



# **Lisle Township Employee Handbook**

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*Revised January 2021*

# Summary of Changes

This Handbook was approved by the Lisle Township Board on January 13, 2021. In this update the following revisions were made:

There are minor changes for grammar or spelling made in the Handbook, none of which change the meaning of any policy.

## **2.0 Employment**

**2.11 Pregnancy Fairness Policy:** Updated to mitigate self-imposed burden beyond law.

## **3.0 Compensation and Benefits**

**3.5 Nursing Mother Policy:** Updated to clarify mandate that compensation cannot be impacted.

## **4.0 Leaves of Absence**

**4.2 Sick Leave:** Updated to reinforce anyone experience illness should not risk infection to others.

## **5.0 Employee Safety and Wellness**

**5.1 Equal Opportunity and Anti-Harassment Policy:** Updated to include procedures for harassment by an elected official against another elected official.

**5.3 Weapons Policy:** Updated to be inclusive of State and Federal laws.

**5.5 Drug-Free Workplace:** Updated to emphasize unlawful acts, versus lawful.

**5.6 Drug/Alcohol Testing Procedures:** Updated to be clear that CDL holders cannot use cannabis.

# Overview

As an employee or volunteer of Lisle Township, you are a valuable part of serving Township residents and helping residents in need. Your service and commitment to residents is appreciated by the Township Supervisor and Township Board.

As a part of Lisle Township, you represent the Township in all interactions with the public and have to opportunity to make someone's day better. All Township employees and volunteers are expected to provide residents with timely service, professional courtesy, and the utmost respect. The core values the Township values in our staff are being respectful, polite, helpful, ethical, accountable, transparent, efficient, and effective.

As an employee of Lisle Township, it is important you are knowledgeable about the requirements and policies set forth in this Handbook. Please also be familiar with the programs that others in the Township Supervisor's office provide, and the work of other Township Departments.

Please be advised that the policies in this handbook replace and supersede all prior policies. In addition, the Employee Handbook should be used for your information and reference; however, it is not intended to constitute an employment agreement or contract. The Township reserves the right to vary these policies to meet individual needs. Policies and procedures are subject to change from time to time as the needs of the Township or state and federal laws require. The Township Supervisor's Office will be responsible for keeping you informed of any changes as soon as possible.

## DISCLAIMER

*This handbook is not to be construed as an employment contract or to create contractual rights, but rather to serve as a guideline for day-to-day policies. The Township reserves the right to vary these policies to meet individual needs. All employment is at will and nothing in this handbook may be construed as altering the at will employment status of any employee. Policies and procedures in this handbook are subject to change from time to time, as the needs of the Township require. We will attempt to keep you informed of changes as soon as practical.*

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# 1.0 Introduction

## 1.1 Policy Administration

It is the policy of Lisle Township to establish personnel policies in order to maintain consistent human resources procedures and guidelines that comply with all applicable state and federal laws and regulations.

The Township Supervisor shall be responsible for the enforcement of the personnel policies within this Handbook and shall consult with the Township Board as needed. The Township Supervisor shall make the final decision concerning the interpretation and application of these policies.

Policies and procedures are subject to change from time to time as the needs of the Township or state and federal laws require. The Township Supervisor's Office will be responsible for maintaining this Handbook and may amend policies to comply with changing laws, regulations, or internal operational changes, and will ensure that you are informed of any changes as soon as possible.

## 1.2 Scope

This handbook is only for the employees of Lisle Township's Supervisor's Office. Other Departments have separate Employee Handbooks or policies.

## 1.3 The Confidential Nature of Our Business

Some of the information that we handle as part of our jobs is strictly confidential, such as information that is prohibited from being disclosed by federal or state law or information that is exempt from disclosure under the Freedom of Information Act. Revealing information that is confidential or exempt from disclosure under FOIA may subject an employee to disciplinary action up to and including termination.

## 1.4 Township Office Hours

The Township shall maintain office hours Monday through Friday, 8:00a.m. - 4:30p.m. except for approved Holidays.

The Township shall always be open to the public 8:30a.m. – 4:00p.m., and in the case of emergencies, such as the death of a member of the staff, at least one employee shall remain in the office to answer inquiries.

To most efficiently and effectively meet the needs of Lisle Township residents the Township reserves the right to schedule employees to work flexible hours.

## 1.5 Volunteers

Lisle Township relies on the generosity of volunteers to staff the Food Pantry and support other programs. The Township is grateful for this service and selflessness of individuals in our communities

wanting to help their neighbors. While supporting the services of the Township, Volunteers, just like employees, are representatives of the Township. As such, Volunteers are expected to follow all policies and procedures outlined in this Handbook in Sections 5, 6 and 7. Volunteers serve at the will of the Township, so volunteer status may be terminated at any time by the Township Supervisor, with or without cause and with or without prior notice.

## **1.6 Implementation and Maintenance**

### **Employee Policies**

Employee policies within this Handbook cover topics including, but not limited to: obligations and responsibilities in matters of employment; professional and personal conduct; hours of work, attendance and leave; classification and compensation; performance management; benefits; safety and health; and disciplinary procedures.

### **Responsibilities**

All employees are responsible for familiarizing themselves with this Employee Handbook, as well as other pertinent policies or manuals issued by the Township. The Township will make reasonable efforts to notify employees of any changes made to this manual, but it is the employee's responsibility to be familiar with and follow current employee policies. Each employee shall sign an acknowledgement of the Handbook and policies contained within.

### **Maintenance of the Employee Handbook**

The Township Supervisor and Financial Director shall maintain hard copies of this Handbook in their offices. A digital copy will be posted on the Township Supervisor's server in the Operations folder.

Suggestions for the Handbook may be provided to the Township Supervisor at any time. The Township Supervisor shall review the Handbook as needed for currency and opportunities for improvement. Updates should be made at that time and can be made at any time as they are needed subject to the Township Supervisor's discretion.

## 2.0 Employment

### 2.1 Recruitment, Selection, and Hiring

It is the policy of Lisle Township to follow procedures that recruit, select and hire the most qualified applicants for a job. The Township considers the requirements of each job and the candidate's experiences, qualifications, and knowledge that apply to those requirements. The Township may also consider educational background, previous experience, and proven skills and abilities while maintaining compliance with applicable state and federal employment laws.

#### Guidelines

When a job opportunity arises, the hiring decision may include, but is not limited to, the following factors: job knowledge, education, ability and skills, disciplinary record, attendance record, past performance, and other job-related criteria.

All full-time job opportunities will be posted for any qualified, interested applicant to apply. The posting shall at minimum be on the Township's website.

Part-time jobs may be applied for and filled on an as needed, rolling basis. They are not required to be posted, however if an opportunity or need arises and there are no applicants within 2 weeks, then the part-time opportunity should be posted.

An applicant may be disqualified from a position if it is found that the applicant:

- has not been truthful on any part of the application or hiring procedure, regardless of when that discovery is made,
- does not meet the requirements established for the position, or
- has failed to disclose all required employment history on the Application.

The Township Supervisor or designee may disqualify an applicant or discharge a previously appointed applicant, if it is found that:

- The person has made a false statement in securing employment, regardless of when the discovery is made.
- The person has used or attempted to use bribery to secure advantage in the selection to a position.
- The person has been convicted of a misdemeanor or felony, when that conviction is job-related as determined by the Township Supervisor.

#### Procedures

All applicants must reapply to be considered if they are not hired within one year of their original application.

All applicants will be screened by the person that will supervise the position. This screening shall be a phone call and review of the application.



All screened applicants that meet the job requirements will be forwarded to the Township Supervisor for a formal in-person interview.

Selected applicant will be notified and required to follow any pre-employment requirements prior to their start date. If a selected applicant cannot reach agreement on dates, compensation or the pre-employment requirements, another interviewed applicant may be selected, or the hiring procedure may start from the beginning.

## **2.2 Pre-Employment Testing**

A physical examination by the Township's designated medical clinic is a requirement for all new Township employees who will perform safety-sensitive functions. The physical examination is a post-offer, pre-employment requirement to which each new employee must submit. The cost of the examination is to be paid by the Township. At minimum, this examination will include a drug-screening for those employees performing safety-sensitive functions. Drug testing will include testing cannabis only if a Commercial Driver's License (CDL) is a requirement of the job.

## **2.3 New Employee Orientation**

It is the policy of Lisle Township to provide Orientation Programs to all new full-time and part-time employees. This will ensure that newly hired employees receive consistent and appropriate information regarding employee benefits and Township policies and procedures.

Orientation provides for collection of post-hiring data, completion of required forms, introduction to services and benefits available to employees and information and training on Township policies.

## **2.4 Probationary Period**

An employee with a non-exempt classification will serve a six-month probationary period during which time his/her performance will be evaluated. A new employee with an exempt classification will serve a one-year probationary period during which time his/her performance will be evaluated. If his/her service is satisfactory, the Township Supervisor will remove the probationary status upon completion of the probationary period. If at any time during the six-month/one-year probationary period, his/her service is unsatisfactory the Township Supervisor may terminate employment.

Note that the term "probationary period" refers to an introductory period of training and evaluation. At the end of the probationary period, the employee remains an at-will employee.

## **2.5 Performance Evaluation**

New employees will be frequently informally evaluated, through discussions with the Township Supervisor in the first year. After completion of the first year, employees are typically evaluated once a year or more frequently as needed.

## **2.6 Attendance Policy**

Regular and consistent attendance by all employees is critical to the operation Lisle Township. Attendance during scheduled work hours is an essential function of every position at Lisle Township. Employees are expected to be present and ready to begin work at their workstation at the scheduled

start of their shift and are expected to diligently perform their work duties through the end of their shift, except during scheduled breaks or lunch periods.

An employee who exhibits unsatisfactory attendance or repeated tardiness may be subject to discipline up to and including termination. Employees are expected to call their supervisors at least one (1) hour prior to the start of their shift (or as soon as possible in case of emergency) if they will be absent or late for work, advising the supervisor of the reason for the absence or late arrival, and (in the case of a late arrival) advising when the employee expects to arrive at work. Failure to properly report an absence or late arrival in accordance with this policy may result in disciplinary action up to and including termination.

## **2.7 Access to Personnel Records**

Lisle Township will ensure Personnel Records remain confidential except where information is required to be made public by law or court order.

All Personnel Records shall be kept and maintained by the Personnel Office.

Employees will be allowed to review their own Personnel Record, as permitted by law.

All Personnel Record reviews shall take place in the Township Supervisor's or Personnel Office under the supervision of an employee authorized by the Township Supervisor to be present during such reviews. Copies can be made at the request of the employee.

## **2.8 Voluntary Separation of Employment**

The Township requests that employees who resign provide their resignation to the Township Supervisor at least 10 working days prior to the effective date of the resignation, if applicable.

When adequate notice of separation is provided, the Township Supervisor generally schedules an exit interview. This meeting allows the employee to share opinions on ways to improve the Township as a workplace.

Prior to the employee leaving, the Township Supervisor should collect any Township property entrusted to the employee, such as keys, phones, employee handbook, etc.

Contact the Township Supervisor's office for an explanation of the conversion options available to you for the insurance programs and IMRF benefits. Your insurance benefits continue until the last day of the month you terminate.

## **2.9 Involuntary Separation of Employment**

The Township reserves the right to terminate any employee with or without cause or notice. Termination for abandonment of position may occur if an employee has three (3) consecutive no-call/no-show absences. The Township Supervisor may terminate employment by mailing notice of termination via certified mail, to the employee's last known address.

## 2.10 Verification of Employment

It is the policy of Lisle Township to handle all inquiries concerning current and former employees in compliance with legal requirements.

### Guidelines

All inquiries concerning former and current employee should be directed to the Personnel Office or directly to the Township Supervisor.

Only verification of employment dates and job title will be revealed.

Inquiries requesting additional information about former employees must be submitted in writing and accompanied by the employee or former employee's authorization.

## 2.11 Pregnancy Fairness Policy

Under the provisions of the Illinois Human Rights Act 775 ILCS 5/1, et seq., as amended by P.A. 98-1050, effective January 1, 2015, employees and applicants for employment are protected against discrimination in employment on the basis of pregnancy. If you are pregnant, you may request a reasonable accommodation to enable you to accept employment or continue working, consistent with medical advice, if you choose to do so rather than take leave under any leave law or Township policy. You will be required to supply medical documentation from your health care provider to support your request for a reasonable accommodation. Once a reasonable accommodation is requested and supported by medical documentation, the Township may grant the accommodation unless the accommodation would impose an undue hardship on the Township's ordinary operation. You cannot be required to accept an accommodation that you did not request. Further information as to your rights and obligations under the law and this policy can be obtained from the Township Supervisor and/or the Illinois Department of Human Rights, 100 W. Randolph Street, Room 10-100, Chicago, Illinois 60631, (312)814-6269.

## 3.0 Compensation & Benefits

### 3.1 Wage and Salary Policy

#### Non-Exempt Employees

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States receive at least the federal minimum wage for all hours worked and receive overtime pay, or alternatively for public employees, compensatory time off, at the rate of one and one-half hours for each hour worked over forty (40) in a workweek. Employees who are subject to minimum wage and overtime laws are called “non-exempt.” If you are eligible for overtime pay or compensatory time off (including pay due under our personnel policies or pursuant to a collective bargaining agreement), you must maintain a record of the total hours you work each day. These hours must be accurately recorded using our time-keeping system. You should not work any hours outside of your scheduled workday unless your supervisor has authorized the unscheduled work in advance. Do not start early, finish late, work during a meal break, or perform any extra work unless you are authorized to do so in advance, and the time is reported on your time-keeping record. You are required to verify that the reported hours worked are complete and accurate and that you have not worked any “off-the-clock” or unrecorded time. Your recorded hours worked must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks. At the end of each workweek, you should submit your completed time record for verification and approval. When you receive each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked.

#### Exempt Employees

Section 13(a)(1) of the FLSA, however, provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. Job titles do not determine exempt status. For an employee to qualify as “exempt” from minimum wage and overtime, an employee’s specific job duties and salary must meet all the requirements of the Department of Labor’s regulations. If you are classified as an exempt, salaried employee, you will receive a salary which is intended to compensate you for all hours that you may work for Township. This salary will be set at the time of hire or whenever you become classified as an exempt employee. Your salary may be subject to review and modification from time to time, such as during salary review time. Despite your exempt status, you must still maintain a record of the total hours you work each day. These hours must be accurately recorded.

Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee’s predetermined salary, i.e., because of the operating requirements of the business, that employee is not

paid on a “salary basis.” If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Deductions from an exempt employee’s pay are permissible under the following circumstances:

- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- For absences of one or more full days due to sickness or disability if the deductions are made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- To offset amounts employees receive as jury or witness fees or for military pay;
- Or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions;
- In the initial or terminal week of employment in the event you work less than a full week;
- For penalties imposed in good faith for infractions of safety rules of major significance;
- For weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.

An exempt employee’s salary may also be reduced for certain types of deductions such as his or her portion of health, dental or life insurance premiums, state, federal or local taxes, social security, IMRF, or contributions to a 401(k) plan.

Please note that you will be required to use accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability. However, an exempt employee’s salary will not be reduced for partial day absences if he or she does not have accrued paid time off.

## **Accurate Timekeeping**

It is a violation of this policy for any employee to falsify a time-keeping record or to alter another employee’s time-keeping record. It is a violation of Township policy for another employee, manager, elected or appointed official to instruct another employee to incorrectly or falsely report hours worked or alter another employee’s time-keeping record to over- or under-report hours worked. If any employee, manager, elected or appointed official instructs you to violate this policy, do not do so. You are to report it immediately to the Township Supervisor or the Township Board.

## **Prohibition of Improper Salary Deductions**

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit any member of management, elected or appointed official from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the Township does not allow deductions that violate the FLSA.

## **Reporting Errors or Improper Deductions**

We make every effort to ensure that all employees are paid correctly. Occasionally, however, an error can occur. Please review your paystub every pay period. If you find an error or that an improper deduction has been made, please report it promptly to the Township Supervisor.

Reports of errors or improper deductions will be promptly investigated. If it is determined that an error or improper deduction has occurred, it will be promptly corrected, and you will be promptly reimbursed for any improper deduction made.

No employee will be retaliated against for reporting violations of this policy or for cooperating in an investigation of a reported violation.

## 3.2 Overtime

Positions shall be designated by the Township Supervisor as exempt or non-exempt in accordance with the provisions of the Fair Labor Standards Act.

For Non-Exempt Employees:

- Typically, full-time employees work 37.5 hours in a work week, but from time to time they may be expected to work up to 40 hours in a work week at the regular straight time rate. Employees do not have a guarantee of any specific number of hours of work in any given work week.
- Regular straight time will be paid for any hours worked up to 40 hours in a work week.
- Non-exempt employees will earn overtime at the rate of 1.5 times their regular hourly rate for any hours worked over 40 in a work week. Overtime hours must be approved in advance by the Township Supervisor. The payroll department must be notified one week in advance of the upcoming payroll. Exempt employees are not compensated for overtime.
- Sick leave, vacation time and personal time shall not count as hours worked for calculating overtime.

## 3.3 Payday

Employees are paid bi-weekly and can expect to receive their paycheck every other Wednesday.

## 3.4 Hours of Work

Full-time employees are entitled to a one-hour lunch break, beginning no later than five (5) hours after the start of their day and (2) 15-minute breaks, one in the morning and one in the afternoon.

Part-time employees working less than 37.5 hours per week who work a minimum of 7.5 hours on a given day will be provided a lunch period of at least 20 minutes beginning no later than five (5) hours after the start of their day. Employees working less than 7.5 hours in a given day will not be provided a lunch period but may receive a rest period at the discretion of the Township Supervisor.

## 3.5 Nursing Mother Policy

Lisle Township will provide reasonable unpaid break time each workday to an employee who needs to express breast milk for her infant child for up to one (1) year following the birth of the child. Break time should, if possible, run concurrently with any break time already provided to the employee. A private room (other than a restroom) will be made available to the employee to use for this purpose. If it is not possible to use a typical break time to express breast milk, time will be allotted without any impact to compensation.

## 3.6 Federal and State Income Taxes and FICA

The amount deducted for Federal and State withholding taxes is determined by the number of dependents claimed on your W-4 form and your salary. At the end of the year, you will receive a W-2 form that shows your total wages and deductions.

## 3.7 Mileage Reimbursement

Employees who are authorized to use their own personal car for Township business will be reimbursed for a mileage amount, consistent with the IRS mileage reimbursement rules.

Per IRS regulation, Volunteers may be reimbursed for mileage. Typically those volunteers that will be reimbursed:

- Are not volunteering to serve mandatory community service hours,
- Volunteer consistently an average of 9 days per month, and
- Have volunteered at least 3 months during the year.

Volunteer reimbursement typically occurs at the end of the calendar year.

## 3.8 Employee Insurance Benefits

The Township provides the opportunity for all eligible full-time employees to have life insurance, accidental death and dismemberment insurance, medical, hospitalization and dental insurance.

- Full Time employees are typically required to work a 37.5-hour workweek and are entitled to all Township benefits.
- Part Time employees are required to work a minimum of 1,000 hours a year in order to be entitled to earn a paid vacation, sick days, personal days, enrollment in IMRF, and paid holidays based on the proportionate formula for full-time employees.
- To be eligible for health, dental and life insurance an employee must work a minimum of 1000 hours per year.
- Coverage becomes effective the first day of the month following the first full month of employment.
- The Township board determines the employee contribution rate toward medical, dental and life insurance coverage.
- Guidelines regarding eligibility and contributions may change at the discretion of the Township Board.
- An open enrollment period is normally held each year during which an employee may elect to change medical and dental benefits.

## Procedures

Eligible employees are responsible for enrolling in health coverage as soon as possible after employment.

It is the employee's responsibility to notify the Township Supervisor's or Personnel office of any change in dependent status.

Upon termination of employment with Lisle Township, the employee may, under certain circumstances, elect to continue medical coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA). To do so, the employee should contact the Township Supervisor's Office.

### **3.9 Illinois Municipal Retirement Fund (IMRF)**

It is the policy of Lisle Township to provide employees and their families' income protection in the event of disability, retirement or death. This protection is provided through the Illinois Municipal Retirement Fund (IMRF).

#### **Eligibility**

If you have been hired for a position requiring at least 1,000 hours of service each year, it is mandatory that you participate in the IMRF (Illinois Municipal Retirement Fund) immediately upon employment with the Township.

An employee must have been employed for at least eight (8) years (Tier1) or at least ten (10) years (Tier 2) and be at least 55 years of age to qualify for IMRF retirement benefits.

An employee who has twelve (12) consecutive months of service and cannot perform the duties of his position because of illness or injury lasting more than thirty (30) days may be eligible for IMRF disability benefits. Contact IMRF for more information.

Should you not stay with the Township or another Illinois governmental employer until retirement age you will receive a refund from IMRF for the money you contributed to the fund if you so choose.

#### **Guidelines**

IMRF is the sole authority in determining benefit eligibility and the amount of benefit payments. For more information refer to your IMRF handbook or you may call IMRF directly at 800-ASK-IMRF.

Information regarding IMRF enrollment and benefits is distributed to new employees upon employment. It is the employee's individual responsibility to keep information on file related to their retirement fund, (i.e. name, address, and beneficiary) up to date.

Employees who plan to retire from the system are encouraged to contact IMRF at least ninety (90) days in advance of the anticipated retirement date to secure an estimate of benefit information.

All forms related to disability leave should be completed as soon as possible and are available at the Personnel office.

### **3.10 Life Insurance**

It is the policy of Lisle Township to offer employees financial security through a group Life Insurance Program.

All regular and part-time employees (working a minimum of 20 hours a week) are eligible for basic coverage, which is set by the Township Board.



### **3.11 Deferred Compensation Plan**

It is the policy of Lisle Township to offer an optional 457(b) Deferred Compensation Plan to any eligible employee that wishes to opt in to it.

All regular and part-time employees (working a minimum of 20 hours a week) are eligible for enrollment. Payroll deductions will be made at the direction of the eligible employee. Additional information on and applications for enrollment into the 457(b) plan are available from the Finance Director.

### **3.12 Worker's Compensation**

It is the policy of Lisle Township to follow State and Federal laws that provide for protection of employees who experience job related injuries and illnesses.

All regular full-time and regular part-time employees are covered by Worker's Compensation. Eligibility begins the first day of employment.

#### **Guidelines**

Worker's Compensation is a statutory requirement provided by law to all eligible workers who sustain job-related injuries. Guidelines and procedures are in accordance with the requirements of the Worker's Compensation Act.

In order to receive full benefits, it is necessary to abide by the following procedures:

1. An employee who sustains a work-related injury must notify the Township Supervisor or Personnel office immediately. If necessary, the employee will be sent for medical treatment.
2. The employee must complete the necessary forms as soon as possible.
3. The employee is responsible for informing the treating physician that the injury is work-related and that all claims should be forwarded to the Township Supervisor's office.
4. The employee should contact IMRF if they will be unable to work for thirty (30) or more days in order to maintain service credits and death benefits.
5. The employee is responsible for notifying the Township Supervisor or Personnel Department when he is released to return to work from a work-related injury or illness. Written notice from the physician, specifying work restrictions, if any, is required before the employee can return to work.

### **3.13 Employee Expense Reimbursement**

The Township shall reimburse employees for necessary and reasonable expenses incurred while in the performance of Township business. To be eligible for reimbursement of expenses under this policy, employees must obtain prior authorization from the Township prior to incurring such expenses. After incurring such expenses, employees shall be required to submit a written request for reimbursement within thirty (30) days of the date upon which the expense was incurred. This request must contain all

supporting documentation regarding the expense. Reimbursement shall not include reimbursement for cell phones or data plans as the employer does not require that an employee utilize his or her personal cellular device or data plan to perform Township work.

# 4.0 Leaves of Absence

## 4.1 Vacation

It is the policy of Lisle Township to provide employees Vacation Time with pay based upon the number of hours worked and the length of continuous service.

All regular full-time and regular part-time employees who are scheduled to work at least twenty (20) hours a week and have completed six (6) months of continuous service are eligible to take vacation time.

### Guidelines

1. Vacation accruals are calculated and credited to employees on their anniversary date, (date of employment) each year.
2. Vacation paid after the last day worked shall not extend an employee's length of service.
3. Accrual of vacation time ceases during any medical or personal leave of absence over thirty (30) days.
4. All employees who have separated employment from the township and have been re-hired shall accrue vacation time as of their most recent employment date.
5. The Township Supervisor may deny a vacation request if it interferes with the efficient and effective operation of the Township.

Accrued vacation must be used in the year following the anniversary date on which the vacation was earned. However, with the Township Supervisor's approval, an employee may carry over up to two weeks (10 days) of vacation from one year to the next. Requests for vacation time shall be submitted in writing and in advance to the Township Supervisor. The Township Supervisor may approve an accumulation of more than 10 days if the situation warrants and it is not to the detriment of Township services.

An employee who is dismissed will receive pay for earned but unused vacation time.

If an employee separates from employment before the end of the year following his anniversary date AND has used vacation time in excess of earned vacation time, he/she will owe the value of the used but unearned, vacation time at the same rate that it was advanced to him/her. This may be accomplished through a deduction from the employee's final check or as agreed to between the employee and Township Supervisor. Deductions from the employee's final paycheck must be authorized by the employee in writing.

### Vacation Schedule

Years of Continuous Service	Vacation Days Paid Annually
Less than one	0
1	12
2	13

3	14
4 – 9	15
10 – 14	20
15	21
16	22
17	23
18	24
19	25
20	26
21	27
22	28
23	29
24 or more	30

## 4.2 Sick Leave

It is the policy of Lisle Township to recognize that employees may occasionally be absent because of illness or injury. The Township believes that employees should be protected against a loss of income because of such temporary absences.

### Eligibility

All regular full and part-time employees who work one thousand (1,000) hours or more per year are eligible for sick time.

### Guidelines

1. Sick time can be used for an approved absence that falls under the following guidelines, and it is expected that employees who are experiencing symptoms of illness will use their sick leave and not come to work and risk infection to others:
  - a. Illness or injury of employee or employee's child, spouse or domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.
  - b. Emergency medical or dental care.
  - c. Exposure to contagious disease and possible endangering of others by attendance on duty.
  - d. Preventative care.
  - e. Leave approved in advance by the Township Supervisor.
2. Sick leave pay will begin to accrue at the rate of 0.5 days per month AFTER the first completed calendar month of service. Full time employees will receive six (6) sick leave days per year for the first five (5) years. After 5 years of service, the rate of sick leave accrual will increase to 0.5833 days per month for a total of 7 days accrued per year.
3. The Township strictly prohibits retaliation against an employee for exercising his or her right to use personal sick leave benefits in accordance with this policy.
4. The Township reserves its right to require an employee to use sick leave if the employee is exhibiting signs of illness at work. An employee's refusal to leave the workplace may be

considered insubordination and may be grounds for disciplinary action up to and including dismissal.

## Procedures

1. Sick leave will not accrue during any personal leave of absence.
2. Sick leave will accrue and be carried over from year to year up to a maximum of 180 days (1350 hours).
3. After accumulating thirty (30) days of sick leave you may request to continue to accumulate sick leave, or you may request to receive monetary payment for accumulated days beyond thirty (30) days (225 hours) at the same payout percentage based on your length of service as indicated below.
4. Upon termination or layoff of employment, the employee will receive monetary compensation for accumulated sick leave based on the following schedule of continuous service:

### *SCHEDULE OF PERCENTAGE RATES FOR ACCUMULATED SICK LEAVE*

<b>Years of Completed Continuous Service</b>	<b>Monetary Compensation Percentage Rate</b>
5 - 7	50%
8 – 10	67%
11 – 15	75%
16 or more	100%

No payout shall be made under this provision until the month following the first full month after the employee's separation during which the employee has been paid no wages. For example, if an employee is terminated, laid off or retires on June 15<sup>th</sup>, the sick leave payout shall not be made until after August 1<sup>st</sup>.

5. If the Township Supervisor does not consider the evidence submitted as adequate for the use of sick leave, additional documentation may be required, regardless of the number of days absent. If this additional documentation is not supplied, the request for sick leave may be denied and the time shall be charged to leave without pay.
6. An employee must notify the Township Supervisor or one of the Directors immediately when illness or injury prevents the employee from coming to work.
7. Any employee determined by the Township Supervisor to be abusing the provisions of the sick leave policy shall be subject to Disciplinary Action, up to and including termination.

## 4.3 Holidays

The Township Board approves official holidays annually. You will be notified of the holidays approved each year. All eligible employees will receive time off with pay for all recognized holidays.

Regular part-time employees with one year of employment will receive Holiday pay based on the percentage of a full-time schedule that they work for a pro-rated Holiday pay. Temporary workers are not eligible for Holiday pay.

## 4.4 Personal Days

You will be allowed one personal day per year until you have completed four (4) full years of employment. After completing four years of employment you will be entitled to three (3) personal days per year. Personal Days must be used during the calendar year in which they were earned.

## 4.5 Personal Leave

It is the policy of Lisle Township to allow employees to take a Personal Leave of Absence without pay for extraordinary circumstances of personal need when it is determined to be in the best interest of both the Township and the requesting employee.

All regular full-time and regular part-time employees are eligible to take a personal leave.

### Guidelines

A personal leave is an approved temporary leave of absence without pay, not to exceed ninety (90) days unless approved by the Township Supervisor and initiated at the employee's request.

To be eligible for a personal leave without pay for longer than one month, an employee must have used all his vacation, sick, floating holidays and personal days earned prior to the beginning of an unpaid personal leave.

Sick, personal and vacation days will not accrue while the employee is on a personal leave, nor will an employee be eligible for holiday pay.

During a personal leave, an employee may continue participation in the Township's benefit programs by covering the total cost of the benefit program

Only extreme circumstances should be considered in granting a personal leave of absence. All aspects of the employee's situation should be considered including personal circumstances, length of employment, performance, disciplinary action, overall attendance and probability of return.

The Township Supervisor will make every effort to place the employee in the position held immediately prior to the leave of absence. Personal leave does not guarantee the ability to return to your former position. If the position is not available, the employee may be restored to a position of like seniority, status and pay if available. If this is not possible, the employee will be separated.

### Procedures

1. The request for personal leave must be made at least two (2) weeks prior to the first day of the leave.
2. The employee requesting a personal leave must submit a written request to the Township Supervisor stating both the purpose and the beginning and ending dates of the personal leave.

3. A personal leave of absence will be reviewed and approved or denied by the Township Supervisor, according to Township policy.
4. The Township Supervisor should inform the employee that his/her return from a personal leave is always subject to, and contingent upon, availability of his/her former position.
5. If the employee does not return to active employment by the date agreed upon, the Township will separate his employment.

## **4.6 Bereavement Funeral Leave**

Bereavement/Funeral leave of up to three days may be granted by the Township Supervisor because of the death of a member of your immediate family. Immediate family is defined as parent, spouse, brother, sister, child, grandchild, stepparent, stepchild, legal guardian, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law or daughter-in-law or as approved by the Township Supervisor. Leave does not need to be consecutive days with approval of the Township Supervisor.

If an employee requests additional days off, vacation, floating holidays or personal days may be used upon approval by the Township Supervisor.

If the death should occur over a weekend or holiday, eligible employees may still receive the full bereavement/funeral leave.

### **Child Bereavement Leave**

In accordance with the Illinois Child Bereavement Leave Act, an employee who is an eligible employee under the Family and Medical Leave Act of 1993, 29 USC 2601, et. Seq.(that is, an employee who has been employed by the Township for at least 12 months and who has worked at least 1250 hours in the 12 month period preceding a leave taken in accordance with this provision) shall be entitled to a maximum of 10 (10) working days of unpaid bereavement leave to attend the funeral (or alternative to a funeral) of the employee's child (defined as the employee's son or daughter who is biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis), make arrangements necessitated by the death of the child, or grieve the death of the child. Such leave must be completed within 60 days after the date on which the employee receives notice of the death of the child.

In the event of the death of more than one child in a 12-month period, an eligible employee is entitled to up to six (6) weeks of child bereavement leave during that 12-month period.

An employee may substitute paid time off, to the extent available, for unpaid time off, to the extent that such paid time off is available and permitted by the Township's general bereavement policy, set forth above. However, nothing in this Child Bereavement Policy shall be interpreted as increasing the total amount of time off (consisting of unpaid time off or paid time off substituted therefor) available to an employee in an 12-month period under the Family and Medical Leave Act, nor shall this Child Bereavement Policy be interpreted as increasing the amount of paid time off otherwise available to an employee under the General Bereavement Policy or any other Township leave or paid time off policy.

## 4.7 Jury Duty

It is the policy of Lisle Township to follow all Federal and State laws regarding Jury Duty or Court Service such as being called to act as a subpoenaed witness.

All regular full-time and regular part-time employees who are called to serve on a jury, or because of his duties area called to appear before a court as a witness in response to a subpoena or other directive are granted leave from work.

Employees are granted a leave of absence with pay for the time they are required to serve, less payment received for acting as a juror or witness.

All employee benefits will continue in effect during subpoenaed jury duty or performance of witness duties.

Upon receipt, the employee shall present the jury summons or witness subpoena to the Township Supervisor. A copy will be retained in the employee's personnel file.

If an employee is released as a witness or from jury duty for any period during normal working hours, the employee shall immediately notify the Township Supervisor. The employee may be instructed to report back to work.

The employee shall submit any jury or witness compensation to the Personnel Office.

Employees who appear in court as the plaintiff or defendant in any action not related to his official duty shall not be paid for time away from work unless that time is accrued vacation or sick time.

## 4.8 Military Leave

Lisle Township will comply with all applicable federal, state and local laws providing military leave and benefit protections to eligible employees.

### Your Rights Under USERRA

#### A. THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System.

USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

#### B. REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- you ensure that your employer receives advance written or verbal notice of your service;



- you have five years or less of cumulative service in the uniformed services while with that employer;
- you return to work or apply for reemployment in a timely manner after conclusion of service; and
- you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

#### C. RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- are a past or present member of the uniformed service;
- have applied for membership in the uniformed service; or
- are obligated to serve in the uniformed service;

then an employer may not deny you

- initial employment;
- reemployment;
- retention in employment;
- promotion; or
- any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

#### D. HEALTH INSURANCE PROTECTION

- If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., preexisting condition exclusions) except for service-connected illnesses or injuries.

#### E. ENFORCEMENT

The U.S. Department of Labor, Veterans' Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USADOL or visit its Web site at <http://www.dol.gov/vets>.

An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>.

- If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice for representation.
- You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

## **Rights Under Illinois Law**

The Illinois Servicemember Employment & Reemployment Rights Act, ("ISERRA," 330 ILCS 61) also provides protection to (1) All members of the Armed Forces of the United States whether active duty or reserve including the National Guard when performing state duty; (2) All members of Military Auxiliary Radio System, United States Coast Guard Reserve, Civil Air Patrol, and the Merchant Marines when performing official duties in support of an emergency; and (3) Members who are released from military duty with follow-on care by the Department of Defense. ISERRA provides the same protections as USERRA (i.e., reemployment, benefits and discrimination) but expands protections to persons identified above and incorporates existing benefits to servicemembers who are public employees. Benefits to eligible employees under ISERRA can also include concurrent compensation, differential compensation and health benefits. Employees should contact the Township Supervisor with any questions or with requests for leave or benefits under ISERRA. Finally, employees may be eligible for leave pursuant to the provisions of the Illinois Family Military Leave Act which provides that employees who have a family member (spouse, parent, child or grandparent) deployed for longer than thirty (30) days may be entitled to a period of unpaid family military leave subject to the provisions of the Act. Leave requests for more than five (5) consecutive work days must be made at least fourteen (14) days in advance of the first day of leave. Again, employees should contact the Township Supervisor with any questions or requests for leave under the Family Leave Act.

## **4.9 Family and Medical Leave**

It is the policy of Lisle Township to comply with all Federal and State Laws in granting Family and Medical Leave. This policy is meant to comply with the Family and Medical Leave Act and is not intended to grant leave in addition to what the Act or other statutes require.

### **Eligibility**

All regular full-time and regular part-time employees who have worked at least 1,250 hours during the twelve (12) months preceding the leave and who have completed twelve (12) months of service are eligible to take family and medical leave.

### **Guidelines**

An eligible employee will be entitled to a total of twelve (12) workweeks of unpaid leave during a designated twelve (12) month period for one or more of the following:

1. The birth of a child.

2. The placement of a child with the employee for adoption or foster care.
3. To care for a spouse, child, or parent of the employee when a serious health condition arises.
4. A personal serious health condition that makes the employee unable to perform the functions of his position.
5. To seek medical help, legal assistance, counseling, safety planning and other assistance required as a result of domestic violence to the employee or a family or household member.

An employee is required to use any accrued vacation or sick time during family medical leave granted, providing this does not interfere with Workers Compensation benefits or eligibility for IMRF disability benefits.

The Township will provide basic life, medical and dental insurance coverage to an employee who is on Family Medical Leave at the current employee rate. If an employee is off work after exhausting his or her (12) twelve weeks of Family Medical Leave, the employee will be responsible for the entire premium.

Family Medical Leave is normally taken in full day segments. However, if appropriate, an employee's leave may be broken into time segments of less than twelve (12) weeks and/or may be taken as a reduced work schedule, with hours agreed upon by the Township Supervisor.

## Procedures

1. An employee must submit a written request for family leave at least thirty (30) days in advance, where practical, stating both the purpose and the beginning and ending dates of the leave.
2. The Township Supervisor must approve requests for family leave.
3. In certain medical cases, the Township may require that a health care provider certify the leave.
4. Employees may be required to provide periodic updates of their status and intent to return to work while on Family Medical Leave.
5. If circumstances of a Leave change, enabling the employee to return to work earlier than expected, the employee should notify the Township Supervisor as soon as possible.
6. If a reduced work schedule or intermittent leave is approved, the employee may be temporarily assigned to an available alternate position. All salary and benefits status will remain the same.
7. If an employee fails to return from leave for reasons other than the continuation, reoccurrence or onset of a serious health condition or other circumstances beyond the control of the employee, the Township may recover the premium that was paid for maintaining group health plan coverage.
8. If a husband and wife are both employed by the Township, they are jointly entitled to a combined twelve (12) work weeks of family leave during any twelve (12) month period if the leave is taken for birth, adoption, or to care for a parent who has a serious health condition.

## 4.10 Victim's Economic Safety & Security Act (VESSA) Policy.

All employees, both part-time and full-time, shall be entitled to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period if:

- A. The employee is a victim of domestic, gender, or sexual violence; or

- B. The employee has a family or household member, or other person related by blood or by current or former marriage or who share a child, where said person is a victim of domestic, gender, or sexual violence.

Domestic, sexual or gender violence means domestic violence, sexual assault, gender violence or stalking.

Gender violence means one or more acts of violence or aggression satisfying the elements of any criminal offense under the laws of the State of Illinois that are committed, at least in part, on the basis of a person's actual or perceived sex or gender, regardless of whether the acts resulted in criminal charge, prosecution, or conviction; a physical intrusion or physical invasion of a sexual nature under coercive conditions satisfying the elements of any criminal offense under the laws of the State of Illinois, regardless of whether the intrusion or invasion resulted in criminal charges, prosecution or conviction; or a threat of an act described above which causes a realistic apprehension that the person who originated the threat will commit the act.

This leave may be taken to:

1. Seek medical attention for or to recover from physical or psychological injuries;
2. Obtain services from a victim services organization;
3. Obtain psychological or other counseling;
4. Participate in safety planning, temporarily or permanently relocating, or taking other actions to increase safety from future domestic or sexual violence or ensure economic security; or
5. Seek legal assistance or remedies, including preparing for or participating in a civil or criminal proceeding related to or derived from domestic or sexual violence.

At the employee's discretion, the leave may be taken intermittently or on a reduced work schedule provided that the aggregate amount of leave does not exceed twelve (12) weeks, including any leave taken for any FMLA-qualifying reason.

VESSA leave may only be taken if the employee has complied with certification requirements established by law and Township policy.

Whenever practicable, the employee shall provide the Township with at least forty-eight hours advance notice of the employee's intention to take the leave. The Township will not take any action against the employee if an unscheduled absence occurs, provided the employee provides the proper certification set forth below as soon as is practicable.

## **Confidentiality**

All information provided to the Township pursuant to this policy shall be confidential and shall not be disclosed unless requested or consented to in writing by the employee or otherwise required by state or federal law.

## **Certification**

When applying for this leave, the employee shall provide to the Township a sworn statement and obtain one of the following documents:

1. Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, member of the court, or a medical or other professional from whom assistance has been sought in addressing domestic or sexual violence and the effects of the violence;
2. A police or court record; or
3. Other corroborating evidence as determined sufficient by the Township.

Nothing in this subsection shall be construed to prohibit the Township from requiring an employee on leave to report periodically to the Township regarding the employee's progress in treatment or recovery or regarding employment matters.

## **Employee Benefits**

Upon returning to work after taking leave enumerated under this policy, the employee shall be restored to the position held prior to taking leave or to an equivalent position. Equivalent position shall mean a position that is equivalent in benefits, pay, and other terms and conditions of employment. The employee shall retain all employment benefits accrued prior to the date on which leave commenced and will continue to accrue benefits while on leave as if the employee were reporting to work.

## **Health Benefits**

The Township shall maintain coverage for the employee and covered family or household members under any group plan for the duration of the employee's leave. These benefits will be maintained under the same conditions of coverage that the employee would have been eligible for if the employee was not on leave. If the employee fails to return to work after his or her leave has been exhausted or expired and for any reason other than continued domestic or sexual violence or treatment thereof, the Township shall have the right to seek reimbursement for all premiums paid by the Township while the employee was on leave.

## **Reasonable Accommodation**

Any employee who is entitled to take leave under this policy or under the Act may request and shall receive a reasonable accommodation as long as the accommodation does not pose an undue hardship to the Township. Exigent circumstances and danger to the employee, his or her family member or household member shall be taken into consideration.

## **Use of Existing Leave**

An employee who is entitled to take paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) from employment pursuant to federal, state or local law, or the employment benefits program or plan, may elect to substitute any period of leave for an equivalent period of leave provided under this policy. This policy does not provide additional time if the leave is also covered by the Family and Medical Leave Act.

## 4.11 IMRF Disability Leave

Employees may be eligible for disability leave under IMRF rules.

### Guidelines

The Township follows the guidelines set by the IMRF. Work related disabilities will be treated in the same manner as any other disability.

Any employee who is expected to be absent from his job, because of injury or illness, for thirty (30) or more calendar days may be eligible for disability under IMRF. Disability leave begins the day after the last day worked. Prior to any separation of employment based on the following guidelines, the Township will comply with the American with Disabilities Act processes to attempt to provide reasonable accommodation.

1. An employee with fewer than six (6) consecutive months of service may be separated if he is absent on a disability leave for more than thirty (30) days and will be eligible to continue medical coverage for thirty (30) days at his own expense.
2. An employee with six (6) or more consecutive months of service who is absent on a disability leave of twelve (12) work weeks or less will have the right to return to his former position.
3. If the absence is longer than twelve (12) work weeks, the employee may return to his former position if available. If his regular position or a position representing a reasonable accommodation to the employee's disability is not available, and the Township is unable to accommodate to the employee's extended absence, the employee may be separated.
4. An employee with six (6) to twelve (12) months of service will be eligible to retain health coverage at his own expense for a period equal to half (1/2) of the term of his service.
5. An employee with twelve (12) or more consecutive months of service will be eligible to retain health coverage for half of his length of service to a maximum of thirty (30) months. Lisle Township will continue to pay the employer's share of coverage for the first six (6) months. If the disability is longer than six (6) months the employee must pay for the full cost of coverage for the duration of the leave.
6. In case of intermittent disability leave, an employee with twelve (12) or more consecutive months of service is entitled to six (6) months of employee contributions to his health benefits as determined by his length of service. However, an employee who is able to return for sixty (60) consecutive days will re-establish his benefit maximum based on length of service.
7. Illinois State Law provides for a longer period of health care continuation for some IMRF qualified members. When applicable, these laws will determine the extended coverage period.
8. During an absence of longer than thirty (30) consecutive days an employee will not accrue vacation or sick leave. An employee will not be eligible for holiday pay after the 30th day of disability leave.
9. Prior to returning to work, a disabled employee should obtain a note from his doctor approving his return to work on a specified date and noting any restrictions. If restrictions

are noted, the Township Supervisor will determine whether and how the restrictions can be accommodated.

## 5.0 Employee Safety and Wellness

### 5.1 Equal Opportunity and Anti-Harassment Policy

Lisle Township is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an environment that is free of discriminatory practices and behavior, including harassment.

#### Equal Opportunity

It is the policy of Lisle Township to provide equal employment opportunities, and to administer its personnel practices and maintain an environment free of discrimination or harassment on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, age, disability, marital status, sexual orientation, gender identify, veteran status, genetic information, or any other unlawful criterion or circumstance. Lisle Township prohibits and will not tolerate any such discrimination or harassment.

#### Definition of Harassment

Harassment based on an individual's actual or perceived gender, marital status, pregnancy, race, color, ethnicity, national origin, ancestry, age, disability, religion, sexual orientation, gender identity or expression, veteran status, genetic information or other legally protected characteristic is prohibited. The Township will not tolerate harassment, sexual harassment, or retaliation in the workplace environment. Each employee of the Township is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

For purposes of the policy, harassment is defined as:

- a) any type of behavior which is based on actual or perceived gender, marital status, pregnancy, race, color, ethnicity, national origin, ancestry, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or genetic information that
- b) is so severe or pervasive that it interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Harassment when directed at an individual because of his/her actual or perceived gender, marital status, pregnancy, race, color, ethnicity, national origin, disability, religion, sexual orientation, gender identity or expression, p-personal appearance, veteran status, genetic information, or any other legally protected characteristic may include, but is not limited to: obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication, and any conduct that may create a hostile working environment.

Sexual harassment, whether between people of different sexes or the same sex, is defined to include, but is not limited to, unwelcome sexual advance, requests for sexual favors, and other behavior of a sexual nature when:

- a) submission to such conduct is made implicitly or explicitly a term or condition of an individual's employment;



- b) submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or for evaluation or advancement; or
- c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Sexual harassment may include, but is not limited to: unwelcome sexual advances; demands/threats for sexual favors or actions; posting, distributing, or displaying sexual pictures or objects; suggestive gestures, sounds, or stares; unwelcome physical contact; sending/forwarding inappropriate e-mails of a sexual or offensive nature; inappropriate jokes, comments or innuendos of a sexual nature; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and any conduct of a sexual nature that may create a hostile working environment.

## **Individuals and Conduct Covered**

These policies apply to employees, and prohibit harassment, discrimination and retaliation in the workplace or in connection with work, whether engaged in by fellow employees, by a supervisor or manager or by someone else connected with the Township. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related settings outside the workplace, such as during business trips, tours, and business-related social events. This policy also applies to non-employees, such as contractors and consultants, and shall act as a prohibition against all of the conduct described herein above with regard to non-employees.

## **Retaliation is Prohibited**

Lisle Township prohibits retaliation against any individual who in good faith reports discrimination or harassment or participates in any investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to responsive action, as discussed further below.

## **Complaint Procedure**

### ***Reporting an Incident of Harassment, Discrimination or Retaliation***

Lisle Township strongly urges the reporting of actual or perceived incidents of discrimination, harassment, or retaliation regardless of the identity or position of the perceived offender. Individuals who believe they have experienced, or who are aware of, conduct that they believe is contrary to this policy, or who have any concerns about such matters, should bring these concerns to the attention of the Township Supervisor. If, for any reason, an individual believes that a complaint cannot or should not be raised through this channel, he or she should feel free to bring it to the attention of any of the then current Township Trustees.

Lisle Township strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Employees who believe that they have experienced harassing or discriminatory conduct have an obligation to pursue this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

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

Any alleged harassment by an elected official against another elected official may be reported to the Township Supervisor. If the Township Supervisor is the person making the allegation or is the person alleged to have committed the harassment, then the report may be made to any other elected official. The preference is that such complaints be submitted in writing with as much detail as possible regarding the nature of the incident(s) and who is responsible for the alleged harassment, when the incident(s) occurred, where they occurred, whether or not they were witnessed and by whom and whether or not there is any physical evidence (video, audio, text, email, social media etc.) that needs to be identified and preserved. While there is a preference for complete and detailed written complaints, all complaints, including verbal complaints, will be thoroughly investigated. Upon receipt of an allegation of harassment pursuant to this policy, the person to whom the report has been made shall immediately refer the complaint to the Township's legal counsel for review. The Township's legal counsel shall then appoint a qualified independent attorney or consultant to review and investigate all allegations set forth in the complaint.

### ***The Investigation***

Any report of allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

### ***Responsive Action***

Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately. Responsive actions will entail those actions that Lisle Township believes to be appropriate under the circumstances. This may include, for example, training, referral to counseling, and/or disciplinary action, such as a warning or reprimand, withholding of a promotion or pay increase, reassignment, a temporary suspension without pay, or termination, pursuant to disciplinary procedures outlined in the employee handbook.

Anyone who has questions or concerns about this policy should contact the Township Supervisor. For further information, you may call or write to the Illinois Department of Human Rights, 100 W. Randolph Street, Room 10-100, Chicago, Illinois 60631, (312)814-6269.

## **5.2 Safety Policy**

Lisle Township is committed to providing and maintaining a safe and healthy workplace for its employees. Employees are expected to share in this commitment. To ensure health and safety in the

workplace: The Lisle Township Safety Policy applies to all Lisle Township employees and Township property, (the building, parking lot, etc.)

### **Guidelines:**

1. An employee should not be alone in the township building after hours. Any employee who meets with someone (other than another employee) in the township building after hours should have another person with them, rather than meet with that person(s) alone.
2. Any person left alone in the building during the day must be sure the outside door is locked until another employee arrives. If an employee exits the building and will be leaving another employee alone, he/she must be sure to lock the door on their way out and notify the person who will be alone.
3. Follow safety protocols
4. Wear appropriate protective clothing
5. Use appropriate safety equipment
6. Use only approved ladders or stepladders for retrieving out-of-reach items
7. Inform management immediately of any observed unsafe conditions or practices
8. Keep your work area tidy and remove any items that may pose a safety hazard
9. Ensure that you know the location of emergency exits
10. Ensure that any accident or injury is immediately reported to management

## **5.3 Weapons Policy**

Employees are prohibited from possessing weapons, including but not limited to, rifles, pistols, and shotguns, during working hours on Township property, including Township-owned vehicles and personal vehicles in Township-provided parking lots (except as otherwise provided by the Illinois Firearm Concealed Carry Act). During non-working hours, employees are prohibited from possessing weapons on Township property or in Township-owned vehicles; otherwise, the rights and limitation of Township employees concerning the possession and use of weapons during non-working hours are the same as the rights and limitations of the general public under Illinois and federal laws.

## **5.4 Smoking Policy**

### **Smoke Free Illinois Act**

It is the policy of Lisle Township to support the Smoke Free Illinois Act that went into effect January 1, 2008 to protect employees and the public from secondhand smoke. Therefore, smoking is prohibited in indoor public places and places of employment within 15 feet of any entrances, windows that open and ventilation intakes and governmental vehicles. The use of electronic cigarettes is also prohibited in these locations.

### **Guidelines**

Smoking will be permitted in designated areas only, outside of each township building.

### **Procedures**

1. An employee may report any violation to the Township Supervisor.
2. Violation of these regulations by Lisle Township employees may result in disciplinary action in accordance with the employee disciplinary guidelines. (Personnel Policy Chapter 4, Section 4A)

## 5.5 Drug-Free Workplace

### Policy

It is the policy of Lisle Township to declare itself a Drug-Free Workplace. Lisle Township will not permit the unauthorized use, consumption, distribution or possession of drugs, including cannabis, or alcohol on township property. This will include Township vehicles and any private vehicles parked on Township premises or worksites.

### Guidelines

All employees are prohibited from *unlawfully* manufacturing, distributing, dispensing, possessing or using controlled substances, including cannabis, in the workplace. The following is a partial list of controlled substances for purposes of this policy:

- Cannabis (marijuana, hashish)
- Alcohol
- Stimulants (cocaine, amphetamines, methamphetamines, etc.)
- Narcotics (heroin, morphine, etc.)
- Hallucinogens (PCP, LSD, "designer drugs")

It is the employee's responsibility, if they have a safety-sensitive position, to inform the Township Supervisor or designee if he is currently on prescription medication that may affect his or her ability to safely and effectively perform the duties of his job.

Any employee violating this policy is subject to disciplinary action, not to exclude termination for the first offense.

### Procedures

By law, acknowledgement and agreement of this policy is required of employees as a condition of employment. All employees will receive a copy of the policy and an acknowledgment form to sign. The acknowledgment form will be filed in each employee's personnel file.

Any employee convicted of violating a criminal drug statute during working hours or in the workplace must inform the Township Supervisor of such conviction (including pleas of guilty and *nolo contendere*) within five (5) days of the conviction occurring.

The Township reserves the right to conduct reasonable suspicion testing when properly documented by the Township Supervisor.

The Township reserves the right to offer employees participation in an approved rehabilitation or drug abuse assistance program, at the employee's cost, as an alternative or in conjunction with disciplinary action. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in the program as a condition of continued employment.

## 5.6 Drug/Alcohol Testing Procedures

It is the policy of Lisle Township to establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or marijuana or use of controlled substances by drivers of township vehicles.

### Eligibility

A township vehicle shall be defined as any vehicle owned and insured by Lisle Township.

All employees who drive a township vehicle in the performance of their job duties are required to maintain a valid Illinois driver's license, and may be subject to drug screenings, as described below.

### Guidelines

As prescribed by law, alcohol and drug tests are required in the following circumstances for positions that are safety-sensitive:

- Post-offer & Pre-employment
- Post motor vehicle accident
- Documented reasonable suspicion
- Computer generated random pool selection
- Prior to returning to duty, when an employee has violated the prohibited alcohol and drug standards
- Follow-up testing as directed by a substance abuse professional

Although alcohol is a legal substance, a covered employee is prohibited from any alcohol misuse that could affect performance of a safety sensitive function, including:

- Use or possession of alcohol -while performing job functions.
- Use during the four (4) hours before performing job functions.
- Reporting for duty or remaining on duty with an alcohol concentration of 0.02 or greater.
- Use during eight (8) hours following an accident or until undergoing a required post-accident test.
- Refusal to take a required test.

In addition, although the recreational use of cannabis has been authorized by the State of Illinois effective January 1, 2020, employees are prohibited from using cannabis, at all times, while on duty. Those employees who must maintain a commercial driver's license (CDL) may not use cannabis on or off duty. All other employees, who may choose to use cannabis while not on duty shall be precluded from the following:

- Use of possession of cannabis while on duty;
- Use of cannabis immediately prior to reporting for duty;
- Reporting to duty under the influence of cannabis;
- Use of cannabis during the eight (8) hours following an accident, or prior to undergoing a required post-accident drug test;

- Refusing to take a required drug test.

Likewise, medical marijuana – defined as cannabis when used or possessed by a registered qualifying patient in accordance with the Illinois Compassionate Use of Medical Cannabis Pilot Program Act may be legal in some circumstances. However, its use can adversely affect the performance of a safety-sensitive function; therefore, use, possession, or being under the influence of medical marijuana is prohibited while performing job functions. Also, federal DOT regulations provide that no positive test for marijuana is to be considered negative because the marijuana in question is medical marijuana.

Refusal to submit to a required alcohol or drug test is prohibited. Refusal to submit to a test means failing to provide adequate samples for testing or engaging in conduct that obstructs the testing process. Refusal to submit to a test will result in the same measures as a positive test result.

An employee who does not pass a required alcohol or drug test shall be relieved immediately of safety sensitive duties such as driving.

Alcohol and drug testing records will remain confidential as prescribed by law.

## Procedures

By law, acknowledgement and agreement to this policy is required of covered employees as a condition of employment. All employees who are covered by this policy will receive:

- A copy of this policy
- An acknowledgment form to sign, which will be placed in the employee's personnel file.

Note: Any employee who is required to have a commercial driver's license (CDL) in order to drive certain Township vehicles will be subject to federal; Department of Transportation (DOT) drug and alcohol testing rules and regulations. To the extent of any inconsistency with the drug and alcohol testing regulations in this Handbook, DOT regulations will apply. Specifically, with regard to the use of recreational cannabis, notwithstanding the fact that it is lawful to use and possess recreational cannabis in Illinois, federal law still prohibits the use and possession of cannabis. This means that anyone who is required as a condition of their Township employment to possess and maintain a valid CDL may not use cannabis as doing so would violate federal law and DOT rules and regulations governing commercial driver's licenses. For CDL holders, a failed drug test may result in disciplinary action up to and including dismissal.

## 6.0 Employee Conduct

### 6.1 Employment Ethics

It is the policy of Lisle Township to establish guidelines for ethical standards of conduct and to maintain a workplace that is in conformance with applicable laws and government regulations. Due to the responsibilities held by the Township employees and the nature of the positions, employees are expected to conduct themselves in accordance with the highest ethical principles.

## Guidelines

All employees must conduct themselves in a way that limits the potential of even the appearance of impropriety. An employee's official acts must reflect impartiality. His or her decisions and actions must be determined objectively, free from any favoritism, prejudice, personal ambition or partisan demands.

All employees of the Township are expected to know, understand, and comply with their obligations created under the State Officials and Employees Ethics Act (5 ILCS 430)

Employees shall not have an investment in excess of 7 1/2 percent ownership in any company which the Township is doing business and whereby personal gain may be acquired.

Employees shall not work for a second employer where the employee is in a position to influence decisions of the Township in favor of the second employer. In addition, every employee must ensure decisions made in their official capacity are made without consideration of prior or future employment relationships.

Employees shall not do work in a private capacity which may be interpreted as an official act; compromise his position with the Township to further his personal interests; conflict with the full and proper discharge of his duties and responsibilities as a Township employee; or conflict with the interests of Lisle Township.

Employees must comply with laws regarding the provision of gifts and entertainment to public employees. Additionally, employees shall not accept any fee for services that are performed on behalf of the Township.

Employees are accountable for funds over which they have control and should follow proper Finance and Purchasing procedures.

Employees are accountable for Township property, equipment and supplies entrusted to them and shall not directly or indirectly allow the use of Township property of any kind, for anything other than official activities.

No employee or elected official shall use or threaten to use the influence of his position to coerce or persuade any person, including other employees to solicit political contributions or support, or use Township property or equipment for any political organization or candidate for political office.

Employees are expected to conduct themselves in a professional manner. Workplace violence, discrimination and harassment will not be tolerated. The Township does not permit employees to have weapons of any kind in buildings, vehicles or on Township property, unless otherwise allowed by the Illinois Concealed Carry Act.

Employees, under no circumstances, shall seek information from medical records financial records, or computer systems for personal knowledge or profit or for a friend, relative or anyone else other than those who have a right to the information.

## **6.2 Internet & E-Mail Policy**

Lisle Township has e-mail and internet access systems in place for Lisle Township business. We also have software and systems in place that can monitor internet usage. The e-mail and internet access systems in place are the sole property of the Lisle Township. The technology is in place for business related to the Lisle Township. Employees may use the technology for limited personal purposes as long as that use does not interfere with the employee's work or jeopardize the integrity of the Lisle Township computer system, e-mail system or internet access. The technology may also not be used for any purpose which would violate the Lisle Township policies or state or federal law. If an employee is found to be abusing the technology, his or her access may be limited or eliminated altogether. An employee is also subject to discipline, up to and including termination for violation(s) of this policy. Nothing on the internet system or any property of the Lisle Township, including phones or voice mail, is or can become the private property of any employee.

There can be no expectation of privacy or assurance of confidentiality for any messages or for any use or pattern of usage of the Lisle Township internet, phones or any other property.

### **Management and Administration of Systems**

Lisle Township reserves always the right to monitor internet, phone, and chat usage. No employee should have any expectation of privacy as to any internet usage or telephone system. The management of the Lisle Township may review internet activity, voice mail messages, and analyze usage patterns to maintain the highest levels of productivity. We reserve the right to inspect any and all files stored in private areas of our network in order to assure compliance with this policy.

The system must never be used to create or access offensive or disruptive messages. The display or access of any kind of sexually explicit image or document on any Lisle Township system is a violation of both this internet policy and related policies in this Handbook. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources. Lisle Township may use independently supplied software and data to identify inappropriate or sexually explicit internet sites. We may block access from within our networks to all such sites. If you find yourself inadvertently connected to a site that contains sexually explicit or offensive material, you must immediately disconnect from that site, regardless of whether that site has been previously deemed acceptable by any monitoring, screening or rating program.

The Lisle Township's internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, Lisle Township, province or other local jurisdiction in any material way. Use of any Lisle Township resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement agency in the investigation of such activity.

Any software or files downloaded via the internet into the Lisle Township network become the property of the Lisle Township. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.

No employee may use Lisle Township facilities knowingly to download or distribute pirated software or data. No employee may use the Lisle Township's internet facilities to deliberately propagate any virus,



worm, "Trojan horse," or trap-door program code. No employee may use the Lisle Township's internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

Each employee using the internet facilities of the Lisle Township shall identify himself or herself honestly, accurately and completely, including the Lisle Township affiliation and function, when participating in Lisle Township related chat groups, newsgroups, message boards, or discussion lists, or when setting up accounts on outside computer systems on behalf of the Lisle Township. Employees may not represent their statements as official Lisle Township policy or practice without proper authorization. Participating in non-Lisle Township-related chat groups, newsgroups, message boards or discussion lists by use of the Lisle Township hardware is prohibited.

Any material posted to any forum, newsgroup, chat group, or internet site in the course of an employee's duties, remains the property of the Lisle Township.

Employees are reminded that chat groups and newsgroups are public forums where it is inappropriate to reveal confidential Lisle Township information, personal data, and any other material covered by existing Lisle Township confidentiality policies and procedures. Employees releasing protected information via any internet facility, whether intentional or inadvertent, may be subject to disciplinary actions, including termination.

Use of the Lisle Township internet facilities to commit infractions such as misuse of Lisle Township assets or resources, sexual harassment, unauthorized public speaking and misappropriation or theft of intellectual property are also prohibited by general Lisle Township policy, and will subject employees to discipline, up to and including termination.

Since what material may be deemed offensive can vary between colleagues, customers, employees or suppliers, it is a violation of the Lisle Township policy to store, view, print or redistribute any document or graphic file that is not directly related to the user's job or the Lisle Township's business activities.

Employees may from time to time use the Lisle Township internet facilities for non-business research outside of work hours provided they request permission from their supervisor before engaging in such use and provided all other usage policies are observed.

The Lisle Township will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries and archives on any individual employee's internet activities.

Employees must take care to understand federal and state copyright, trademark, libel, slander and public speech control laws so that our use of the internet does not violate any laws which might be enforced against us.

Employees with internet access may download only software with direct business use and must arrange to have such software properly licensed and registered. Downloaded software must be used only under the terms of its license.

Employees may not use the Lisle Township internet facilities to download entertainment software or games, or to play games over the internet, including games against opponents.

Employees with internet access may not use Lisle Township internet facilities to download images or videos unless there is an explicit business-related use for the material.

Employees with internet access may not download any software licensed to the Lisle Township or data owned or licensed by the Lisle Township without explicit authorization from the supervisor responsible for the software or data.

## **Technical**

No employee may create or implement any password other than the password issued by the Lisle Township for voice mail, network or internet access, without permission of the employee's department head.

## **Security**

The Lisle Township has installed a variety of firewalls, proxies, address screening programs and other security systems to assure the safety and security of the Lisle Township's networks. Any employee who attempts to disable, defeat or circumvent any Lisle Township security facility will be subject to discipline, including immediate termination.

Computers that use their own modems to create independent data connections sidestep our network security mechanisms are prohibited. An individual computer's private connection to any outside computer can be used by an attacker to compromise any Lisle Township network to which that computer is attached. That is why any computer used for independent dial-up or leased-line connections to any outside computer or network must be physically isolated from the Lisle Township's internal networks. Only those internet services and functions with documented business purposes for the Lisle Township will be enabled at the internet firewall.

Employees who misuse the Lisle Township internet/e-mail system may be subject to discipline up to and including termination. Remember that you have no expectation of privacy in any the Lisle Township equipment or property, including but not limited to desks, computers, internet access, voice mail, or e-mail.

## **6.3 Social Media Policy and Guidelines**

This is the official policy for social media use at Lisle Township and provides guidance for employees and elected officials on their professional and personal use of social media.

All employees are responsible for knowing and understanding the policy.

### **Professional Use of Social Media**

Before engaging in social media as a representative of Lisle Township, you must be authorized to comment by the Township Supervisor. You may not comment as a representative of the Lisle Township unless you are authorized to do so.

Once authorized to comment, you must:

- Disclose you are an employee or elected official of the Lisle Township and use only your own identity.
- Disclose and comment only on non-confidential information.
- Ensure that all content published is accurate and not misleading and complies with all Lisle Township policies.
- Comment only on your area of expertise and authority.
- Ensure comments are respectful and refrain from posting or responding to material that is offensive, obscene, defamatory, threatening, harassing, bullying, and discriminatory, infringes copyright, breaches a Court order, or is otherwise unlawful.
- Refrain from making comments or posting material that might otherwise cause damage to the Lisle Township reputation or bring it into disrepute.

## Personal Use of Social Media

Lisle Township recognizes that you may wish to use social media in your own personal life. This policy does not intend to discourage or unduly limit your personal expression or online activities.

However, you should recognize the potential for damage caused (either directly or indirectly) to the Lisle Township in certain circumstances via your personal use of social media when you can be identified as a Lisle Township employee. Accordingly, you should comply with this policy to ensure that risk of such damage is minimized.

You are personally responsible for the content you publish in a personal capacity on any form of social media platform. Remember that all posts are public and often permanent. When in doubt, you should seek guidance from your department head on how to comply with this policy. Lisle Township reserves the right to read what you write or say publicly and make a determination if it meets this policy.

- Represent yourself accurately. Unless Lisle Township has designated you to speak officially for Lisle Township, you should not state that you write or speak on behalf of Lisle Township or that your viewpoints are the same as Lisle Township, and you should make this clear to those reading or listening to your points of view.
- Do not disclose private or confidential information about Lisle Township, employees, or about citizens that you obtained through your employment with Lisle Township. Confidential information is information that is exempt from disclosure under Section 7 of the Illinois Freedom of Information Act, 5 ILCS 140/7.
- Even when using social media on a personal basis, employees may be disciplined for posting material that is, or might be construed as, vulgar, obscene, threatening, intimidating, harassing, or a violation of Lisle Township's workplace policies against discrimination, harassment on account of age, race, religion, sex, sexual orientation, ethnicity, nationality, disability, or other protected class, status, or characteristic.
- If you chose to identify your work affiliation on a social network, you should regard all communication on that network as you would in a professional network. Ensure your profile, photographs and related content is consistent with how you wish to present yourself with colleagues and clients.

- Employees who access social media during work hours or on Lisle Township owned equipment should still comply with Lisle Township internet policy. There is no right to privacy on Lisle Township owned equipment.
- Lisle Township may discipline employees for making a comment or posting any material that might otherwise cause damage to Lisle Township's reputation or bring it into disrepute. When the employee's comment is made as a citizen and not as an employee and is made on a matter of public concern, Lisle Township may still discipline the employee in situations where the interests of Lisle Township in promoting efficient operations outweighs the interests of the employee in commenting on such matters of public concern.

Nothing in this policy shall be interpreted in a manner that unlawfully prohibits the right of employees to engage in protected concerted activity under the Illinois Public Labor Relations Act. Lisle Township has and always will comply fully with the obligations under the Illinois Public Labor Relations Act. Likewise, nothing in this policy should be construed to violate an employee's rights under the federal or state constitutions. The employer has and always will comply with its obligations under federal and state law.

A violation of this policy may subject an employee to discipline, up to and including termination.

## 6.4 Political Activity Policy

Lisle Township prohibits employees from engaging in political activity during working time, in any areas where employees are working, or while in a uniform which identifies them as an employee of Lisle Township. The political activity prohibited by this policy shall be defined in accordance with the definition of "prohibited political activity" in the State Officials and Employees Ethics Act (5 ILCS 430/1-5).

Lisle Township also prohibits employees from requiring other employees to perform prohibited political activities as part of their job duties, as a condition of employment or during any compensated time off from work.

Lisle Township prohibits employees from misappropriating any property or resources owned by Lisle Township for the purposes of political activity.

Lisle Township prohibits employees from awarding or promising to award other employees with additional compensation, employment benefits, bonuses, time off, continued employment or any other employment benefit for performing political activity.

Lisle Township supports the right of employees to support candidates and causes of their own choosing, to participate in the political process and to engage in political activities while on their own time, so long as these political activities do not pose a conflict of interest with the employee's duties on behalf of Lisle Township.

Any employees with questions or concerns regarding this policy should contact the Township Supervisor.

Employees should report suspected violations of this policy to the Township Supervisor.

Lisle Township will promptly and thoroughly investigate policy violation complaints and will take appropriate action against employees who violate this policy.

## **6.5 Identity Protection Policy**

Pursuant to the Illinois Identity Protection Act, this policy is adopted to prevent social security numbers from unauthorized disclosure. Accordingly, no Township employee may:

1. Intentionally display, communicate, or make available an individual's social security number to the general public,
2. Print an individual's social security number on any materials mailed or otherwise communicated to an individual, except as required or authorized by state or federal law and in accordance with appropriate safeguards to prevent unauthorized disclosure, or
3. Collect, use, or disclose a social security number from an individual unless required or authorized by law and necessary for the performance of a public function on behalf of the Township. Exclusions from these prohibitions shall be as provided by law.

## **6.6 Food Pantry Usage**

The Lisle Township Food Pantry serves all residents that are food insecure in the Township. Any employee or volunteer that lives within the Township may utilize the Food Pantry as long as they meet the guidelines for food distribution.

Employees may use the Food Pantry during a designated break or absence, and will not use the Pantry during working time.

Qualifying volunteers may receive the 7-day food distribution during a shift that they are not working or at the end of their shift. Qualifying volunteers must follow standard Food Pantry procedures, such as registration, in order to receive the distribution. Volunteers working a Perishable Distribution may take food from the Perishable Distribution once all residents have fully completed their distribution.

Volunteers that are not working a Perishable Distribution may receive the distribution with all other residents, and must follow standard Food Pantry procedures.

Volunteers may not receive preferential treatment or services. Volunteers may not put food aside for themselves to take at a later time. Volunteers may not take food outside of the policies outlined in this section. If a Volunteer has any extenuating circumstances, they must receive the permission of the Township Supervisor to receive food outside of this policy.

A violation of this policy may result in a volunteer being asked to leave their shift or having their volunteer status with Lisle Township terminated.

# 7.0 Disciplinary Procedures and Protections

## 7.1 Employee Disciplinary Guidelines

### Policy

Lisle Township will typically follow a progressive disciplinary process, however the Township reserves the right to bypass any level(s) of discipline and proceed to more severe discipline or termination depending on the circumstances. It is the policy of the Township fairly apply this disciplinary policy to all employees.

### Guidelines

Any conduct that interferes with or adversely affects Township operations shall be grounds for disciplinary action.

The Township Supervisor should review the following questions prior to taking disciplinary action.

1. What happened? Collect all the facts accurately and be specific. When documenting the incident, avoid personal interpretation or editorials of the situation.
2. Does the incident require investigation? If so, has the incident been investigated thoroughly? Are there witnesses? Did they submit written statements concerning the incident?
3. Did the employee clearly understand the rule or policy violated? Has the Township rule been properly communicated to the employee?
4. Did the employee know or should the employee have known in advance, that such conduct would be subject to discipline?
5. Has the employee been given the full opportunity to speak about his conduct?

All formal disciplinary action against an employee requires prior approval of the Township Supervisor or designee, to ensure consistency of action.

### Procedures

1. Employees should contact the Township Supervisor as soon as possible when an employee is displaying unsatisfactory behavior or performance issues.
2. The Township Supervisor will generally meet with an employee to discuss the performance issue and review all relevant documentation.
3. When discipline is issued, a notice will be sent to the employee's personnel file.
4. It is not necessary that each of the following disciplinary categories be used in sequential order. Certain conduct may warrant an immediate written reprimand, suspension or termination. Generally, however, the Township's progressive discipline policy includes the following levels of discipline.

#### ***Category I: Verbal Reprimand or Written Expectation***

- a. The Township Supervisor shall meet with the employee in a private setting to discuss the issue that needs improvement. The Township Supervisor should make clear to the employee that the

issue is serious and advise the employee that failure to correct the issue may result in further discipline or termination.

- b. The Township Supervisor shall set reasonable time frame for improvement, with the understanding that failure to resolve the problem in the specified time frame may result in further disciplinary action, not to exclude termination.
- c. The Township Supervisor and employee should both sign the follow-up memo (Written Explanation). Both the Township Supervisor and employee will receive and should retain a copy of the signed memo. The original document will be placed in the employee's personnel file. If future conduct or performance is not satisfactory or should a more severe violation occur. The Township Supervisor should proceed with further appropriate disciplinary action not to exclude termination.

### ***Category II: Written Reprimand***

- a. If the employee continues to have difficulties in the same area(s) or if the violation is more severe the employee may receive a written reprimand. The Township Supervisor will prepare a written reprimand and will schedule a private meeting with the employee to discuss the issue(s) in question and mutually agree upon corrective action.
- b. Upon completion of the meeting, a date will be set to follow up on the employee's performance/behavior.
- c. The Township Supervisor and employee should both sign the Written Reprimand. Both the Township Supervisor and the employee will receive and should retain a copy of the signed document. The original will be placed in the employee's personnel file.
- d. If future conduct or performance is not satisfactory or should a more severe violation occur, the Township Supervisor will proceed with further appropriate disciplinary action, not to exclude termination.

### ***Category III: Suspension***

- a. The Township Supervisor may recommend suspending, without pay, any employee for egregious policy violations. A Suspension memo should be completed stating the reasons for the action and the duration of the suspension.
- b. If a suspension is approved, the Township Supervisor will schedule a private meeting with the employee.
- c. The Township Supervisor and the employee should both sign the suspension notice. Both the Township Supervisor and employee will receive and should retain a copy of the signed suspension notice. The original document will be placed in the employee's personnel file.
- d. If future conduct or performance is not satisfactory or should a more severe violation occur, the Township Supervisor shall proceed with further appropriate disciplinary action, not to exclude termination.

### ***Category IV: Termination***

- a. In the case of a severe violation, or repeated violations, the Township Supervisor, may recommend termination of employment. A Termination document should be completed stating the reasons for the separation.

- b. If the termination of employment is approved, the Township Supervisor will schedule a private meeting with the employee.
- c. In cases of job abandonment, the Township Supervisor will send notification of separation of employment to the employee via certified mail.

## **7.2 Whistleblower Policy**

### **Code of Conduct**

Lisle Township requires employees to observe the highest standards of business and personal ethics in conducting their duties on behalf of Lisle Township. Compliance with all applicable federal, state and local laws, rules and regulations is required. All employees are expected to fulfill their duties honestly and with integrity.

### **Reporting Responsibility**

Employees are encouraged and expected to report suspected violations of federal, state or local law, rules or regulations or suspected ethical violations.

### **Retaliation Prohibited**

Lisle Township prohibits retaliation against any employee who, in good faith, reports a suspected ethics violation or suspected unlawful conduct. Anyone who violates this policy against retaliation is subject to disciplinary action, including but not limited to, termination of employment.

### **Reporting Procedure**

Lisle Township has an open-door policy and expects and encourages employees to address questions, concerns and complaints with the Township Supervisor. If an employee is not comfortable speaking with the Township Supervisor or is not satisfied with the Township Supervisor's response, he/she may discuss the matter with a member of the Board or Clerk. If a complaint involves suspected conduct of an Elected Official a complaint may be brought directly to the Township Board. The Township Supervisor is responsible for informing the Township Board of all complaints of unethical or unlawful conduct pursuant to this policy.

### **Investigation**

All complaints pursuant to this policy will be investigated and resolved in a timely manner. The Township Supervisor, or person receiving the complaint, will investigate any complaint received. To the extent that the complaint involves suspected conduct on the part of an Elected Official, the Township Board will appoint an appropriate investigator.

### **Accounting and Auditing Matters**

All reported questions, concerns or complaints involving accounting or auditing practices shall be made to the Township Supervisor, who will inform the Township Board. The Township Supervisor shall investigate all complaints involving accounting and auditing matters.



## **Acting in Good Faith**

Anyone reporting a complaint of suspected unethical or unlawful conduct must be acting in good faith and have reasonable grounds for believing that a violation has occurred. Any allegations which are not substantiated, and which have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

## **Confidentiality**

Violations or suspected violations may be reported on a confidential basis by the complainant to the extent permitted by law. Lisle Township will attempt to keep reports of violations or suspected violations confidential to the extent permitted by law, and consistent with the need to perform an appropriate and adequate investigation.

## **Handling of Reported Violations**

The Township Supervisor, or other appropriate person receiving the complaint, will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.