



Lisle Township Employee Handbook



Summary of Changes

This Handbook will be presented to the Lisle Township Board on April 6, 2022. In this update the following revisions were made:

Employee Handbook Disclaimer

Vision Statement

Mission Statement

Our Goals For You

Our Values & Beliefs

1.1 History of Township

1.2 Functions of Township

1.6 Township Office Hours were defined

1.8 Volunteers get a name tag

2.1 Employment categories are defined

2.2 Hiring process is defined & EOC wording added

2.3 Anti-Discrimination Policy

2.4 Antibullying policy defined

2.6 Reasonable accommodation added

2.10 Tardiness was defined & counting absences was defined

2.11 Dress Code and enforcement was defined

2.12 Personal use of telephones

2.14 Voluntary Separation of Employment requesting 30 days' notice

3.0 Definition of Employment Dates, Compensation and Benefits

3.1 Wage & Salary Policy – Wages, salary increases, and evaluations are defined. A new timesheet will be used that will more accurately reflect the hours worked and paid for, timecards used universally, working off campus requires permission, FLSA defined, prohibition of sharing codes and giving gifts

3.4 Hours of Work – 30 minute lunch instead of one hour

3.5 Multiple Employment

3.7 Medicare has been deducted but wasn't mentioned

3.8 Mileage Reimbursement is defined

3.9 Insurance Benefits starting defined, details of Cobra coverage

3.13 Refusal of medical attention

3.15 Addition of a written complaint process

4.1 Vacation amounts changed, cap carryover

4.2 Sick Time procedures are redefined

4.3 Holidays are defined

4.4 Personal Days are defined

4.5 Personal Leave procedures are defined

4.12 Floating Holidays are defined

5.1 Safety Policy defined

6.7 Zero tolerance for violence

7.1 Examples of conditions that would warrant Progressive Disciplinary Action

Overview

As an employee of Lisle Township, you are a valuable part of identifying the needs of Lisle Township residents and help provide services to meet those needs. Your service and commitment to residents is appreciated by the Township Supervisor and the entire Township Board.

As a part of Lisle Township, you represent the Township in all interactions with the public and can 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 expects from our staff are being respectful, polite, helpful, caring, ethical, accountable, transparent, efficient, and effective.

As an employee of Lisle Township, you are expected to know the requirements and policies set forth in this Handbook. Please familiarize yourself 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 supersede all prior policies. In addition, the Handbook should be used for your information and reference.

Our success is dependent upon operating as a unified team. We must earn the trust and respect of our citizens every day so that they know they can count on our services. Our success is guaranteed by creative, productive employees who are empowered to make suggestions and to propose new ideas.

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 of the Township, or to amend as required by state and federal law. 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.

Vision Statement

To coordinate the delivery of needed services by existing area providers and become a hub for the residents of Lisle Township seeking such services.

Mission Statement

Lisle Township exists to educate Township residents about governmental services available within the Township, and to identify, coordinate, maintain and grow needed services within its resources. The Township will employ qualified personnel to deliver approved services to improve the quality of life of its residents.

Our Goals for You

- Identify the needs of Lisle Township residents.
- Develop plans to address those needs.
- Seek resources to provide services to address those needs.

Our Values and Beliefs

- Provide services in a professional and cost-effective manner.
- Do what is right for the people we serve in a timely manner.
- Treat all people with honor, respect, and dignity.
- Demonstrate a commitment to diversity, equity, and inclusion by educating ourselves about different communities and embracing cultural empathy.
- Cooperate with local community, state, and national agencies to use Township resources responsibly.

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1.0 Introduction

1.1 History of Townships

In 1636, township government was established in Providence, Rhode Island. It is the oldest existing unit of government continuing to serve on the North American continent. After 360 years, the Annual Town Meeting remains an important event of our country's 17,000 townships. The Illinois Constitution of 1848 gave voters in each county the opportunity to adopt Township Government. In 1850, the first township governments began operating. Today, 85 of Illinois' 102 counties operate under the township form of government and the 1,428 townships serve more than eight million citizens.

1.2 Functions of Illinois Townships

By law, Illinois townships are charged with three basic functions:

1. general assistance for the indigent;
2. the assessment of property for the basis of local taxation; and
3. maintenance of all roads and bridges outside federal, state, and other local jurisdiction.

Lisle Township services are the following:

1. Operate a food pantry;
2. Provide counseling to residents who are in need;
3. Offer financial assistance;
4. Offer passport services;
5. Provide a limited supply of medical devices for loan to Township residents;
6. Provide a qualified assessor to value township property; and
7. Operate a road district within the Township.

1.3 Policy Administration

The Administration of Lisle Township has the responsibility of establishing, maintaining, informing employees of all human resources policies, procedures, and guidelines that comply with all applicable state and federal laws, as well as the regulations and Township practices.

The Township Supervisor shall be responsible for the enforcement of 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 and the approval of any requests associated with these policies.

1.4 Scope

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

1.5 The Confidential Nature of Our Business

Some of the information 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 the termination of employment.

1.6 Township Office Hours

Lisle Township offices are open from 8:30 a.m. to 4:30 p.m. Monday thru Friday, except on federal and state declared holidays.

To promote the safety of our staff, when the office is open, there will always be two employees present to address the needs of visitors to the office. During these hours if an employee must leave the building that employee will inform the other employees in the office of their need to leave the building. If only one employee will be left, that employee must post the following sign on the visitor's entrance doors to the building: "OFFICE temporarily closed till Sorry for the inconvenience" and then lock all other doors.

The Township Supervisor may schedule additional office hours to meet special needs of the Township's residents. Such hours may be scheduled at an off-site location.

1.7 Volunteers

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

While supporting the services of the Township, Volunteers, just like employees, are representatives of the Township. As such, Volunteers are expected to wear a "VOLUNTEER" name tag and to follow all policies and procedures outlined throughout all applicable sections of this Handbook. Volunteers serve at the will of the Township. Their status may be terminated at any time by the Township Supervisor, with or without cause and with or without prior notice.

1.8 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 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 Handbook, but it is the employee's responsibility to be familiar with and follow current employee policies. Each employee shall annually, on their anniversary date, sign an acknowledgement of possessing the Handbook and being familiar with the 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 will 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 they are needed, subject to the Township Supervisor's discretion.

By the first month of the new fiscal year, the Supervisor will inform the Lisle Township Board of any changes to the Handbook.

2.0 Employment

Lisle Township offers employment to qualified applicants who have completed an application, been interviewed, and received favorable feedback from reference checks. From this process, Lisle Township intends to hire individuals who are able to perform the duties as assigned and to work independently and cooperatively with others as an integral member of a small work group.

2.1 Employment Categories

Permanent Full-Time is defined as an employee who has no termination date and who is regularly scheduled to work 37.75 to 40 hours per week.

Permanent Part-Time is defined as an employee whose position has no termination date and who is scheduled to work 20 or more hours, but less than 37.75 hours per week.

Temporary Full-Time is defined as an employee who is hired or promoted for the length of time stated in their hire agreement and who is scheduled to work 37.75 hours per week.

Temporary Part-Time is defined as an employee who is hired or promoted for the length of time stated in their hire agreement and who is scheduled to work 20 hours or more, but less than 37.75 hours per week.

2.2 Equal Employment Opportunities in Recruitment, Selection, and Hiring

Lisle Township is an equal opportunity employer and does not discriminate against employees or job applicants based on their actual or perceived race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, marital or civil union status, age, national origin, ancestry, disability, pregnancy (including childbirth or related medical or common conditions), citizenship, military or veteran status, unfavorable discharge from military service, genetic information, order of protection status, or any other basis prohibited by law except where a bona fide occupational qualification applies.

Lisle Township will follow procedures to 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.

Lisle Township will promote a person from within to a job classification that the employee is judged to be qualified to fill. Such decision will be made without regard to actual or perceived race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, marital or civil union status, age, national origin, ancestry, disability, pregnancy (including childbirth or related medical or common conditions), citizenship, military or veteran status, unfavorable discharge from military service, genetic information, order of protection status, or any other basis prohibited by law, except where a bona fide occupational qualification applies.

If any employee has a suggestion, problem, or complaint about equal employment, he or she should contact the Supervisor or the Township Attorney.

Guidelines

Full time and part time opportunities will be posted for qualified, interested applicants to apply by completing an Employment Application. The posting shall at a minimum be on the Township's website and other online sites for at least two (2) weeks.

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, reference check information and other job-related criteria.

In order to enhance the safety of the environment for residents and employees of the Township, and to reduce the potential of theft of and damage to Township property, criminal conviction background checks, in connection with any offer of employment, or continued employment with Lisle Township, may be obtained by Lisle Township from a consumer reporting agency.

Criminal conviction background checks may be performed in accordance with the Illinois Uniform Conviction Information Act (20 ILCS 2635/1 et seq.) and may also include the search of other law enforcement agency conviction records, driving history records, and verification of name, identity, and social security number by credit reporting agencies to the Township.

Having decided the candidate of choice, the Township Supervisor will call the individual and make the offer of employment. If the candidate does not accept the offer of employment, then the Township Supervisor will decide to either make the offer of employment to the second candidate of choice or to repost the position. If the second candidate does not accept the offer of employment, then the Township Supervisor will review the salary and benefits being offered to learn the competitive features of the offer.

The Township Supervisor will confirm a candidate's choice to accept the position by sending a letter stating the position title, a summary of responsibilities, the financial package, any pre-employment requirements, a start date, and a request to sign and mail the offer letter within twenty-four (24) hours of receipt. Once the Township Supervisor has received the candidate's acceptance, a letter will be sent to all applicants informing them that an applicant has accepted and thanking them for their interest and efforts in considering the position.

Procedures

All applicant materials will be reviewed using a scoring rubric. Qualified candidates will receive an initial call by the person that will supervise the position. This screening phone call shall be for the purpose of reviewing the candidate's application.

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

All interview questions used throughout the screening process will be vetted with the equity and inclusion consultant as well as the Township attorney to ensure legal compliance.

Selected applicant will be notified and required to follow any pre-employment requirements prior to their start date. If a selected applicant cannot reach an agreement on dates, compensation, or

the pre-employment requirements, another interviewed applicant may be selected, or the hiring procedure may start from the beginning.

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

2.3 Equal Opportunity and Anti-Harassment Policy

Lisle Township is committed to a work environment in which all individuals are treated with respect and dignity. Everyone 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 actual or perceived race, color, national origin, ancestry, religion, sex, pregnancy, age, disability, marital status, sexual orientation, gender, perceived gender, gender identity, 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 (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, 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: any type of behavior which is based on actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion,

disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, that 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 the employee's actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, 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, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

And any conduct that may create a hostile working environment

Sexual harassment, whether between people of different genders, sexes or the same genders or sexes, is defined to include, but is not limited to, unwelcome sexual advance, 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; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual behavior or conduct 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.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, business-related social events, and any other location where the individual is assigned to perform their job duties.

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.

Individual 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 the conduct described herein above with regard to non-employees.

2.4 Anti-Bullying Policy

Lisle Township's position is that bullying is a form of harassment that undermines the integrity of the employment relationship. All employees have the right to work in an environment free from all forms of bullying behavior or any conduct which may be considered harassing, humiliating, intimidating, hostile, disruptive, or abusive. Anyone engaging in bullying behavior or harassing conduct will be subject to discipline, up to and including termination of employment.

What is bullying?

Bullying is repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- threatening, humiliating, or intimidating behaviors
- physical bullying such as pushing, shoving kicking, poking, tripping, assault, or threat of physical assault
- gesture bullying with obscene or intimidating gestures
- public reprimands and humiliation in any form
- persistent singling out of an individual
- not allowing a person to speak or express himself or herself (i.e., ignoring or interrupting)
- shouting or raising one's voice at an individual in public or in private
- work interference/sabotage that prevents work from getting done
 - damaging a person's work area
 - socially or physically excluding or disregarding a person in work-related activities such as meetings
 - interfering with mail and other communications

- repeatedly accusing someone of errors that cannot be documented
- encouraging others to disregard a supervisor's instructions
- constant criticism on matters unrelated or minimally related to the person's job performance or description
- manipulating the ability of an employee to work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions)
- taking credit for another person's ideas
- refusing reasonable requests for leave in the absence of work-related reasons not to grant leave
- assigning menial tasks not in keeping with the normal responsibilities of the job
- verbal abuse
- slandering, ridiculing, or maligning a person or the family of this person
- persistent name-calling that is hurtful, insulting or humiliating
- using a person as the butt of jokes
- abusive and offensive remarks
- spreading rumors and gossiping

2.5 Complaint Procedures

Reporting an Incident of Discrimination, Harassment, Bullying, Retaliation, or Other Workplace Concerns

Lisle Township strongly urges the reporting of incidents of discrimination, harassment, bullying, retaliation, or other workplace concerns regardless of the identity or position of the alleged offender. Individuals who believe they have experienced, or who are aware of conduct that they believe is contrary to the policies in this Handbook, 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 current Township Trustees, and Township Counsel. An employee is not required to first report discrimination to his or her supervisor. An employee may report discrimination to any of the people listed above. These alternative ways for making a complaint allow the employee to avoid using the ordinary chain of command and to bypass anyone who the employee believes cause or is responsible for the alleged misconduct.

Lisle Township has an "open-door" policy. This means an employee has the right to make a complaint if: (i) he or she feels that he or she may have been or is subjected to discrimination,

harassment, bullying, or retaliation; or (ii) he or she witnessed what is believed to be discrimination, harassment, bullying, or retaliation towards an employee by another individual, including but not limited to, supervisors and co-workers. This open-door policy also applies to other workplace concerns and grievances.

Lisle Township strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. 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 the offender's behavior is unwelcome and requesting that it be discontinued. Oftentimes, discussions about workplace concerns can be informal for the purpose of settling differences in the simplest and most direct manner. 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.

The Investigation

Any report of allegations of discrimination, harassment, bullying, retaliation, or other workplace concerns 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. At the discretion of the Township's legal counsel, the investigation may be conducted by a qualified independent attorney or consultant to review and investigate all allegations set forth in the complaint.

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

Responsive Action

Findings of misconduct and/or policy violations 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 of employment.

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, 555 West Monroe Street, 7th Floor, Chicago, Illinois 60661, (312) 814-6200.

2.6 Reasonable Accommodations

Lisle Township is committed to providing reasonable accommodations to enable qualified employees with disabilities to perform the essential functions of their jobs. The Township is also committed to providing reasonable accommodation when needed for pregnancy, childbirth or common conditions relating to pregnancy and childbirth. Depending on the circumstances,

reasonable accommodation may include modifying the work environment, making facilities accessible, restructuring a job, adjusting work schedules, granting leave, or other measures.

The Township is also committed to providing reasonable accommodation of an employee's sincere religious observances and beliefs that conflict with the essential functions of the employee's job requirements.

Any employee who believes that he or she needs accommodation to perform the essential functions of their job is responsible for bringing the matter to the attention of their direct supervisor. In the case of disability or pregnancy, the employee may be required to provide medical documentation establishing the existence of the disability, any job-related restrictions, and the estimated length of time for which the accommodation is needed. All medical information will remain in the employee's medical & benefit file.

The Township will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the Township's overall financial resources, the accommodation's impact on the operation of your department, including the ability of other employees to perform their duties, and on the Township's ability to provide its services to the public.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The Township will inform the employee of its decision on the accommodation request or on how to make the accommodation.

The ADA does not require the Township to make the best possible accommodation, to reallocate essential job functions, to create new positions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.). An employee or job applicant who has questions regarding this policy or believes they were discriminated against based on a disability should immediately notify the Township Supervisor.

2.7 Anti-Nepotism Policy

The purpose of this policy is to establish consistent guidelines concerning the employment of relatives of employees of the Township. A relative is deemed to mean a spouse, parents, grandparents, children, siblings, in-laws, and step relatives within these categories. It is the policy of the Township to provide all employees with equal employment opportunities for career advancement without fear of favoritism or penalty, actual or implied, based on family relations.

An employee will not be assigned or hired into a position where the employee would be required to supervise or be supervised by a relative, whether directly or indirectly. Job assignments affecting relatives which may jeopardize the Township's security, or which may appear to present a potential or actual morale problem for the affected relatives or for other employees are prohibited. This policy is not intended to preclude employment of relatives in various levels of the Township.

If employees in a supervisory relationship become related after employment, every effort will be made to transfer one of the employees to a position where no supervisory relationship exists. If neither employee volunteers for a transfer, the Township Supervisor will arrange an involuntary transfer at his or her discretion. The same procedure applies in instances where potential security or morale issues arise during employment. Transfer decisions may be based on, but are not limited

to, such factors as the grade of each affected employee's position, the availability of openings for which the affected employees are qualified, and the availability of replacement candidates for the affected employees' positions.

This policy is intended to comply with the requirements of all applicable federal, state, and local laws.

The Township Supervisor or his or her representative is responsible for the coordination, administration, and implementation of the provisions of this policy. Exceptions to this policy require approval by the Township Board.

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

2.9 Probationary Period

An employee with a non-exempt classification will serve a six-month probationary period during which time performance will be evaluated. A new employee with an exempt classification will serve a one-year probationary period during which time performance will be evaluated. If 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, the employee's service is unsatisfactory the Township Supervisor may terminate the individual's 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.

2.10 Attendance Policy

Regular and consistent attendance by all employees is critical to the operation of 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 of employment. Tardiness is defined as being at the workstation 10 minutes past the scheduled starting time. 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 leaving the job station before quitting time

or late arrival in accordance with this policy may result in disciplinary action up to and including termination of employment.

2.11 Dress Code

Lisle Township expects employees to present a clean and professional appearance while representing the Township. Office personnel, volunteers, and those employees who meet with our public, are expected to dress in accepted business attire for a professional image.

What is Appropriate Attire?

Appropriate attire entails attire, grooming, business-like conduct and the maintenance of a neat and orderly workplace, as it is important to project a professional image to the public.

Shoes or sandals should fit properly so they can be worn safely to avoid personal injury.

Employees should err on the side of caution while choosing work attire; if an item is questionable, another item of clothing should be selected.

All employees must conform to the Office of Safety and Health Administration (“OSHA”) regulations regarding protective clothing when performing duties regulated by OSHA.

Enforcement

- It is the responsibility of the Supervisor and or direct report to make sure the conduct and appearance of their staff and volunteers is consistent with projecting a professional image.
- Wearing inappropriate attire shall be brought to the attention of the employee immediately.
- No employee shall be allowed to continue work until properly attired.
- Using accrued time off shall not be allowed for the purpose of changing clothes.
- Failure to comply with the dress code may result in disciplinary action up to and including termination of employment.

2.12 Personal Use of Telephone

The telephone lines at Lisle Township must remain open for business calls and to service our residents. Employees are requested to discourage any personal calls – incoming and outgoing – except for emergency calls. Long-distance calls are prohibited on Township phones unless they are strictly business related. Personal cell phone usage should be kept to an absolute minimum.

2.13 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 Supervisor’s 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 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.

2.14 Voluntary Separation of Employment

The Township requests that employees who resign provide their resignation to the Township Supervisor with at least a minimum of thirty (30) day notice to allow the Township adequate time to recruit and train. When adequate notice of separation is provided, the Township Supervisor will schedule an exit interview. This meeting allows the employee to share opinions on ways to improve the Township workplace.

Prior to the employee leaving, the Township Supervisor will collect any Township property entrusted to the employee, such as keys, passwords, security codes, 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.

2.15 Involuntary Separation of Employment

The Township reserves the right to terminate the employment of 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 days of absences. The Township Supervisor may terminate employment by mailing notice of termination via certified mail, to the employee's last known address.

2.16 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 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.

3.0 Employment Dates & Compensation & Benefits

All employees will have the following dates associated with their employment:

- **Hire Date** is the date that Lisle Township made the offer of employment and the employee accepted the offer.
- **Start Date** is the date that the employee shows up for their first scheduled workday.
- **Anniversary Date** is the date that the employee has successfully completed their probationary period and becomes eligible for all benefits associated with their status as an employee in accordance with the individual benefit plan.
- **Enrollment Date** is the date that the employee is accepted as a participant into a designated benefit plan, i.e., health insurance, dental insurance, life insurance, 401k plan, Illinois Managed Retirement Fund (IMRF), and other plans that may become available to Township employees.

3.1 Wage and Salary Policy

Lisle Township has a two-week work period. On the Monday following the end of the work period the employee will submit to the Finance Director for verification a form detailing the total hours for which they have worked. The form shall include all scheduled hours worked, all approved overtime hours worked, and all authorized absences from work. This form will then be submitted to the Township Supervisor for approval for payment. Any irregularities in hours paid from hours worked shall be submitted to the Township Supervisor for review as soon as the discrepancy is noticed.

It is the position of Lisle Township that equitable wage and salary administration requires an existing system of employment position titles. The duties and tasks, or job content, for each employment position must be adequately described and maintained in current form. Where possible methods and techniques for measuring the value to the Township of quality performance in each employment position will be utilized in an effort to establish and maintain fairness in wages and salaries among Township employees.

It is the responsibility of the Township Supervisor or appointing authority, to prepare and provide current employment position descriptions to be maintained in each employee's personnel record. Each employment description shall include, but not be limited to the following information:

- A. Education level or background and prior experience deemed necessary to satisfactorily perform the duties and tasks and meet the responsibilities of the position.
- B. Reporting relationship of the employee to his or her supervisor.
- C. A complete and accurate statement of the essential functions of the employment Position.
- D. Employment position title assigned to the position.

- E. Any existing requirements for state and or federal licenses or certificates required to perform all or part of the duties for employment positions.
- F. The employment classification and status, i.e., full time or part time and exempt or nonexempt employee status.

The Township Supervisor shall determine when employment title and their descriptions, as well as major changes thereto, and update the Board. The Supervisor shall review the job description prior to filling vacant or newly created employment positions.

It is the intention of the Township and Township Board to develop methods and techniques to measure the value and quality of performance of each employment position to the Township and to establish wage and salaries that are competitive with those of other employers.

Any increase in salary or wages based upon merit should normally not be granted more frequently than once every twelve (12) months customarily coinciding with the Township's new fiscal year.

Merit increases in salary or wages shall be determined upon consideration of, but not limited to, the following factors:

- The employee's quality or level of performance during the period being reviewed;
- The number and extent of employment position objectives accomplished by the employee during the period being reviewed;
- The employment position itself;
- Consideration of the salary and employment position within the Township; and
- Available funds.

Increases in salary or wages may occur with an employee's promotion to a new employment position which calls for performance of significantly greater duties and responsibilities. Final authority as to promotions and or salary wage increases shall rest with the Supervisor.

In any instance where promotion to the new employment calls for the employee to change status from the minimum wage and over-time requirements of the FLSA, the Financial Director will inform the employee of this exempt status and discuss how the employee's salary or wages may ultimately be altered if the employee pursues and accepts the promotion.

Increases in salary or wages based upon merit and or promotion to a new employment position shall not be paid retroactively to the date of the most recent employment review and or promotion to a new employment position.

Within one week of employment, job change or promotion, every employee will be given job objectives which detail the requirements and expectations of the position for which the employee was hired. Lisle Township will measure your job performance against these objectives. After every evaluation, job objectives and description will be reviewed and dated, and if updated will be rewritten as appropriate. In either case, the Supervisor will review and discuss the objectives with

the employee and the employee will sign a statement indicating agreement with, and understanding of, these objectives.

For non-exempt employees, a formal Performance Review will be conducted six (6) months from the start date, at the completion of the probationary period. During the probationary period, the employee could expect to hear comments from the Township Supervisor and fellow employees about their performance. Corrective action and /or supportive comments would be provided as appropriate. Thereafter there will be an annual performance review conducted three (3) months prior to the start of the fiscal year. All performance reviews are based on merit, goal achievement, job description fulfillment and performance at your position. The Supervisor or manager will complete a performance evaluation form which will be used to discuss all areas off the employee's job performance. The employee will be provided with an opportunity to review the form and receive a copy of the evaluation. A satisfactory or above performance evaluation does not entitle an employee to a pay increase, promotion or guarantee of continued employment. Wage increases will be based upon this review, as well as past performance improvement; dependability; cooperation; any necessary disciplinary action; adherence to all employment policies; and your position in your salary range. Clear criteria will be used. The employee's experience and performance level will be factored in.

Cost of living changes and community wage adjustments may be a consideration in developing the annual budget. Wages from similar positions in other townships will be considered. Exceptional performance and loyalty to servicing the needs of the people of the township will be included in a Performance Review reward. The Supervisor will review and discuss your salary range and your position within that range during the performance reviews. Changes in the Township's Wage and Salary Plan is addressed in the development of the annual budget. If an employee is promoted to a higher-level position, the employee is automatically eligible for an increase as dictated by the salary range of that position and subject to a probationary period of not less than three (3) months or more than six (6) months.

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 work week. 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 you must record the total hours you work each day on the Township Payroll Time Sheet for recording hours worked and all time off requests. 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. All hours worked must be 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. The Supervisor will review any variations with regards to time off. The Finance Director will approve the Payroll Time Sheet and submit to the Supervisor a summary report for each payroll period.

Exempt Employees

Section 13(a)(1) of the Fair Labor Standards Act (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 the 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 work week 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 work week 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.
- A garnishment imposed by a legitimate court of law.

An exempt employee's work week payment will be the days requested for payment times their current hourly pay rate to equal their gross payment. This payment will be reduced for certain types of deductions such as the employee's portion of health, dental or life insurance premiums, and other benefit for which the employee has agreed to participate, plus state, federal or local taxes, social security, IMRF, and Medicare.

Please note that the employee 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. Everyone in the office must use the office punch card to catalog their times. If you are working off premises you must have the permission of the Supervisor. 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.

Record Keeping Requirements of the Fair Labor Standards Act (FLSA)

The following records will be kept, at a minimum, in accordance with the requirements of the FLSA:

1. Employee's full name and social security number;
2. Address, including zip code;
3. Birth date, if younger than 19;
4. Sex and occupation;
5. Time and day of week when employee's workweek begins.
6. Hours worked each day and total hours worked each workweek
7. Basis on which employee's wages are paid;
8. Regular hourly pay rate;
9. Total daily or weekly straight-time earnings;
10. Total overtime earnings for the workweek;
11. All additions to or deductions from the employee's wages;
12. Total wages paid each pay period; and

13. Date of payment and the pay period covered by the payment.

Prohibition of Improper Salary Deductions

Lisle Township policy is to comply with the salary basis requirements of the FLSA. Therefore, any member of management, elected or appointed official, is not authorized to make any improper deductions from the salaries of exempt employees. Township Supervisor can re-evaluate any position as to its FLSA status. Exempt employees need 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, the original payment will be canceled and a new payment will be issued. No employee will be retaliated against for reporting violations of this policy or for cooperating in an investigation of a reported violation.

Prohibition of Sharing Codes

Employees should not share passwords to computer systems or codes to alarm systems that were given to specific individuals. The Township Supervisor shall be kept informed of all such changes to passwords or codes. 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 Giving and Receiving Gifts

Statutory Reference

Illinois State Officials and Employees Ethics Act (5 ILCS 430/10-10)

Sec. 10-10. Gift ban. Except as otherwise provided in this Article, no officer, member, or State employee shall intentionally solicit or accept any gift from any prohibited source or in violation of any federal or State statute, rule, or regulation. This ban applies to and includes the spouse of and immediate family living with the officer, member, or State employee. No prohibited source shall intentionally offer or make a gift that violates this Section.

This ruling applies to all Township officials, employees, and volunteers.

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. Township Supervisor can re-evaluate any position as to its FLSA status.

For Non-Exempt Employees:

- Typically, full-time employees, exempt and non-exempt, are scheduled to 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. Exempt employees are not compensated for overtime.
- Sick leave, vacation time, holidays, 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. The payroll department must be notified on the Monday prior to the payday of all hours being requested for payment. If that Monday is a legally recognized holiday, then the time sheet must be submitted by the Friday morning prior.

3.4 Hours of Work

Full-time employees are entitled to a thirty (30) minute lunch break, beginning no later than five (5) hours after the start of their day and two (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 thirty (30) minutes beginning no later than five (5) hours after the start of their day and two (2) 15-minute breaks, one in the morning and one in the afternoon.

Employees working less than five (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 Multiple Employment

Employees needing to secure additional employment should first review their needs with the Township Supervisor to discuss various options.

3.6 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.

3.7 Federal, State Income Taxes, FICA, and Medicare

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. It is the employee's responsibility to inform payroll of changes in the number of deductions being claimed, if necessary. At the end of the year, employees will receive a W-2 form no later than January 31, that shows the total wages and deductions.

3.8 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. The Internal Revenue Service requires that requests for reimbursement must be made within fourteen (14) days of the trip. Employees must use a mapping application and identify which application is being used to calculate the mileage for reimbursement and then complete and sign the request for reimbursement.

3.9 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 work week and are entitled to all Township benefits after completing the probationary period.
- Part-Time employees are required to work a minimum of 1,000 hours a year 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. The employment year commences on their start date.
- To be eligible for health, dental, and life insurance an employee must work a minimum of 1,000 hours per year commencing on the employee's start date.
- Coverage becomes effective 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 available health insurance as soon as they become eligible. It is the employee's responsibility to notify the Township Supervisor's 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.

Upon termination of employment from Lisle Township, an employee may elect to continue group medical coverage at group rates for as long as the employee pays the required monthly premium and COBRA allows. It is also possible to convert other group plans to individual plans. Details on the conversion of any benefits will be discussed with employees at the time of their termination by the insurance agent, Esser Hayes. Employees may, of course, request information on this subject at any time prior to actual termination. Continuation of health insurance shall not be available for any employee who was discharged from employment because of the commission of a felony in connection with his/her work, or because of theft in connection with his/her work, for which the Township was in no way responsible; provided the employee admitted his commission of the felony or theft or such act has resulted in a conviction or order of supervision by a court of competent jurisdiction.

To Qualify for Cobra Coverage

Lisle Township employees are eligible to continue their coverage in the health insurance plan that would be currently in effect if an employee were to lose their group health coverage because of a reduction in their hours of employment or the termination of their employment, subject to the exceptions set forth in 215 ILCS 5/367e(8)

Retirees. If employees lose their group health coverage because Lisle Township declares itself in receivership and employees lose their group health care coverage within one year before or after the bankruptcy proceedings, a retiree, spouse of a retiree, or dependent child of a retiree of Lisle Township would have the right to elect a continuation of coverage with the health plan in force for Township employees at the time.

Spouses. The spouse of an employee covered by the Township's current health plan has the right to choose continuation coverage for him or herself if employees lose group health coverage under Lisle Township Group health plan for any of the following reasons:

- The death of their spouse who was an employee of Lisle Township
- A termination of their spouse's employment (for reasons other than those stated in 215 ILCS 5/367e(8))
- A reduction in their spouse's hours of employment
- Divorce or legal separation from their spouse

- Their spouse becomes entitled to Medicare

Dependent Children. A dependent child of an employee covered by an existing health plan has the right to continuation coverage if group health coverage under the Lisle Township Health Plan is lost for any of the following reasons:

- The death of a parent who was an employee of Lisle Township
- The termination of a parent's employment (for reasons other than those stated in 215 ILCS 5/367e(8) or reduction in a parent's hours of employment with Lisle Township
- Parent's divorce or legal separation
- A parent who was an employee of Lisle Township becomes entitled to Medicare
- The dependent ceases to be a "dependent child" under the Lisle Township Health Plan

Notice Obligations

Under the law, the employee or a family member has 60 days from (1) the date of the event or (2) the date on which coverage would be lost, whichever is later, to inform Esser Hayes at 1811 High Grove Lane Ste. 139, Naperville, IL, 60540 of the employee's divorce or legal separation, or of the employee's child losing dependent status under the Lisle Township Group Health Plan. Please give notice in the following manner: specify that employees write to employees.

Failure to give notice within the time limits can result in COBRA coverage being forfeited.

Lisle Township has the responsibility to notify Esser Hayes of the employee's death, termination of employment, reduction in hours, or Medicare entitlement.

To Elect Coverage

When Esser Hayes is notified that one of these events has happened, Esser Hayes will in turn notify the employee, spouse, and dependents regarding their right to choose COBRA continuation coverage. The employee and spouse have independent election rights. The employee, spouse, and dependents have 60 days from either (1) the date coverage is lost under the Lisle Township Group Plan or (2) the date of the notice, whichever is later, to respond informing Esser Hayes that they want to elect continuation coverage. There is no extension of the election period.

If an employee, spouse or dependent does not elect continuation coverage within this election period, then rights to continue group health insurance will end.

If an employee, spouse or dependent chooses continuation coverage and pays the applicable premium, Lisle Township is required to provide coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated active employees or family members. If Lisle Township changes or ends group health coverage for similarly situated active employees, their coverage will also change or end.

Duration Of Cobra Coverage

Termination or Reduction in Hours. If group health coverage was lost because of a termination of employment or a reduction in work hours, the continuation coverage period is 18 months from the date of the qualifying event, if elected.

Employees, Spouses or Dependents with Disabilities. The 18 months of continuation coverage can be extended to 29 months if the Social Security Administration determines that the employee, spouse, or dependent child was disabled on the date of the qualifying event according to Title II (Old Age Survivors and Disability Insurance) or XVI (Supplemental Security Income) of the Social Security Act. Disabilities that occur after the qualifying event do not meet the criteria for the extended COBRA coverage period.

The employee, spouse, or dependent must obtain the disability determination from the Social Security Administration and notify Esser Hayes of the result within 60 days of the date of disability determination and before the close of the initial 18-month period. The employee, spouse or dependent has 30 days to notify Esser Hayes from the date of a final determination that he or she is no longer disabled.

Multiple Events. The 18-month continuation period can also be extended, if during the 18 months of continuation coverage, a second event takes place (divorce, legal separation, death, Medicare entitlement, or a dependent child ceasing to be a dependent). The 18 months of continuation coverage will be extended to 36 months from the date of the original qualifying event. Upon the occurrence of a second event, it is the employee's, spouse's, or dependent's responsibility to notify Esser Hayes within 60 days of the event and within the original 18-month COBRA period. COBRA coverage does not last beyond 36 months from the original qualifying event, no matter how many events occur.

Other Qualifying Events. If group health coverage was lost because of the death of the employee, divorce, legal separation, Medicare entitlement, or a dependent child ceasing to be a dependent child under the Lisle Township Group Plan, then the continuation coverage period is 36 months from the date of the qualifying event, if elected.

Cobra Cancellation

The law provides that continuation coverage may be cut short for any of the following reasons:

- Lisle Township no longer provides group health coverage to any of its employees.
- The premium for continuation coverage is not paid in a timely manner.
- The employee, spouse, or dependent becomes covered under another group health. Plan that does not contain any exclusion or limitation with respect to any preexisting condition.
- The employee or spouse becomes entitled to Medicare.

- The employee, spouse, or dependent extended continuation coverage to 29 months due to a Social Security disability and a final determination has been made that he or she is no longer disabled
- The employee, spouse, or dependent notifies Esser Hayes that they wish to cancel continuation coverage

Premiums

An employee, spouse or dependent does not have to show that they are insurable to choose continuation coverage. But an employee, spouse, or dependent must have been covered by the group health plan the day before the qualifying event in order to elect COBRA coverage.

An employee, spouse, or dependent may have to pay all the applicable premium, which generally cannot exceed 100% of the plan costs for a 12-month period. An exception exists for coverage of employees with disabilities during the extension from the 19th month to the 29th month. During that time, 150% of the plan cost may be charged. The group health plan may increase the cost that must be paid for COBRA coverage if the applicable premium increases.

The period for paying the initial COBRA premium following the election of coverage is 45 days. The first payment made is to be applied retroactively toward coverage for the period beginning after the date on which coverage would have been lost because of the qualifying event.

There is a 30-day grace period following the date regularly scheduled monthly premiums are due. Only in the case of mental incapacity is any further extension permitted, since the group health plan does not permit extensions.

Conversion Privileges

At the end of the continuation coverage period, the employee, spouse or dependent must be allowed the option to enroll in an individual conversion health plan provided under the Lisle Township Group Plan if such conversion plan is available.

Further Information

If employees have any questions about the law or their obligations, please contact Esser Hayes at 1811 High Grove Lane Ste. 139, Naperville, IL, 60540 at (630) 355-2077.

3.10 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 (Tier 1) 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 the 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 Supervisor's office.

3.11 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.

3.12 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.

3.13 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, meaning their starting date.

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.

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 Financial Director immediately. If necessary, the employee will be sent for medical treatment. **An employee's refusal to seek medical attention may result in any potential workers compensation benefits being waived. The Township requires any employee refusing medical treatment for a work-related injury to sign a Refusal of Treatment Form.**
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 employee will be unable to work for thirty (30) or more days to maintain service credits and death benefits.
5. The employee is responsible for notifying the Township Supervisor when 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.

3.14 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 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 a 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 completed the initial probationary period will receive an award of five (5) vacation days for full-time employees and a pro-rata share for part-time employees and be able to schedule such time with their immediate supervisor. On their subsequent anniversary date, a full-time employee will receive an additional award of ten (10) days and part-time employees will receive an award of a pro-rata share days of vacation time.

Guidelines

1. Vacation accruals are calculated and credited to employees on their anniversary date 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 anniversary or start date.
5. Requests to use vacation time shall be submitted in writing to the employee's immediate supervisor at least five (5) working days in advance of having the time scheduled.
6. The Immediate Supervisor will formally notify the employee as soon as possible, but no later than the 4th working day of having received the request. The Immediate Supervisor may deny a vacation request if it interferes with the efficient and effective operation of the Township.

Employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. If available vacation time is not used by the end of the benefit year, the time will be paid out.

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 the 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 the employee. 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 and in accordance with applicable law.

To the extent there are any current employees who receive more vacation days than specified under this policy, those employees will be "grandfathered in," meaning that they will continue to receive the same amount of vacation day until their years of service meets these revised policy guidelines such that they can continue accruing additional vacation days consistent with the revised policy.

Vacation Schedule

Years of Continuous Service	Vacation Days Paid Annually
Less than one	5 upon completion of probation
1 anniversary date	5
2	10
3	10
4	10
5	10
6	15
7	15
8	15
9	15
10	15
11	16
12	17
13	18
23	19
24 or more	20

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 day per month AFTER completing the probationary period.
 3. After five (5) years of service, the rate of sick leave accrual will increase to 0.5833 days per month for a total of seven (7) days accrued per year.
 4. The Township strictly prohibits retaliation against an employee for exercising the employee's right to use personal sick leave benefits in accordance with this policy.
 5. 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 termination of employment.

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 24 days (180 hours).
3. Payment of time accrued pursuant to sick leave shall be either 7.5 hours per day or 3.75 hours per half day. A half day for a.m. hours is 8:00 – Noon; for p.m. hours is Noon to 4:30 p.m.
4. On the employee's anniversary date there will be a review of the employee's sick leave usage and balance of unused sick leave available. Time beyond 24 days or 180 hours will be paid out at the employee's current rate of pay and for 50% of the hours over 180.
5. An employee who has been terminated from service will not be eligible for any payout of unused sick leave.
6. 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.
7. An employee must notify the Township Supervisor or one of the Directors immediately when illness or injury prevents the employee from coming to work.
8. 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 of employment.

9. (Implementation: Current employees will each be dealt with individually based on their anniversary date and the individual accumulation of hours.)

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.

The Township recognizes the following paid holidays:

New Year, Martin Luther King, President's Day, General Election Day (in April during odd numbered years), Memorial Day, July 4th, Labor Day, Indigenous People Day, General Election Day (in November during even numbered years), Thanksgiving, Christmas.

Regular part-time employees with one year of employment will receive holiday pay based on their percentage of hours worked during the prior year over the scheduled hours worked of a full-time employee during the same time period. The holiday hours of 7.5 shall be multiplied by this percentage and the employee's hourly rate of pay to equal the holiday pay for a part-time employee. The pro-rated percentage will be calculated each year on the employee's anniversary date and shall apply to the holidays in the coming year.

4.4 Personal Days

Upon successfully completing the probationary period, an employee will be granted one personal day and on the following four (4) anniversary dates the employee shall be granted one personal day. Beginning with their fifth (5) anniversary date the employee shall receive three (3) personal days per year. Personal days must be used between anniversary dates; they cannot be carried forward; and they cannot be paid for at the time of separation.

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. Personal Leave may not be granted at the discretion of the Township if an employee is under a corrective plan of action.

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 vacation days, sick time (if the purpose of the personal leave is for managing one's illness), 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 to participate in the Township's benefit programs by paying 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 should be made as soon as the employee suspects that such a leave may be necessary, but the request must be made no later than two (2) weeks prior to the first day of the leave.
2. The employee must submit their personal leave request in writing and state the purpose, the beginning and ending dates of the personal leave, and contact information to be used during the absence.
3. When completing the request for personal leave the employee must authorize the payment to continue paying the cost of each benefit program that the employee is subscribing to. This includes the cost of health benefits. Otherwise, participation in the programs will cease at the next payment date for each benefit program.
4. A personal leave of absence will be reviewed and approved or denied by the Township Supervisor, according to Township policy, as quickly as possible, but most certainly during the week prior to the anticipated start date of the request.
5. The Township Supervisor should inform the employee that return from a personal leave is always subject to, and contingent upon, availability of employee's former position.
6. If the employee does not return to active employment by the date agreed upon, the Township will separate employee's employment.

4.6 Bereavement Funeral Leave

Bereavement/Funeral leave of up to three (3) 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 twelve (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 ten (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 child 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 sixty (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 a 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 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 official duties 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 (5) 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 Lisle Township 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 workdays 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

Basic Leave Entitlement

The Family and Medical Leave Act (“FMLA”) requires the Township to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- (a) for incapacity due to pregnancy, prenatal medical care or childbirth;
- (b) to care for the employee’s child after birth, or placement for adoption or foster care; includeto care for the employee’s spouse, son, daughter, or parent, who has a serious health condition; or
- (d) for a serious health condition that makes the employee unable to perform the employee’s job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active duty status may use their twelve (12) week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service-member during a single twelve (12) month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five (5) year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition”.

Benefits and Protections

During FMLA leave, the Township will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for the Township for at least twelve (12) months and have 1,250 hours of service in the previous twelve (12) months.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees must use accrued vacation and sick leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal vacation and sick leave policies.

Employee Responsibilities

Employees must provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable. When thirty (30) days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Township's normal call-in procedures.

Employees must provide sufficient information for the Township to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Township if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

The Township will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the Township will provide a reason for the ineligibility.

The Township will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the Township determines that the leave is not FMLA-protected, the Township will notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- (a) interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- (b) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law which provides greater family or medical leave rights.

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

Domestic, sexual, gender, or other crimes 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 gender identity, 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.

Crime of violence means any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Criminal Code of 2012 or a similar provision of the Criminal Code of 1961.

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, sexual, gender, or any other crime of 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, sexual, gender, or any other crime of 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 (48) 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, sexual, gender, or other crimes of 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 the leave has been exhausted or expired and for any reason other than continued domestic, sexual, gender, or other crimes of violence or treatment thereof that entitles the employee to leave the Township shall have the right to seek reimbursement for all premiums paid by the Township for maintaining coverage for the employee or covered family or household member 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, the family member or household member of the employee, 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 FMLA.

4.11 IMRF Disability Leave

Employees may be eligible for disability leave under IMRF (Illinois Municipal Retirement Fund) 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 the 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 the employee's 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 the employee's former position.
3. If the absence is longer than twelve (12) work weeks, the employee may return to the former position if available. If the 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 the employee's own expense for a period equal to half (1/2) of the term of the employee's service.
5. An employee with twelve (12) or more consecutive months of service will be eligible to retain health coverage for half of the 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 the employee's health benefits as determined by the employee's length of service. However, an employee who is able to return for sixty (60) consecutive days will re-establish the employee's benefit maximum based on length of service.

7. Illinois 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 the employee's doctor approving a 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.

4.12 Floating Holidays

After one year employees will be given one (1) day a year as a floating holiday for a day chosen by the employee that is chosen by the employee with the same process as vacation days.

5.0 Employee Safety and Wellness

5.1 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 Township Building during the day must be sure the outside door is locked until another employee arrives. If an employee exits the building during normal business hours and will be leaving another employee alone, the employee must be sure to lock the entrance door(s) on the way out, place a sign on the public entrances stating ("Office temporarily closed – Sorry for the inconvenience") 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

5.2 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 state and federal law.

5.3 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 fifteen (15) feet of any entrance, 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 the 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 up to and including termination of employment.

5.4 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, fentanyl, etc.)
- Hallucinogens (PCP, LSD, “designer drugs”)

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

Any employee violating this policy is subject to disciplinary action, not to exclude termination of employment 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 expense, 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.

5.5 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. The Township will not penalize an employee solely for his or her status as a registered qualifying patient under the Compassionate Use of Medical Cannabis Program Act. An employee who is a registered qualifying patient is nevertheless required to comply with this policy. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether the legal drug may have such a potential side effect or whether the employee may perform his or her job duties safely while using the legal drug. The employee's immediate supervisor, after conferring with the department head or Director, will decide whether or not the employee may safely continue to perform the job while using the legal drug. Failure to disclose the use of such legal drugs may be cause for discipline up to and including dismissal.

The Township reserves the right to discipline any employee suspected of being impaired by or under the influence of cannabis during working hours or any on-call period. This determination will be made based on when the employee manifests specific, articulable symptoms while working of decreased or lessened performance of the duties or tasks of the employee's job position, including symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others. Under such circumstances, the employee will be provided a reasonable opportunity to contest the basis of the Township's determination, but any final decision will be made in within the Township's sole and exclusive discretion.

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 and may be subject to discipline up to and including termination of employment.

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 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. The Employee's 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 more than 7 ½ percent ownership in any company with whom the Township is doing business and whereby personal gain may be acquired.

Employees shall not work for a second employer where the employee is able 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 the employee's position with the Township to further the employee's personal interests; conflict with the full and proper discharge of 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 the employee's 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 Lisle Township. Employees may use the technology for limited personal purposes if 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, the employee's access may be limited or eliminated altogether. An employee is also subject to discipline, up to and including termination of employment 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 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 Lisle Township 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 oneself 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 to 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 connection 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 of employment. Remember that employees have no expectation of privacy regarding 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, gender identity, 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 of employment.

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 seven-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.

6.7 Zero Tolerance for Violence

The Lisle Township has a policy of zero tolerance for violence. If employees engage in any form of violence in the workplace, or threaten violence in the workplace, their employment will be terminated immediately. No talk of violence or joking about violence will be tolerated.

“Violence” includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with this Township, including employees and customers, never feel threatened by any employee's actions or conduct.

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 to 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 witnesses 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 the 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 of employment.
- 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 of employment.
- 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 of employment.

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 of employment.

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 of employment.

Category IV: Termination of Employment

- 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.

Actions and conditions that would arrant progressive disciplinary action include, but are not limited to:

- Abuse or misuse of Township property, materials or supplies
- Discriminating against employees in violation of applicable laws
- Dishonesty & lying
- Dress code violations
- Engaging in unauthorized personal business during work hours
- Failure or refusal to follow the written or oral instructions of the Township Board, or their designee
- History of unexcused or excessive absences
- Incomplete work assignment
- Insubordination
- Intentionally falsifying records or documents, including time records
- Leaving the job during work hours without permission
- Making false and malicious statements concerning employees or the township
- Neglecting job duties and responsibilities
- Refusal to follow directions

- Theft, fraud or embezzlement of Township, citizen or employee property or funds
- Unauthorized use of Township property and equipment including telephones, copy machines and mail services
- Unauthorized use of overtime
- Unauthorized possession, use, purchase, consumption transfer or sale of alcoholic beverages, controlled substances or illegal drugs during work hours, or while on or using Township property, or otherwise while representing the Township, or reporting to work under the influence of alcohol, controlled substances or illegal drugs
- Unbecoming behavior to a fellow employee or a patron seeking services
- Unwilling or unable to consistently complete work assignment
- Verbal or physical abuse to a fellow employee or volunteer or a patron seeking services
- Violating established Policies and Procedures
- Violating safety precautions

Actions and conditions that could warrant immediate discharge include, but are not limited to:

- Falsification of Employment Application
- Theft
- Unauthorized release of confidential information
- Workplace violence

Lisle Township Employee Handbook Acknowledgement Form

This employee handbook has been prepared for your information and understanding of the policies, philosophies, practices, and benefits of Lisle Township. PLEASE READ IT CAREFULLY.

Upon receipt and review of this handbook, please sign the statement below, and return to the Supervisor by the date due.

I, _____, have received a copy of the Lisle Township Employee Handbook **dated** _____ which outlines the goals, policies, benefits, and expectations of the Township, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this handbook **prior to starting my employment on** _____. By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in Employee Handbook provided to me by the Township.

I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits, and expectations of the Township.

I understand that The Township Employee Handbook is not a contract of employment and should not be deemed as such, and that I am an employee at will, meaning Lisle Township or I reserve the right to terminate employment at any time, with or without cause or notice.

(Employee signature)

Please return by: _____
(Date here)