarily reflect the views, positions, strategies, or opinions of the City." Do not use City e-mail addresses to register on social networks, blogs, or other online tools utilized for personal use. Do not create a link from your blog, website, or other social networking site to a City website without identifying yourself as a City employee. Employees are prohibited from disclosing or disseminating data classified as private or confidential to anyone other than government employees whose job duties require access to the data and must route data practices requests to the City Clerk or designated freedom of information officer. Employees must also work to avoid releasing data that might lead to the release of private or confidential data. For example, avoid discussing on social media information that might lead to the identification of a resident complaining about their neighbor's property, or the victim of a crime or a witness to a crime. Employees are prohibited from disclosing or discussing any of the City's confidential information. Confidential Information is defined as:

Information known to me as a result of my employment with the City of Belleville regarding other employees. This includes, but is not limited to, personal identification information and numbers, marital and family status, residence(s), debt, bankruptcy, garnishment, work travel and expenditures, current or past employment, disciplinary records, or terminations.

Information known to me as a result of my employment with the City of Belleville, regarding the private lives, personal identification information or domiciles (cleanliness, possessions, social security numbers, activities, associates) or business interactions of residents, businesses, or persons working in the City, including, but not limited to, investors, developers, builders, contractors, laborers.

Business, marketing and planning information for future developments. Such information would include, but is not limited to, information about plans for development of buildings, businesses, and/or residential developments, information about building codes and individuals or businesses meeting/not meeting business codes and any variances granted or refused.

Any other information known to an employee as a result of their employment with the City of Belleville, but not mentioned here (other than information obviously in the public domain), should be considered confidential, and handled as stated above. Any violation of the restrictions contained herein or disclosure of information described herein will result in discipline, up to and including discharge.

Employees are prohibited from, in any manner, implying or suggesting that the City either supports a particular candidate, political issue or endorses the personal political opinions of the employee. Employees are expected to exercise great care, at all times, to distinguish their personal opinions about candidates or political issues from that of the City.

Employees are to show proper respect for the laws governing copyright, fair use of copyrighted works or materials owned by others, trademarks, and other intellectual property, including the City's own copyrights, trademarks, and brands. Employees may not commercially use the City's name, logo, or trademark without prior written authorization.

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media must be routed through the appropriate Elected Official's office. Media requests include anything intended to be published or viewable to others in some form, such as television, radio, newspapers, newsletters and websites. Employees may only establish

official sites, blogs, pages or accounts in their official capacity as City staff on a social media site with the authorization of their Department Director and the City Administrator's office. Permission to post to these sites while on duty will only be granted to those employees who are authorized to speak on behalf of the City via these electronic communications.

The City investigates reports of possible violations of this Social Media Policy and other policies. Violation of the City's Social Media Policy will be subject to disciplinary action, up to and including termination. Discipline will be determined based upon the nature of the violation. The City prohibits any form of negative action or retaliation against any employee for reporting a possible violation or for participating in the investigation of a possible violation of this policy. Anyone who retaliates against an employee for reporting a possible violation or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

The City will comply with all federal and state laws with respect to its Social Media Policy. If you have questions or concerns about any aspect of this Social Media Policy, please contact Human Resources.

413. Workplace Monitoring

Effective date: April 1, 2018

Revision date:

Workplace monitoring may be conducted by the City to ensure quality control, employee safety, security, and customer satisfaction.

414. Workplace Violence Prevention

Effective date: April 1, 2018

Revision date:

The City strives to provide a safe working environment for all employees and the citizens we serve. An employee should call 9-1-1 for police assistance when emergency assistance is required. All employees and customers should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, vulgar or abusive language, threats, or conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's race, age, sex, religion, national origin, disability, marital status or any characteristic protected by federal, state, or local law. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor and Human Resources. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. Report all threats of violence as soon as possible with attention to detail. All suspicious individuals or activities also should also be reported. The City will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the City may suspend employees, either with or without pay, pending completion of an investigation. Any employee determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment. The City encourages employees to bring their disputes or differences with other employees to the attention of their supervisor, Department Head and/or Human Resources before the situation escalates into potential violence. There can be no retaliation for a good faith report of for participation in an investigation.

415. Employee Conduct and Progressive Discipline

Effective date: April 1, 2018

Revision date:

The City will generally adhere to a progressive discipline policy that includes a written warning, 3-day unpaid suspension, and termination. Prior to beginning progressive discipline, coaching and verbal direction are likely. The City reserves the right to skip steps in the disciplinary process for serious rule infractions. The City may move directly to termination for actions including but not limited to: insubordination; theft; excessive absenteeism; falsification of documents; falsely claiming to be sick or injured; harassment of any type to include retaliation; drug/alcohol rule infractions; intentionally misusing, destroying or damaging any City property, equipment or the property of any employee or resident; unauthorized use or release of any of the City's confidential information, which directly affects the business of the City, and/or the records of residents; engaging in any unlawful conduct on City premises, or engaging in any unlawful conduct off City premises which affects the employee's relationship to his or her job or his or her fellow employees; using threatening or abusive language in the workplace or while on duty or engaging in threatening or abusive conduct in the workplace or while on duty; unauthorized use of any weapon or ammunition at any time on City premises; repeated or gross violation of City safety rules.

416. Drug and Alcohol Use/Abuse

Effective date: April 1, 2018

Revision date:

Employees are subject to disciplinary action, including termination, for unauthorized consumption of alcohol on City property or inability to perform assigned duties as a result of drinking alcoholic beverages, illegal or excessive use of drugs, narcotics, or intoxicants or the unauthorized sale or distribution of drugs, narcotics, or intoxicants. The City encourages employees who have a problem with the use of controlled substances or alcohol to seek professional advice and treatment. A list of sources for counseling and rehabilitation may be obtained confidentially by calling Human Resources. Successful pre-employment, post-job offer drug testing is a condition of employment. Employees who are engaged in work under a federal contract, involved in a work-related accident, or present just cause, may be required to submit to tests for alcohol levels and illegal use of controlled substances.

The illegal possession, use, distribution, sale, making or manufacture of drugs by a City employee will result in discipline, up to and including termination.

No employee or volunteer of the City under the age of 21 may store, possess, or consume alcoholic beverages on any property under the control of the City. Persons 21 years of age or older may not possess or consume alcoholic beverages on any property of the City other than in such areas or at such functions specifically designated or approved for such use.

As a condition of employment, each employee must abide by this statement and notify his or her supervisor within five days of any conviction for a criminal drug or alcohol offense occurring in the workplace. The City will notify the granting or contracting federal agency within ten days of receiving notice of a conviction of any employee working on a federal contract or grant when the conviction involves a drug or alcohol offense occurring in the workplace.

Cigarettes and nicotine products, including vapor cigarettes of any type, may not be used on City property except in acceptable areas as designated by state law.

The use of prescription drugs in a manner approved by the prescribing physician is allowed, but only if such use does not affect the employee's ability to safely perform his/her job duties. An employee taking a

prescribed drug that could affect his/her behavior while on City premises or while on duty must report this usage to Human Resources with appropriate documentation and prior to the start of the shift. All medical information will be kept in confidence by Human Resources and filed separately from the personnel files.

Employees who suspect that a co-worker may be in violation of this policy should report the concern to Human Resources. Employees may raise their concerns with their supervisor or Human Resources without fear of reprisal.

417. No Harassment Policy

Effective date: April 1, 2018

Revision date:

The City strives to provide a safe and professional environment for employees and the citizens served. All forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment, are prohibited. Actions, jokes, words, or comments based on an individual's sex, sexual orientation, race, color, national origin, age, religion, disability, marital status, military status, or any other legally protected characteristic will not be tolerated. Sexual harassment is prohibited, per City Ordinance 8141-2017 and corresponding policy. All employees will be trained in sexual harassment prevention at time of hire and annually.

418. Attendance and Punctuality

Effective date: April 1, 2018

Revision date:

It is expected that employees will be at their assigned place of work according to their schedule. Any changes to the normal schedule require supervisor approval. Whenever an employee is going to be absent or tardy from work, it is the employee's responsibility to contact the supervisor or designee (as designated by the supervisor) before the scheduled work time. In the event that the supervisor and the supervisor's designee are not available, the employee must contact Human Resources and explain the situation. If the City is not notified and no extenuating emergency circumstances exist (such as a family emergency or hospitalization), the absence/tardiness will be considered unexcused. In addition, reported absences for reasons not considered to justify the absence in the City's sole discretion, will be considered unexcused. If an employee fails to notify the City of their absence for three (3) consecutive days and has no extenuating circumstances it will be deemed a voluntary resignation and the employee will be terminated. For any given unexcused absence, a report of serious illness or injury, or following a hospital visit, a doctor's excuse may be required before the employee can return to work. Excessive tardiness or unexcused absences will result in disciplinary action up to and including discharge. All medical information is to be sent to Human Resources where it will be kept in confidence and locked in a file separate from the employee's file. Employees are not required to disclose specific medical information where privacy laws prohibit such disclosures. The City will protect all health-related information. Additionally, all department heads are to submit staff leave reports to the Office of Human Resources each month.

419. Personal Appearance

Effective date: April 1, 2018

Revision date:

It is expected that all employees will be clean, well-groomed and dressed appropriately for their jobs. Employees are to project a professional image while at work and when representing the City in any capacity.

420. Collection of City and Personal Property

Effective date: April 1, 2018

Revision date: October 21, 2021

Employees must return all City property, including but not limited to keys, cellular phones, and computers, and collect all personal property from their workspace on or before their last day of employment and in the presence of their supervisor or their supervisor's designee. Under no circumstances may an employee come in alone to collect personal property from their work area or to clear information from a city computer or phone. Nor shall an employee keep and/or transfer the phone number of a City cellular phone. City email, voice mail, and building access will cease on the last day of employment. The City may take all action deemed appropriate to recover or protect its property.

421. Weapons and Firearms Prohibited

Effective date: April 1, 2018

Revision date:

In recognition of the Illinois Firearm Concealed Carry Act (430 ILCS 66), the City adopts the following policy. For purposes of this policy, Employee shall mean all persons performing work for City in any job classification, including but not limited to, full-time employees, part-time employees, temporary employees, seasonal employees, probationary employees, contractual employees, elected or appointed officials, elected or appointed members of any committee or commission, and/or volunteers for the City or governing body. This definition shall not include, for purposes of this policy, law enforcement officers who are specifically authorized by law to carry a weapon or firearm or any other employee specifically authorized by law to carry a weapon or firearm in the course of his/her employment with City.

“Weapon,” for purposes of this policy, includes but is not limited to firearms of any sort; air guns; stun guns, like TASERS, or other stun devices; knives with blades longer than four inches; explosive material, including fireworks; brass knuckles or other fighting instruments; martial arts weapons; and all other dangerous weaponry.

Prohibited Conduct:

I. Pursuant to this policy, employees are prohibited from carrying weapons in any of the following areas and may be subject to discipline up to and including termination for violating this policy. Employees are prohibited from carrying weapons:

- A. In any building owned or leased by City;
- B. At any work location controlled by City;
- C. In any vehicle leased or owned by City;
- D. At any site controlled by City;
- E. At any time or in any area that is associated with the employee’s work with City;
- F. At any time while the employee is acting within the scope and course of his/her employment.

II. Employees are also prohibited from carrying a weapon on or into one of the prohibited areas defined by the Illinois Firearm Concealed Carry Act while acting within the course and scope of his or her employment and may be subject to disciplinary action up to and including termination for violating this policy. Prohibited areas are defined by the Illinois Firearm Concealed Carry Act as:

- A. Any building, real property, and parking area under the control of a public or private elementary or secondary school;
- B. Any building, real property, and parking area under the control of a pre-school or child care facility, including any room or portion of a building under the control of a pre-school or child care facility. Nothing in this paragraph shall prevent the operator of a child care facility in a family home from owning or possessing a firearm in the home or license under this Act, if no child under child care at the home is present in the home or the firearm in the home is stored in a locked container when a child under child care at the home is present in the home.
- C. Any building, parking area, or portion of a building under the control of any officer of the executive or legislative branch of government, provided that nothing in this paragraph shall

prohibit a licensee from carrying a concealed firearm onto the real property, bikeway, or trail in a park regulated by the Department of Natural Resources or any other designated public hunting area or building where firearm possession is permitted as established by the Department of Natural Resources under Section 1.8 of the Wildlife Code.

D. Any building designated for matters before a circuit court, appellate court, or the Supreme Court, or any building or portion of a building under the control of the Supreme Court.

E. Any building or portion of a building under the control of a unit of local government.

F. Any building, real property, and parking area under the control of an adult or juvenile detention or correctional institution, prison, or jail.

G. Any building, real property, and parking area under the control of a public or private hospital or hospital affiliate, mental health facility, or nursing home.

H. Any bus, train or form of transportation paid for in whole or in part with public funds, and any building, real property and parking area under the control of a public transportation facility paid for in whole or in part with public funds.

I. Any building, real property, and parking area under the control of any establishment that serves alcohol on its premises, if more than 50% of the establishment's gross receipts within the prior 3 months is from the sale of alcohol. The owner of an establishment who knowingly fails to prohibit concealed firearms on its premises as provided in this paragraph or who knowingly makes a false statement or record to avoid the prohibition on concealed firearms under this paragraph is subject to the penalty under subsection (c-5) of Section 10-1 of the Liquor Control Act of 1934.

J. Any public gathering or special event conducted on property open to the public that requires the issuance of a permit from the unit of local government, provided this prohibition shall not apply to a licensee who must walk through a public gathering in order to access his or her residence, place of business or vehicle.

K. Any building or real property that has been issued a Special Event Retailer's license as defined in Section 1-3.17.1 of the Liquor Control Act during the time designated for the sale of alcohol by the Special Event Retailer's license, or a Special use permit license as defined in subsection (q) of Section 5-1 of the Liquor Control Act during the time designated for the sale of alcohol by the Special use permit license.

L. Any public playground.

M. Any public park, athletic area, or athletic facility under the control of a municipality or park district, provided nothing in this Section shall prohibit a licensee from carrying a concealed firearm while on a trail or bikeway if only a portion of the trail or bikeway includes a public park.

N. Any real property under the control of the Cook Employer Forest Preserve District.

O. Any building, classroom, laboratory, medical clinic, hospital, artistic venue, athletic venue, entertainment venue, officially recognized university-related organization, property, whether owned or leased, any real property, including parking areas, sidewalks, and common areas under the control of a public or private community college, college or university.

P. Any building, real property, or parking area under the control of a gaming facility licensed under the Riverboat Gambling Act or the Illinois Horse Racing Act of 1975, including an inter-track wagering location licensee.

Q. Any stadium, arena, or the real property or parking area under the control of a stadium, arena, or any collegiate or professional sporting event.

R. Any building, real property, or parking area under the control of a public library, airport, amusement park, zoo or museum.

S. Any street, driveway, parking area, property, building, or facility, owned, leased, controlled, or used by a nuclear energy, storage, weapons, or development site or facility regulated by the federal Nuclear Regulatory Commission. The licensee shall not under any circumstance store a firearm or ammunition in his or her vehicle or in any compartment or container within a vehicle located anywhere in or on the street, driveway, parking area, property, building, or facility

described in this paragraph.

T. Any area where firearms are prohibited under federal law.

Storage: Any employee who does not possess a valid license to carry a concealed firearm is prohibited from bringing a firearm onto a parking lot owned or leased by City. Employees are prohibited from bringing any other weapons onto a parking lot owned or leased by City.

An employee of City with a valid license to carry a concealed firearm who chooses to carry a concealed firearm while driving to and from work and park in a parking lot owned or leased by City must store his or her firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. An employee with a valid license to carry a concealed firearm may carry a concealed firearm within a prohibited parking lot area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk, provided the licensee ensures the concealed firearm is unloaded prior to exiting the vehicle. An employee with a valid license to carry a concealed firearm must make certain that the firearm is properly stored in accordance with this policy and Illinois law prior to acting in the course and scope of his or her employment.

Policy Violations: Any employee who violates this policy is subject to discipline up to and including termination. The City will not defend or indemnify any employee for an act or omission in violation of this policy.

422. Solicitation

Effective date: April 1, 2018

Revision date:

Solicitation by or for any for-profit business or organization is prohibited on City property. The City recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time (including the working time of the employee who is soliciting and the working time of the employee being solicited). Working time does not include unpaid lunch periods, work breaks, or any other periods in which employees are not on duty. Employees may not distribute literature at any time for any purpose in working areas. Working areas are defined as all areas used for the performance of work. Non-working areas include break rooms, parking lots and restrooms. Postings or literature related to City business or activities are permitted. Please direct any questions about the solicitation policy to Human Resources.

423. Drug Testing

Effective date: April 1, 2018

Revision date:

The City may perform drug and alcohol testing in the following situations: post-job offer, pre-hire; reasonable suspicion; post-accident/incident; post-injury; and return to duty. Failure to pass a drug screening may result in discipline up to and including termination or if pre-hire, withdrawal of the job offer. The City of Belleville is committed to a Drug-Free Workplace and prohibits the use, consumption, possession, sale, and distribution of drugs, to include medicinal marijuana, while conducting City business. An employee's refusal to submit to such tests for mind or behavior-altering or illegal substances, including but not limited to drugs or narcotics, will be considered insubordination and may result in termination. If any employee tests positive, the employee will be subject to discipline up to and including termination. Employees with drug dependency problems are encouraged to voluntarily seek professional assistance. Information on area treatment facilities is available in confidence from Human Resources.

424. Statements of Economic Interest

Effective date: April 1, 2018

Revision date:

Statements of Economic Interests will be issued according to Office of the Secretary of State guidelines.

425. Identity Protection

Effective date: April 1, 2018

Revision date:

City employees will abide by 5 ILCS 179 and City of Belleville Resolution Number 2923 to provide for identity protection. All documents and information containing social security numbers or other protected information will be handled properly at all times only by employees with job requirements to access such information. When disposing of documents with protected information, appropriate shredding for maximum confidentiality is required. Protected information is to be secured at all times. All City employees who are authorized to work with protected information will be trained on identity protection at time of hire and annually.