



*LISLE TOWNSHIP
SUPERVISOR'S OFFICE*

EMPLOYEE
HANDBOOK

Revised January 1, 2008

OVERVIEW

As a valued employee of Lisle Township, it is important that you are knowledgeable of the Personnel Policies that have been established by Lisle Township. Please familiarize yourself with the policies and benefits included in this handbook and refer to it as a resource when you have questions. If you are unclear on the information in the Employee Handbook, please contact the Personnel Manager.

Please be advised that the Policies contained in this handbook replace all prior Lisle Township Personnel Policies and disciplinary procedures. 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.

Lisle 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 require and the Supervisor's Office will be responsible for keeping you informed of any changes as soon as possible.

WAIVER

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", 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

Objectives – Why We Are Here

The purpose of Township government is to provide services and programs to the residents of the Township it serves. The income for government operations is derived from the taxes paid by Township residents. In essence, the residents of Lisle Township pay our salaries. Every effort must be made to serve the public with courtesy and respect. To that end, it is essential that all staff of the Township participate and cooperate toward providing quality services to the public.

The Confidential Nature of Our Business

The information that we handle as part of our jobs is considered to be strictly confidential. Revealing information about residents or any aspect of their property, home or taxes is inappropriate. Therefore, any breach of confidentiality may result in disciplinary action, not to exclude termination.

Scope of the Employee Handbook

This handbook is only for the employees of Lisle Township's Supervisor's Office.

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CHAPTER ONE

EMPLOYMENT

Policy Administration

- The Supervisor shall be responsible for the enforcement of the Personnel Policies for the Supervisor's Office.
- The Personnel Office shall be responsible for maintaining the Personnel Policy manual and may amend policies to comply with changing laws, regulations, or internal operational changes, with no budgetary or policy impact, with the approval of the Supervisor.

TOWNSHIP OFFICE HOURS

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

The Township shall always be open for these hours, and in the case of emergencies, such as the death of a member of the staff, at least two employees shall remain in the office to answer inquiries.

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

LISLE TOWNSHIP SAFETY POLICY

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 may not meet with that person(s) alone. There must be another employee present.
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 also notify the person who will be alone.

PRE-EMPLOYMENT PHYSICAL

A physical examination by the Township's designated medical clinic is a requirement for all new Township employees. The physical examination is a pre-employment requirement to which each prospective employee must submit. The cost of the examination is to be paid by the Township.

OVER TIME:

- Positions shall be designated by the Supervisor as exempt or non-exempt in accordance with the Provision of the Fair Labor Standards Act.
- For Non-Exempt Employees:
- A 40-hour workweek is permissible with the consent of the Supervisor and accumulated only during peak busy times.
- One hour of compensatory time will be given for any hours worked between 37.5 and 40 hours.
- One and one half-hour of compensatory time will be earned for any hours over 40.
- Over Time Pay must be approved in advance by the Supervisor. The payroll department must be notified one week in advance of the upcoming payroll. NO retroactive overtime will be paid.
- Exempt employees are not compensated for overtime.

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 forms and your salary. At the end of the year, you will receive a W-2 form that shows your total wages and deductions.

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 Supervisor will recommend removal of 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 Supervisor may terminate employment.

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 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 full time and a minimum of 30 hours per week.
- 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 any time as conditions dictate.
- 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 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 Supervisor's office.

CAR ALLOWANCES

Employees who are authorized to use their own personal car for Township business will be reimbursed for a mileage amount, which is set by the Town Board.

PAYDAY

You will receive your paycheck every other Wednesday.

HOURS OF WORK/REST PERIODS

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 Supervisor.

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 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.

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.

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 or illnesses. Guidelines and procedures are in accordance with state and federal 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 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 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 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.

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 with regard to 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.

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 Supervisor's or Personnel Office. Copies can be made at the request of the employee.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of Lisle Township to comply with state, federal and local laws regarding Equal Employment Opportunity, which includes the Americans With Disabilities Act (ADA). As a result, no individual shall be excluded from, denied benefit to or subject to discrimination in the provision of care, availability of services or employment process on the basis of race, color, creed, religion, sex, national origin, age, ancestry, marital status, political belief, veteran status or sensory, mental or physical disability.

GUIDELINES

This policy is to ensure that all terms and conditions of employment by Lisle Township are in full compliance with the equal employment opportunity requirements as they apply to all employees, applicants, citizens, residents, contractual staff and/or professional staff performing or providing services for Lisle Township with respect to the following areas:

1. Employment process: Recruiting, hiring, training and promoting all persons in all job classifications will be based solely upon the individual's qualifications, merit, personal capabilities, previous experience and education relating to the requirements of the open position.
2. Aspects of Employment: Compensation, benefits, demotions, disciplines, layoffs and return from layoff's, terminations, education programs and all other privileges, terms and conditions of employment.

PROCEDURES

1. Any employee who feels subjected to discrimination shall inform the Board of Trustees in writing within ten (10) days.
2. This written statement must be specific regarding:
 - . Complainants name and position
 - . Nature of discrimination
 - . Time period incident occurred
 - . Individuals involved
 - . Individuals involved who have information regarding the charge
3. All reports will be investigated. Results of the investigation shall remain confidential to the extent practicable.
4. If the Board of Trustees finds that the claim has merit, appropriate action will be taken. This may include disciplinary action not to exclude termination.

PERFORMANCE EVALUATION

As a new employee of Lisle Township, your performance will be evaluated during your initial probationary period. Your evaluation will be scheduled when you have completed (6) six months; the second will be at the end of one year. Following completion of your first year, your performance will be evaluated on a yearly basis.

EMPLOYMENT APPLICATIONS

POLICY

It is the policy of Lisle Township to receive resumes and applications for employment at the Supervisor's Office.

GUIDELINES

- A. The Supervisor, or designee, may require applicants to furnish such evidence of legal residency, references, education, physical condition, certifications, licenses, criminal background history, and drug testing results where these are applicable to performing the essential functions of the position. Applicants at their own expense shall furnish evidence.

- B. An applicant may be disqualified from a position if the Supervisor, or designee, examines the application/resume and it is found that:
1. The person does not meet the requirements established for the position.
 2. The person has failed to submit the application correctly.
 3. The person has taken part in the creation, administration or correction of the examination for the position, which he/she is applying.
- C. The Supervisor or designee may disqualify an applicant, refuse to certify an eligible applicant, or discharge a previously appointed applicant, if it is found that:
1. The person has made a false statement in securing employment.
 2. The person has used, or attempted to use, bribery to secure advantage in the selection to a position.
 3. The person has been convicted of a misdemeanor or felony, when that conviction is job-related.

CHAPTER TWO

HOURS OF WORK AND LEAVE OF ABSENCE

2A VACATION

2B SICK LEAVE

2C HOLIDAYS
PERSONAL DAYS
LIFE INSURANCE

2D PERSONAL LEAVE
BEREAVEMENT/FUNERAL LEAVE
JURY DUTY
MILITARY LEAVE
FAMILY LEAVE
DISABILITY LEAVE

CHAPTER TWO**HOURS OF WORK AND LEAVE OF ABSENCE****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 budgeted 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

- A. Vacation accruals are calculated and credited to employees on their anniversary date, (date of employment) each year.
- B. Vacation paid after the last day worked shall not extend an employee's length of service.
- C. Accrual of vacation time ceases during any medical or personal leave of absence over thirty (30) days.
- D. 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.
- E. The Supervisor may deny a vacation request if it interferes with the efficient and effective operation of his offices.

VACATION DAYS DO NOT ACCUMULATE FROM YEAR TO YEAR

You must take your vacation the year immediately following the anniversary date on which the vacation was earned. However, with the Supervisor's approval, an employee may carry over up to one week (5 days) of vacation from one year to the next. Requests for vacation time shall be submitted in advance, and are subject to the approval of the Supervisor.

An employee who is dismissed will receive earned vacation pay.

If an employee separates from employment before the end of the year following his anniversary date AND has used all his vacation time, his final paycheck will be reduced accordingly. He/she must pay back the value of the used, but unearned, vacation time at the same rate that it was advanced to him/her.

VACATION SCHEDULE

<u>YEARS OF CONTINUOUS SERVICE</u>	<u>VACATION DAYS PAID ANNUALLY</u>
Less than 1 year	0 Days
1 year	12 Days
2 years	13 Days
3 years	14 Days
4 through 9 years	15 Days
10 through 14 years	20 Days
15 th year	21 Days
16 th year	22 Days
17 th year	23 Days
18 th year	24 Days
19 th year	25 Days
20 th year	26 Days
21 st year	27 Days
22 nd year	28 Days
23 rd year	29 Days
24 th year or more	30 Days

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 (1,000) hours or more per year are eligible for sick time.

GUIDELINES

- A. Sick time can be used for an approved absence that falls under the following guidelines:
 - 1. Illness or injury of employee or employee's dependent.
 - 2. Emergency medical or dental care.
 - 3. Exposure to contagious disease and possible endangering of others by attendance on duty.
 - 4. Preventative care.
 - 5. Leave approved in advance by the Supervisor.

- B. Sick leave pay will begin to accrue at the rate of ½ day per month AFTER the first completed calendar month of service. After one (1) year of completed service, full time employees will receive six (6) sick leave days per year for the first five (5) years, and after six (6) years or longer the employee will receive 7 days.

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.
- 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) 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 or paid vacation for accumulated sick leave based on the following schedule of continuous service:

SCHEDULE OF PERCENTAGE RATES FOR ACCUMULATED SICK LEAVE

<i>YEARS OF COMPLETED CONTINUOUS SERVICE</i>	<i>MONETARY COMPENSATION PERCENTAGE RATE</i>
5 through 7 years	50%
8 through 10 years	67%
11 through 15 years	75%
16 years or longer	100%

5. If the 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. This includes the last holiday/vacation.
6. An employee must notify the Supervisor or the Personnel Department immediately when illness or injury prevents the employee from coming to work.
7. Any employee determined by the Supervisor to be abusing the provisions of the sick leave policy shall be subject to Disciplinary Action, not to exclude termination.

HOLIDAYS

The Township Supervisor 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.

Temporary and regular part-time employees working less than twenty (20) hours a week are not eligible for holiday pay.

PERSONAL DAYS

You will be allowed one personal day per year until you have completed four (4) full years of employment, after four years 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.

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.

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 suspension of employment without pay, not to exceed ninety (90) days unless approved by the Supervisor and initiated at the employee's request.

To be eligible for a personal leave without pay for longer than one (1) month, an employee must have used all of 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 paying the total cost of those programs.

Only extreme circumstances should be considered in granting a personal leave. 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 Supervisor will make every effort to place the employee in his/her former position. 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 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 Supervisor, according to Township policy.

4. The 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/her employment.

BEREAVEMENT/FUNERAL LEAVE

- Bereavement/Funeral leave of up to three days may be granted by the 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 Supervisor.
- If an employee requests additional days off, vacation, floating holidays or personal days may be used upon approval by the Supervisor.
- If the death should occur over a weekend or holiday, eligible employees may still receive the full bereavement/funeral leave.

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 are eligible to serve on a jury, or as a result of his duties may appear before a court as a witness in response to a subpoena or other directive.
- 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 court document to the 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 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.

MILITARY LEAVE

It is the policy of Lisle Township to comply with all applicable Federal and State laws in granting Military Leave to employees who voluntarily or involuntarily serve, or are reserve members of the United States Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, and/or the Commissioned Corps of the Public Health Service, and others designated by the President of the United States in times of war or emergency.

All regular full and part-time employees are eligible for military leave.

Guidelines

- A. Lisle Township is obligated to release employees for service with the Armed Forces when the employee participates in:
 - 1. Annual Training (Summer Camp)
 - 2. Active Duty of Training (School)
 - 3. Inactive Duty Training Assemblies (Weekend drills)
 - 4. Extended leave of absence for voluntary active duty service (Enlistment)
 - 5. Involuntary call-up
- B. Military leave of absence shall not result in a loss of seniority status or benefits, which would have normally accrued if the employee had not been absent for such purposes.
- C. In accordance with Federal law, a military leave of absence shall have a 5-year limit (with some exception) on the cumulative length of time an employee may serve in the military and remain eligible for reemployment.
- D. The Township is not required to provide additional work hours to compensate for military leave.
- E. During times of war, the Township will adopt a resolution indicating any special exemptions or considerations to be put into practice.

PROCEDURES

- 1. Short-Term military leave is considered a leave of absence for fifteen (15) calendar days per year or less for active, inactive and inactive training duty.

2. Any regular full-time or regular part-time employee who enlists, is drafted or is called to active/inactive duty shall immediately notify the Supervisor in writing prior to departure for military service.
3. In accordance with applicable law(s), the employee shall be compensated for the difference between the payment received from the military and their compensation paid by the Township. The employee may, however, request the use of vacation, floating holidays, personnel days off or leave without pay to supplement absences exceeding those covered by the fifteen (15) day allowance.
4. The employee's insurance benefits will continue through their short-term military leave period.
5. The employee may be able to continue to accrue vacation and sick leave. Vacation, sick leave and floating holidays that were unused at the time the military service began will be resumed upon the employee's return.
6. An employee who is called to or volunteers for service with the Armed Forces of the United States or the National Guard is eligible for reinstatement of employment with the Township.
7. The employee shall submit to the Supervisor his military pay voucher, or equivalent, which details the amount of payment received for the military leave as soon as possible.
8. An employee's compensation shall reflect any adjustments made to his classification during the leave, excluding merit increases.

FAMILY LEAVE

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

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 medical leave.

GUIDELINES

- A. 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 rises.

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.
- B. 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.
- C. 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.
- D. 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 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 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 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.

DISABILITY LEAVE

All regular full-time and regular part-time employees are eligible for disability leave.

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 is considered disabled. Disability leave begins the day after the last day worked.

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 it is not available, the employee will be separated.
4. An employee with six (6) to twelve (12) months of service will be eligible to maintain his 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 Supervisor will determine whether and how the restrictions can be accommodated.

CHAPTER THREE

SEPARATION

3A VOLUNTARY SEPARTION
INVOLUNTARY SEPARATION

3B VERFICATION OF EMPLOYMENT

CHAPTER THREE

SEPARATION

VOLUNTARY SEPARATION OF EMPLOYMENT

An employee who voluntarily terminates his employment with the Township should submit a written resignation to the Supervisor at least 10 working days prior to the effective date of the resignation, if applicable.

For an employee who voluntarily separates his employment, the grievance policy will not apply.

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

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

Contact the 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.

INVOLUNTARY SEPARATION OF EMPLOYMENT

It is the policy of Lisle Township to separate an employee for cause as a method of dealing with any conduct that interferes with or adversely affects employment.

“Lisle Township may terminate employment for cause or if an employee abandons their position. Termination for cause shall be, conducted pursuant to the Employee Disciplinary Guidelines contained in Section Four of this Handbook. Termination for abandonment may occur if an employee has three (3) consecutive no-call/no-show absences. The Supervisor may terminate employment by mailing notice of termination via certified mail, to the employees last known address.”

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

- A. All inquiries concerning former and current employee should be directed to the Personnel Office or directly to the Supervisor.
- B. Only verification of employment dates and job title will be revealed.
- C. Inquiries requesting additional information about former employees must be submitted in writing and accompanied by the employee or former employee's authorization.

CHAPTER FOUR

EMPLOYEE CONDUCT

- 4A EMPLOYEE DISCIPLINARY GUIDELINES

- 4B HARASSMENT

- 4C DRUG FREE WORKPLACE
 DRUG/ALCOHOL TESTING

- 4D ETHICS POLICY
 SMOKING POLICY

CHAPTER FOUR**EMPLOYEE CONDUCT****EMPLOYEE DISCIPLINARY GUIDELINES****POLICY**

It is the policy of Lisle Township to allow for a progressive disciplinary process that promotes consistent application of disciplinary guidelines to all employees.

GUIDELINES

- A. Any conduct that interferes with or adversely affects employment shall be grounds for disciplinary action.
- B. The 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 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?
- C. All formal disciplinary action against an employee requires prior approval of the Supervisor, or designee, to ensure consistency of action.
- D. Progressive disciplinary procedures are optional when dealing with temporary employees and regular employees who have not completed their probationary period.

PROCEDURES

- 1. Employees should contact the Supervisor as soon as possible when an employee is displaying unsatisfactory behavior or performance issues.
- 2. The Supervisor shall review the documentation of the incident or issue before recommending appropriate disciplinary action. In addition, the employee will be given the opportunity to explain what may have caused their unsatisfactory behavior or performance.

3. Depending upon the seriousness of the situation, the Supervisor may document the incident.
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. In most cases (i.e. cases that do not warrant immediate written reprimand, suspension or termination), formal disciplinary action will be processed in the following manner:

Category I: Verbal Reprimand or Written Expectation

- a. The Supervisor shall meet with the employee in a private setting to discuss the issue that needs improvement. The Supervisor should make clear to the employee that the issue is serious, and ask the employee to suggest appropriate corrective action to resolve it.
- b. The Supervisor and the employee shall agree upon a 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. If agreement is not reached regarding what a reasonable time frame may be, the Supervisor shall determine the time frame.
- c. The Supervisor and employee should both sign the follow-up memo (Written Explanation). Both the 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 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 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. If agreement is not reached regarding corrective action the Supervisor shall determine a corrective action.
- b. Upon completion of the meeting, a date will be set to follow up on the employee's performance/behavior.
- c. The Supervisor and employee should both sign the Written Reprimand. Both the 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 Supervisor will proceed with further appropriate disciplinary action, not to exclude termination.

Category III: Suspension

- a. The Supervisor may recommend suspending, without pay, any employee for cause. 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 Supervisor will schedule a private meeting with the employee.
- c. The Supervisor and the employee should both sign the Written Reprimand. Both the Supervisor and employee will receive, and should retain a copy of the signed reprimand. 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 Supervisor shall proceed with further appropriate disciplinary action, not to exclude termination.
- e. An employee with regular status may appeal his or her suspension of (10) days or less through established grievance procedures.

Category IV: Termination

- a. In the case of a severe violation, or repeated violations, the 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 Supervisor will schedule a private meeting with the employee.
- c. In cases of job abandonment, the Supervisor will send notification of separation of employment to the employee via certified mail.
- d. An employee with regular status may appeal his termination to the Supervisor.

HARASSMENT

POLICY

It is the policy of Lisle Township to maintain a workplace free from discrimination and harassment based on race, color, religion, age, sex, national origin, disability, status as a veteran, or any other protected status. Offensive or harassing behavior will not be tolerated against any employee.

GUIDELINES

Definitions of Harassment

- A. Sexual Harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 2. Submission to or rejections of such conduct by an individual is used as the basis for employment decisions affective such individual; or
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
- B. Sexual Harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual displays or conduct of a sexual nature.
- C. Harassment based on other protected characteristics is also strictly prohibited. Under this policy, harassment is defined as verbal or physical conduct that demeans or show hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law, and that:
- Has the effect of creating an intimidating, hostile or offensive work environment;
 - Has the effect of unreasonably interfering with an individual's work performance or;
 - Otherwise adversely affects an individual's employment opportunities.

Harassment includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and written or graphic material that demeans or shows hostility or aversion toward an individual or group.

PROCEDURES

- a. **Informal Procedures:** Lisle Township encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Lisle Township encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often, this action alone will resolve the problem. However, this informal procedure is not a required first step for the reporting of harassment. Lisle Township recognizes that an individual may prefer to pursue the matter through formal complaint procedures.
- b. **Formal Procedures:** Individuals who believe that they have been subjected to harassment (or who have reason to believe that someone else has been subjected to harassment) should discuss their concerns with the Supervisor immediately. The Supervisor will investigate any reported allegations of harassment, discrimination or retaliation 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.
 - 1) Confidentiality will be maintained throughout the investigative process to the extent consistent with adequate investigation and appropriate corrective action.
 - 2) Disciplinary action will be taken against any employee found to have engaged in the harassment of any other employee. Lisle Township has the right to apply disciplinary action or combination of disciplinary action, not to exclude termination, to deal with unreasonable conduct, discrimination or harassment.
 - 3) 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 disciplinary action, not to exclude termination. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.
 - 4) False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints, which, even if erroneous, are made in good faith) may be subject to disciplinary action, not to exclude termination.
 - 5) If an employee is dissatisfied with the resolution of the issue, they may appeal using the Township's grievance procedure.

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 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 in the workplace. The following is a partial list of controlled substances for purposes of this policy:

Controlled substances tested for include but are not limited to the following drugs:

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

It is the employee’s responsibility to inform the 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 in the workplace must inform the 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 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.

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 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 take random drug screenings.

GUIDELINES

As prescribed by law, alcohol and drug tests are required in the following circumstances:

- 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 0.04 or greater.
- Use during eight (8) hours following an accident, or until undergoing a required post-accident test.
- Refusal to take a required test.

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.

EMPLOYMENT ETHICS**POLICY**

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 subject to public criticism for personal conduct; therefore, it is essential that employees follow these guidelines.

GUIDELINES

- A. 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 by impersonal conditions, free from any favoritism, prejudice, personal ambition or partisan demands.
- B. 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.
- C. 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 insure decisions made in their official capacity are made without consideration of prior or future employment relationships.
- D. 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.
- E. 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.
- F. Employees are accountable for funds over which they have control and should follow proper Finance and Purchasing procedures.
- G. 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.
- H. Employees may choose to engage in political activity and/or make political contributions; however, no Township employee shall participate in political activity or use Township property to promote issue or candidate during regular working hours or while on duty.
- I. 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.

- J. 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.
- K. Employees, under no circumstances, shall seek information from medical records, secondary 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.

PROCEDURES

1. Each employee shall have the responsibility of reporting any illegal actions occurring on Township property and/or illegal activities of Township employees or vendors in a prompt and confidential manner.
2. It is recognized that it may be impossible to report violations of policy to the Supervisor. Therefore, multiple means have been established for reporting unethical activity. Inappropriate and/or unethical activity may be reported to any person holding a supervisory position.
3. All allegations will be investigated by the appropriate Township agency.
4. Employees that come forward with information that indicates another employee, supervisor or elected official acted in an inappropriate or unethical manner shall be protected from retribution.
5. All employees shall cooperate with any and all investigations conducted by any local, state or federal law enforcement agency, regulatory or administrative agency.
6. Failure to cooperate with an investigator or to follow this policy may result in disciplinary action, not to exclude termination.

SMOKING WITHIN LISLE TOWNSHIP FACILITIES

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.

GUIDELINES

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

PROCEDURES

1. An employee may report any violation to the 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)

Memo

To: Lisle Township Employees
From: Charles B. Clarke
Date: March 16, 2009
Subject: **Equal Opportunity & Anti-Harassment Policy**

Please attach the enclosed document to your personnel policy.

This was a resolution passed by the Lisle Township Board of Trustees at their March 11, 2009 board meeting.

Thank you.

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, religion, sex, age, disability, marital status, sexual orientation, and veteran status or any other unlawful criterion or circumstance. Lisle Township prohibits and will not tolerate any such discrimination or harassment.

Definitions of Harassment

Harassment based on an individual's gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, 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 this policy, harassment is defined as:

- a) any type of behavior which is based on gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, 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 gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, personal appearance, veteran status, or any other legally protected characteristic may include, but is not limited to: unwanted physical contact; use of epithets, inappropriate jokes, comments or innuendos; 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 advances, 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.

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 all 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.

The Investigation

Any reported 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.

REVISED JANUARY 1, 2008

ACKNOWLEDGEMENT

I, THE UNDERSIGNED, DO HEREBY ACKNOWLEDGE THAT I HAVE THIS DAY RECEIVED THE LISLE TOWNSHIP EMPLOYEE HANDBOOK. I HAVE READ AND UNDERSTAND ITS CONTENTS AND AGREE WITH THE PROCEDURES AND POLICIES SET FORTH IN THE BOOKLET.

EMPLOYEE SIGNATURE

DATE

WAIVER

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", 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.