

VILLAGE PRESIDENT  
Seth Speiser

VILLAGE CLERK  
Jerry Menard

VILLAGE TRUSTEES  
Ray Matchett, Jr.  
Steve Smith  
Mike Blaies  
Mathew Trout  
Dean Pruett  
Elizabeth Niebruegge

# VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER  
14 SOUTHGATE CENTER, FREEBURG, IL 62243  
PHONE: (618) 539-5545 • FAX: (618) 539-5590  
Web Site: www.freeburg.com

July 8, 2013

VILLAGE ADMINISTRATOR  
Tony Funderburg

VILLAGE TREASURER  
Bryan A. Vogel

PUBLIC WORKS DIRECTOR  
John Tolan

POLICE CHIEF  
Stanley Donald

VILLAGE ATTORNEY  
Weilmuenster Law Group, P.C

**NOTICE  
MEETING OF PERSONNEL & PUBLIC SAFETY COMMITTEE  
(Personnel/Police/ESDA/Fire)  
(Matchett/Trout/Blaies)**

A Personnel and Public Safety Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Wednesday, July 10, 2013, at 6:30 p.m.**

## PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

### POLICE COMMITTEE

- A. Old Business
- B. New Business
  - 1. Policy on taking cars home
  - 2. Towing issue
  - 3. Stop signs at Emily/Vine and Emily/Cherry
  - 4. Part-time officer hire
  - 5. Megsi renewal
  - 6. Transmission repair on 2009 car

### PERSONNEL COMMITTEE:

- A. Old Business
  - 1. Approval of June 12, 2013
  - 2. Employee handbook
  - 3. Job descriptions
  - 4. Plaques for Gene and Ron
  - 5. Full-time hire of Crew Worker
  - 6. Time Clocks Policies
  - 7. Office Cleaning
- B. New Business
  - 1. Request to carry over vacation
- C. General Concerns
- D. Public Participation
- E. Adjourn

At said Personnel Meeting, the Village Trustees may vote on whether or not to hold an Executive Session to discuss the selection of a person to fill a public office [5 ILCS, 120/2 – (c) (3)], litigation [5 ILCS, 120/2 - (c)(11)] personnel [5 ILCS, 120/2 – (c)(1)]; real estate transactions [5 ILCS, 120/2 - (c)(5)] or collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2 (C)(2)].

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## PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, July 10, 2013 at 6:30 p.m.

Chairperson Ray Matchett called the meeting of the Personnel and Public Safety Committee to order on Wednesday, July 10, 2013 at 6:42 p.m. Those present were Chairperson Ray Matchett, Trustee Matt Trout, Trustee Mike Blaies, Mayor Seth Speiser, Trustee Dean Pruett, Trustee Elizabeth Niebruegge, Chief Stan Donald, Village Administrator Tony Funderburg, Public Works Director John Tolan and Office Manager Julie Polson. Guest present: Janet Baechle.

### POLICE:

A. **OLD BUSINESS:** None.

### B. **NEW BUSINESS:**

1. Policy on taking cars home: Administrator Funderburg said we have 3 cars being taken home and may need our fleet to grow stronger if we have cars at home. The trustees liked seeing the patrol cars around town and also liked the fact that they were taken home. They felt the community likes having the police presence in the neighborhoods. We still have money budgeted for a new car.
2. Towing Issue: Chief Donald said Rogers doesn't staff their tow lot and when you call to have a car released, you have to wait 30 – 45 minutes before they get someone there. The committee directed Stan to call Casey and voice his concerns to him. He did say he hasn't had a problem yet but foresees it happening. He understands the car was towed for a reason but also believes someone should be there to release the car.
3. Stop signs at Emily/Vine and Emily/Cherry: Chief Donald was fine with the two stop sign requests and would like to add another one at Mill/Cherry and also St. Clair/Belleville. We will forward these requests to the Streets committee and Tony will prepare the ordinance.
4. Part-time officer hire: Chief Donald continues to have overtime issues with the schedule and would like to hire two additional part-time police officers. Julie will get the applications copied and put in everyone's box before Monday's board meeting in case anyone has any questions and need to talk to Stan.

*Trustee Matt Trout motioned to recommend to the full Board we hire two part-time police officers and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.*

5. Megsi renewal: This is the yearly renewal for St. Clair County's enforcement group and this year's cost is \$4,354.

Personnel/Police Committee Meeting  
Wednesday, July 10, 2013  
Page 1 of 3

Trustee Mike Blaies motioned to recommend to the full Board Resolution 13-09 be approved and Trustee Matt Trout seconded the motion. All voting aye, the motion carried.

6. Transmission repair on 2009 car: Tony advised one of our better patrol cars needs the transmission fixed. We are waiting on an estimate to repair it.

Chief Donald left the meeting at 7:10 p.m.

**PERSONNEL:**

**A. OLD BUSINESS:**

1. Approval of June 12, 2013 Minutes: Trustee Mike Blaies motioned to approve the June 12, 2013 minutes and Trustee Matt Trout seconded the motion. All voting aye, the motion carried.
2. Employee handbook: A copy of the handbook was provided to the committee. We had stopped working on it when the public works employees unionized but would like to start on it again.
3. Job descriptions: Tony sent the job descriptions to Attorney Manion today.
4. Plaques for Gene and Ron: Julie will work on this. Seth would like to add Sam Nold.
5. Full-time hire of Crew Worker:

**EXECUTIVE SESSION**

**7:13 P.M.**

Trustee Matt Trout motioned to enter into Executive Session citing personnel, 5 ILCS, 120/2-(c)(1) and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.

**EXECUTIVE SESSION ENDED**

**7:30 P.M.**

Trustee Matchett reconvened the meeting at 7:30 p.m.

6. Time Clock Policies: Tony has a meeting with Greg, Julie and Jim Beck on July 16<sup>th</sup> at 10:00 a.m.
7. Office Cleaning: Tony has the proposal for cleaning in this week's edition of the Tribune. Seth asked Tony to prepare the 60-day notice to the administrative staff. Tony said we might have a problem if we don't agree on any firm to do the cleaning but have already provided notice to the staff. Julie said we will continue to clean the office until the cleaning firm is hired.

The ads for police chief and village administrator are in this week's edition of the Tribune. Julie said they will also be posted on our website.

**B. NEW BUSINESS:**

1. Request to carry over vacation: Public Works Director Tolan requested that his vacation be extended to the fall. The committee agreed and extended it to December 31, 2013.

**C. GENERAL CONCERNS:** None.

**D. PUBLIC PARTICIPATION:** None.

- E. ADJOURN:** *Trustee Matt Trout motioned to adjourn at 7:38 p.m. and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.*



Julie Polson  
Office Manager

## #01-07-30-036H: Diagnostic Tips for Automatic Transmission DTC P0756, Second, Third, Fourth Gear Start - (Jan 29, 2009)

**Subject:** Diagnostic Tips for Automatic Transmission DTC P0756, Second, Third, Fourth Gear Start



**Models:** 2009 and Prior GM Passenger Cars and Light Duty Trucks  
 2009 and Prior HUMMER H2, H3  
 2009 and Prior Saab 9-7X  
 with 4L60-E, 4L65-E or 4L70-E Automatic Transmission (RPOs M30, M32 or M70)

**This bulletin is being revised to add the 2009 model year and add details regarding spacer plates. Please discard Corporate Bulletin Number 01-07-30-036G (Section 07 - Transmission/Transaxle).**

Some dealership technicians may have difficulty diagnosing DTC P0756, 2-3 Shift Valve Performance on 4L60-E, 4L65-E or 4L70-E automatic transmissions. As detailed in the Service Manual, when the PCM detects a 4-3-3-4 shift pattern, DTC P0756 will set. Some customers may also describe a condition of a second, third or fourth gear start that may have the same causes but has not set this DTC yet. Below are some tips when diagnosing this DTC:

- This is a performance code. This means that a mechanical malfunction exists.
- This code is not set by electrical issues such as a damaged wiring harness or poor electrical connections. Electrical problems would cause a DTC P0758, P0787 or P0788 to set.
- The most likely cause is chips/debris plugging the filtered AFL oil at orifice #29 on the top of the spacer plate (48). This is a very small hole and is easily plugged by a small amount of debris. It is important to remove the spacer plate and inspect orifice #29 and the immediate area for the presence of chips/debris. Also, the transmission case passage directly above this orifice and the valve body passage directly below should be inspected and cleaned of any chips/debris. For 2003 and newer vehicles the spacer plate should be replaced. The service replacement spacer plate is a bonded style with gaskets and solenoid filter screens bonded to the spacer plate. These screens can help to prevent plugging of orifice #29 caused by small debris or chips.
- This code could be set if the 2-3 shift valve (368) were stuck or hung-up in its bore. Inspect the 2-3 shift valve (368) and the 2-3 shuttle valve (369) for free movement or damage and clean the valves, the bore and the valve body passages.
- This code could be set by a 2-3 shift solenoid (367b) if it were cracked, broken or leaking. Refer to Shift Solenoid Leak Test in the appropriate Service Manual for the leak test procedure. Based on parts return findings, a damaged or leaking shift solenoid is the least likely cause of this condition. Simply replacing a shift solenoid will not correct this condition unless the solenoid has been found to be cracked, broken or leaking.

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## PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, June 12, 2013 at 5:30 p.m.

Chairperson Ray Matchett called the meeting of the Personnel and Public Safety Committee to order on Wednesday, May 8, 2013 at 5:31 p.m. Those present were Chairperson Ray Matchett, Trustee Matt Trout, Trustee Mike Blaies, Mayor Seth Speiser, Trustee Dean Pruet, Trustee Elizabeth Niebruegge, Chief Stan Donald, Village Administrator Tony Funderburg, Public Works Director John Tolan and Office Manager Julie Polson. Guest present: Janet Baechle.

### POLICE:

A. **OLD BUSINESS:** None.

### B. **NEW BUSINESS:**

1. Police Car: Chief Donald said we have \$20,000 in the budget for a new police car. He said Missouri has a program where they have a variety of cars available for purchase from \$6,500 to \$10,000 and the cars are turned in at 54,500 miles. You would have to drive to Jefferson City to see them. They would come stripped down but we could take the equipment we have in our existing cars and transfer it over. Stan said the maintenance costs are only going to increase as our vehicles age. Tony said we may need to wait on the cars because of other issues. Trustee Blaies said we typically wait towards the end of the budget and see where we stand.
2. Door Proposals: The proposal covers the back door of the police station. The officers would like to be able to have a system where they can swipe a card in close proximity to the door which would help them in situations where they are bringing in a suspect and need easy access to the door. This door is locked and it would stay that way. The proposal for this door utilizes the same door and includes a locking mechanism and keypad at a cost of \$1495. We would like to put this in next year's budget.
3. Bullet Proof Vests: We budgeted \$1200 for two vests. With the changes in personnel, Stan had to purchase three additional vests. The vests normally last five years and do have an expiration date that have to be replaced according to the manufacturer's recommendation. We will also include this in the yearly budget.
4. Hand Held Radar Units: Stan said we have three hand held units that are antiques and need to be replaced. We can make it through this year but would like to budget for new ones next year. We will be on the lookout for grant money to purchase these.
5. LexisNexis Services: Mike provided a summary of the LexisNexis program which would assist our department with investigating cases. Some of the features include

Personnel/Police Committee Meeting

Wednesday, June 12, 2013

Page 1 of 3

advanced linking technology, person alerts, motor vehicle registration wildcard search and advanced person search. LexisNexis has a flat monthly rate of \$85 which allows for unlimited use of the system, or you could pay \$100 a month which would give us \$200 worth of searches. The committee agreed to the \$85 unlimited monthly search program as long as there is no contract commitment. Stan will verify that before we order the program.

Chief Donald brought up the annual ILEAS membership renewal. They provide support in cases of an emergency or disaster like a tornado or hostage situation. Their membership fee increased from \$25 to \$60 annually. The committee was fine with the increase.

6. Tom Watts Request:

**EXECUTIVE SESSION  
5:55 P.M.**

*Trustee Matt Trout motioned to enter into Executive Session citing personnel, 5 ILCS, 120/2-(c)(1) and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.*

**EXECUTIVE SESSION ENDED  
6:10 P.M.**

Trustee Matchett reconvened the meeting at 6:11 p.m.

Chief Donald left the meeting at 6:11 p.m.

**PERSONNEL:**

**A. OLD BUSINESS:**

1. Approval of May 8, 2013 Minutes: *Trustee Mike Blaies motioned to recommend to the full Board the May 8, 2013 minutes be approved and Trustee Matt Trout seconded the motion. All voting aye, the motion carried.*
2. Employee handbook: Julie was at a recent IRWA Administrative Seminar and they recommended that we have an employee handbook. Both Tony and Julie will work on it.
3. Job descriptions: Seth said we need to talk to Attorney Manion about revising the job descriptions. The ones that were recently done were too restrictive. We need to model ours more closely with Millstadt, Waterloo, and the communities more similar to ours.
4. Plaques for Gene and Ron: Julie will work on this.
5. Full-time hire of Crew Worker:

**EXECUTIVE SESSION  
6:18 P.M.**

*Trustee Matt Trout motioned to enter into Executive Session citing personnel, 5 ILCS, 120/2-(c)(1) and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.*

**EXECUTIVE SESSION ENDED**  
**6:30 P.M.**

Trustee Matchett reconvened the meeting at 6:30 p.m.

6. Time Clock Policies: Tony worked with Attorney Manion regarding the policy. There won't be any time docked until 8:08 a.m. and the policy lays out the discipline if an employee is consistently late. The supervisor can alter the information on the time card if needed. Tony will email it to Jim Beck, the union representative for the public works employees. It will be implemented with them first since that is allowed in their contract. It will have to be negotiated with the renewal of the police and administrative contracts.
7. Office Cleaning: Tony provided two bids for the cleaning. He said the third company is no longer interested in the job. The committee wants to go out for bids and directed Tony to do that.
8. Unemployment Charge: Discussed in executive session.

*Trustee Mike Blaies motioned to recommend to the full Board Zoning Administrator Gary Henning's hours be revised to work a maximum of 950 per year and Trustee Matt Trout seconded the motion. All voting aye, the motion carried.*

*Trustee Matt Trout motioned to recommend to the full Board the Village Administrator and Chief of Police job openings be advertised and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.*

*Trustee Matt Trout motioned to recommend to the full Board the Village reimburse Village Administrator Funderburg not to exceed \$100 for the Meet and Greet held Monday, June 3, 2013 and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.*

**B. NEW BUSINESS:** John would like to see a per diem amount negotiated into the contract when employees travel for training. We also need to add to that the employee not being paid for lunch while at training.

**C. GENERAL CONCERNS:** None.

**D. PUBLIC PARTICIPATION:** Janet would like a community center and wants to know why we don't have one; she also wanted to know if we could ask the organizations and churches for donations on the police vests and wanted to know why the maintenance costs were so high on the 2006 Impala.

**E. ADJOURN:** *Trustee Matt Trout motioned to adjourn at 6:52 p.m. and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.*



Julie Polson  
Office Manager

## Julie Polson

---

**From:** jtolan@freeburg.com  
**Sent:** Wednesday, July 03, 2013 5:01 PM  
**To:** Julie Polson  
**Subject:** Re: Attendance Record as of 6/30/13

Julie, my anniversary date is July 1st. I have 40 hours vacation still on the books, please carry it over for me. Sometime in fall when it settles down some I would like to take some vacation.

JT

On 02.07.2013 11:06, Julie Polson wrote:

> Julie Polson  
>  
> Office Manager  
>  
> Village of Freeburg  
>  
> 14 Southgate Center  
>  
> Freeburg, IL 62243  
>  
> 618/539-5705  
>  
> 618/539-5590 (fax)



**RESOLUTION NO. 13-09**

**A Resolution of the Board of Trustees of the Village of Freeburg, Illinois,  
Authorizing the Village to Enter into and the Mayor to Execute an Agreement  
between the Village of Freeburg and Metropolitan Enforcement Group  
of Southwestern Illinois Intergovernmental Agreement**

WHEREAS, the Board of Trustees of the Village of Freeburg, Illinois, believes it is in the best interest of the Village to enter into an Agreement between the Village of Freeburg and Metropolitan Enforcement Group of Southwestern Illinois in order to combat the multi-jurisdictional illegal trafficking of narcotics, controlled substances and dangerous drugs.

WHEREAS, the Board of Trustees of the Village of Freeburg, Illinois, believe it is in the best interest of the citizens of Freeburg and in the interest of public health and safety to enter into an Intergovernmental Agreement with the Metropolitan Enforcement Group of Southwestern Illinois.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF FREEBURG, ILLINOIS, THAT:

SECTION 1: The recitals set forth above hereby adopted are found to be true and correct and are incorporated by reference as if fully set forth herein.

SECTION 2: The Mayor and Chief of Police of the Village of Freeburg, Illinois, are hereby authorized to execute an Intergovernmental Agreement between the Village of Freeburg and the Metropolitan Enforcement Group of Southwestern Illinois, a copy of which is attached hereto and incorporated herein as "Exhibit A."

SECTION 3: Per the terms of the Intergovernmental Agreement, the Village of Freeburg will contribute \$1 per capita, or \$4,354.00, for the term 7/1/13 - 6/30/14.

SECTION 4: This Resolution shall be in full force and effect after its passage and approval as provided by law.

ADOPTED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF FREEBURG, ILLINOIS, THIS 15th DAY OF AUGUST, 2013.

Vote Recorded:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RESOLUTION No. 13-09 cont.

ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Seth Speiser, Village President

ATTEST:

\_\_\_\_\_  
Jerry Menard, Village Clerk

r/llllllllll

# Metropolitan Enforcement Group of Southwestern Illinois

## Intergovernmental Agreement

### I. PURPOSE:

In order to combat the multi-jurisdictional illegal trafficking of narcotics, controlled substances and dangerous drugs, the undersigned Law Enforcement Agencies; hereby, agree to pool and integrate law enforcement resources into the METROPOLITAN ENFORCEMENT GROUP OF SOUTHWESTERN ILLINOIS (hereafter, referred to as MEGSI) to coordinate the enforcement of drug laws without regard to jurisdictional boundaries and to cooperate with State and Federal Enforcement Groups.

### II. AUTHORITY

This agreement is entered into by the undersigned pursuant to the provisions of Article VII, Section 10, 1970 Constitution of the State of Illinois; the Intergovernmental Cooperation Act, Illinois Revised Statutes, Chapter 127, Section 743 (1990); and the Intergovernmental Drug Law Enforcement Act, Illinois Revised Statutes, Chapter 562, Section 1701 (1977) (P.A. 80-617, effective July 1, 1977).

### III. ORGANIZATION:

#### A. POLICY

The undersigned agree that effective use of its personnel, in the enforcement of drug laws, requires that a Policy Board shall be established. The MEGSI Policy Board shall be composed of an elected public official, or his designee, and the Chief Law Enforcement Officer, or his designee, from all participating local units of government. The Policy Board shall supervise and oversee the operations of MEGSI, make such reports to the Director of the Illinois State Police as that Department may require. Consonant with the expressed legislature intent in the Intergovernment Drug Law Enforcement Act, the Policy Board shall determine that MEGSI operations are limited exclusively to enforcement of drug laws of this State, sister States or of the United States.

- B. To qualify as a voting member of the MEGSI Policy Board the participating member with a population of over 15,000 residents must contribute personnel (either sworn or nonsworn) and said personnel must be assigned full time to MEGSI, OR, members with a population with less than 15,000 residents must contribute one (1) dollar per capita

#### A. FISCAL OFFICER

An elected official of a participating unit of local government shall be designated Fiscal Officer for MEGSI by appointment of the Policy Board. The Fiscal Officer shall function as the sole Fiscal Officer for all participating Agencies in MEGSI. The Director of the Illinois State Police shall monitor MEGSI and determine its eligibility to receive State Funding.

# **Metropolitan Enforcement Group of Southwestern Illinois**

## **Intergovernmental Agreement**

### **III. ORGANIZATION (cont.)**

#### **A. OPERATING DIRECTOR**

The Policy board shall designate by majority vote an Operating Director who shall be responsible for the daily operations of MEGSI. He shall report and be accountable to the MEGSI Policy Board.

### **IV OPERATIONS:**

A. Each participating Unit of local Government shall contribute to MEGSI personnel, equipment or cash as directed by the Policy Board.

B. It is expressly understood by and between the parties that the policy power of each member of MEGSI is extended to all officers of MEGSI operating pursuant to the terms of this agreement as provided for in the Illinois Revised Statutes, Chapter 127, Section 743.

C. A Sworn Law Enforcement Officer recommended by the Director of MEGSI and appointed as Inspector by the Director of the Illinois State Police shall continue to be an employee of the participating Unit and shall be compensated by the Unit in accordance with their regular procedures.

D. Personnel contributed by participating Units who are not sworn Law Enforcement Officer shall be recommended by the Director of MEGSI and shall continue to be regular employees of the participating Units and shall be compensated in accordance with their Units regular procedures.

E. Non-sworn personnel employed by MEGSI shall be subject to the rules and regulations promulgated pursuant to the terms of this agreement and such other regulations which may be promulgated by MEGSI or the Illinois State Police.

### **V. FISCAL YEAR:**

The fiscal year of MEGSI shall commence on July 1<sup>st</sup> and terminate on June 30<sup>th</sup> of each year.

### **VI. EQUAL EMPLOYMENT OPPORTUNITY:**

The undersigned participating Units of local government are Equal Opportunity Employers and agree to subscribe to and comply with any and all laws, rules and regulations of the Equal Employment Opportunity Commission (EEOC) and the Illinois Fair Employment Practices Commission (FEPC).

### **VII. AMENDMENT:**

This agreement may be amended at any time by written agreement of a majority of all the participants named herein.

# Metropolitan Enforcement Group of Southwestern Illinois

## Intergovernmental Agreement

### VIII. CANCELLATION:

This agreement may be canceled at any time by written agreement of a majority of all participating, herein named. In such event of the dissolution of the Metropolitan Enforcement Group of Southwestern Illinois (MEGSI) and the termination of the MEGSI Policy Board; and after all claims against MEGSI Policy Board; and after all claims against MEGSI are satisfied, the material benefits realized from the liquidation of any and all MEGSI assets, shall be determined by the MEGSI Policy Board.

### IX EFFECTIVE DATE:

This agreement shall become effective when subscribed by two or more participating Units of government.

### X. INSURANCE:

The Operating Director shall not permit the assignment of any sworn personnel employed by any Unit of local government until such time as MEGSI has obtained liability insurance for the Policy Board, each Unit of government, and said sworn personnel, that insurance to be approved as to coverage and limits by the Policy Board.

### XI. SOCIAL SECURITY and IMRF BENEFITS:

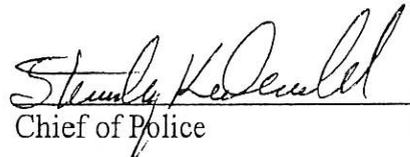
It is agreed by all participating Units of local government that for all non-sworn personnel, whose salary is paid by MEGSI, that MEGSI will pay the employers share of Social Security and IMRF. It is also agreed, that upon the dissolution of MEGSI, if there is any further contribution that must be made to IMRF for its non-sworn employees, that each participating Unit of local government at the date of dissolution will share in the payment of such contribution.

### SIGNATORIES

#### LOCAL UNIT OF GOVERNMENT CONTRIBUTION

Freeburg Police Department \_\_\_\_\_  
Agency

\_\_\_\_\_  
Mayor Date

 6-21-13  
Chief of Police Date

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Weilmuenster Law Group, P.C

## **Village of Freeburg**

### **Chief of Police**

The Village of Freeburg is seeking an experienced candidate to serve as Chief of Police. The Village is governed by the mayor and a 6-member board of trustees. The police department has an approximate annual budget of \$1.1 million. The successful candidate will be appointed by the mayor upon the advice and consent of board. The Police Department comprised of 6 full-time officers and 5 part-time officers and 1 secretary.

The position requires a bachelor's degree in criminal justice, public administration or related field. The Candidate must understand police operations, typical police department goals and objectives and have the ability to plan and direct departmental growth, improvement and community outreach. Must possess excellent interpersonal skills, approachable, welcoming style with community and staff, and problem solving skills. Salary negotiable depending on experience and qualifications. Village offers competitive compensation package.

Applications will be accepted through Wednesday, July 31, 2013 at 5:00 p.m. applications can be picked up at Village Hall, 14 Southgate Center, Freeburg, Illinois, 62243 or online at [www.freeburg.com](http://www.freeburg.com). Please contact Tony Funderburg at 618/539-5705 if you have any questions.

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**VILLAGE ATTORNEY**  
Weilmuenster Law Group, P.C

## **Village Administrator Position**

### **Village of Freeburg**

The Village of Freeburg is seeking an experienced candidate to serve as Village Administrator. The Village is governed by the mayor and a 6-member board of trustees with an approximate annual budget of \$10 million. Successful candidate appointed by mayor upon advice and consent of board. Administrative office comprised of 3 full-time office staff.

The Candidate expected to have strong background in municipal operations, commercial and industrial economic development, residential development and financial management. Position requires bachelor's degree in business administration, public policy or related field. Must possess excellent interpersonal skills, approachable, welcoming style with community and staff, and problem solving skills. Salary negotiable depending on experience and qualifications. Village offers competitive compensation package.

Applications will be accepted through Wednesday, July 31, 2013 at 5:00 p.m. Applications can be picked up at Village Hall, 14 Southgate Center, Freeburg, Illinois 62243 or online at [www.freeburg.com](http://www.freeburg.com). Please contact Julie Polson at 618/539-5705 if you have any questions.

**Village of Freeburg**  
**Proposals for Cleaning Village Hall**

The Village of Freeburg is accepting proposals for the cleaning of Village Hall. Anyone interested please contact Tony Funderburg for further details at 539-5705 or by email at [tfunderburg@freeburg.com](mailto:tfunderburg@freeburg.com). Bids will be accepted no later than 5:00 p.m. on Friday, July 26, 2013.

# Village of Freeburg Employee Handbook

Revised:  
February 19, 2010

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Welcome New and Fellow Employee!

On behalf of your colleagues, I welcome you to the Village of Freeburg and wish you every success here.

We believe that each employee contributes directly to the Village of Freeburg's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations we have for our employees and to outline the policies, programs and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with the Village of Freeburg.

I sincerely hope that your experience here will be challenging, enjoyable and rewarding.

Yours truly,

Raymond S. Danford  
Village President

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**Village of Freeburg  
Freeburg, Illinois**

**PERSONNEL POLICIES AND PROCEDURES**

These Personnel Policies and Procedures (Policies) are adopted on \_\_\_\_\_, and are binding on all full time and part time employees on \_\_\_\_\_, the day after adoption. These Policies replace and revoke any personnel policies previously adopted by the Village for the regulation and guidance of any employees.

**PURPOSE**

The Village receives funds from Federal, State and County governmental agencies to provide services to the residents of Freeburg, Illinois. In order to provide these services, the Village employs persons in full time and part time positions under the overall supervision of the Mayor and Board of Trustees. These Policies are designed and intended to control and regulate all persons employed in any position, and to ensure continuity in all Village personnel matters.

These Policies shall be subject in all respects to all present and future laws of the United States of America and the State of Illinois. Nothing in these Policies shall be construed as waiving any rights or protection granted to the Village, Mayor, and the Board of Trustees, or any employee as provided by any applicable federal or state law.

**REVISION OF POLICIES**

These Policies may be amended or revised by a majority vote of the Board of Trustees at any regular board meeting or at any special board meeting called for that purpose.

Change(s) or revision(s) of these Policies required by federal or state law may be made by official written notification from the Mayor to all employees. Upon notification to all employees, the necessary change(s) or revision(s) shall be incorporated within these Policies and shall be binding as of the date notification is made to the employees. The Mayor will advise the Board of Trustees of such necessary changes.

**None of the procedures, policies or benefits in this handbook are intended by reason of their publication to confer any rights or privileges upon you, or to entitle you to be or remain employed by the Village of Freeburg. This handbook's contents are presented as a matter of information only. Although the Village of Freeburg believes in the procedures and policies described herein, they are not binding employment conditions.**

**As an at-will employee, any employee may voluntarily leave employment and may be terminated by the Village of Freeburg at any time for any or no reason with or without notice. Any oral or written statements or promises to the contrary are**

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**expressly disavowed and should not be relied upon by a prospective or current employee. This handbook's contents are subject to change at any time with or without notice at the Village of Freeburg's sole discretion.**

### **INTRODUCTORY STATEMENT**

This handbook is designed to acquaint you with the Village of Freeburg and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines programs developed by the Village of Freeburg to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the Village of Freeburg continues to grow, the need may arise and the Board of Trustees reserves the right to revise, supplement or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur. *Employees will be required to acknowledge in writing receipt of all changes to the handbook.*

### **PROBATIONARY PERIOD**

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Village of Freeburg uses this period to evaluate employee capabilities, work habits and overall performance. Either the employee or the Village of Freeburg may end the employment relationship at will at any time during or after the probationary period with or without notice.

All new and rehired employees work on a probationary basis for the first 60 days after their date of hire. *The hourly rate during the probationary period shall be \$1.00 less per hour than the prevailing rate for the position. An employee who is in his or her probationary period when an annual rate adjustment otherwise applicable to his or her position takes effect shall not receive such adjustment until the completion of the probationary period. At the completion of the probationary period, the employee's rate shall be increased by first eliminating the \$1.00 per hour probationary reduction and then by applying the percentage increase applicable to his or her position.* Each employee is evaluated after 6 months and again after 1 year.

If the Village of Freeburg determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period by the supervisor, department head or Mayor. However, an extension of the probationary period must be presented and approved by the Village's Personnel Committee.

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Upon satisfactory completion of the probationary period, employees enter the “regular” or “full time” employment classification.

During the probationary period, new employees are eligible for those benefits that are required by law (i.e., social security, worker’s compensation and unemployment insurance) and any other applicable benefits.

### **NATURE OF EMPLOYMENT**

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with the Village of Freeburg.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor the Village of Freeburg is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, the Board of Trustees reserves the right to add, change, revise or eliminate any of the policies and/or benefits described in this handbook.

### **DISABILITY ACCOMMODATION**

The Village of Freeburg is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant’s ability to perform the duties of the position.

A reasonable accommodation may be available in accordance with the law to all disabled employees, where their disability affects the performance of essential job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and benefits as well as equality in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leaves of all types will be available to all employees on an equal basis.

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The Village of Freeburg is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The Village of Freeburg will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Village of Freeburg is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state and local laws.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Village of Freeburg believes in equal employment opportunity for all individuals without regard to race, color, religion, sex, age, national origin, disability, sexual orientation or status as veterans. This policy extends to all terms, conditions and privileges of employment as well as the use of all Freeburg facilities and participation in all Freeburg sponsored activities including, but not limited to, the following:

1. Recruitment, advertising, and job application procedures.
2. Hiring, upgrading, demotion, transfer, layoff, termination, right of return from layoff, and rehiring.
3. Rates of pay or any other form of compensation and changes in compensation.
4. Leaves of absence, sick leave, or any other leave.
5. Selection and financial support for training.
6. Any other terms, conditions or privileges of employment.

As an equal opportunity employer, the Village of Freeburg does not discriminate in its employment decisions on the basis of race, religion, color, national origin, gender, sexual orientation, age, disability or on any other basis that would be in violation of any applicable federal, state or local law.

Harassment, retaliation, coercion, interference or intimidation of any employee due to that employee's race, religion, color, national origin, gender, sexual orientation, age or disability is strictly forbidden, and any employee who experiences such activity should report it in writing immediately to his or her immediate supervisor, Department Head, Personnel Committee Chairperson or the Mayor.

### **HARASSMENT AND/OR DISCRIMINATION**

The Village of Freeburg strives to maintain a workplace that fosters mutual employee respect and promotes harmonious, productive working relationships. Our organization believes that discrimination and/or harassment in any form constitutes misconduct that undermines the integrity of the employment relationship. Therefore, the Village of Freeburg prohibits discrimination and/or harassment that is sexual, racial, or religious in nature or is related to anyone's gender, national origin, age, sexual orientation, or disability. This policy applies to

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all employees throughout the organization and all individuals who may have contact with any employee of this organization. Furthermore, the Village of Freeburg will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a harassing nature will constitute harassment when a person involved feels compelled to submit to that misconduct in order to keep his/her position, to receive appropriate pay, or to benefit from certain employment decisions. If this type of misconduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment, it may also be considered harassment.

The Village of Freeburg expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee feels he/she has been subjected to any other form of harassment and/or discrimination, the employee should firmly and clearly tell the person engaging in the harassing and/or discriminating conduct that it is unwelcome, offensive, and should stop at once. The employee also should report any discrimination and/or harassment to his/her immediate supervisor, department head, Personnel Committee Chairman or the Mayor. That person will take the necessary steps to initiate an investigation of the discrimination and/or harassment claim.

The Village of Freeburg will conduct its investigation in as confidential a manner as possible. A timely resolution of each complaint will be reached and communicated to the employee and the other parties involved. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination and/or harassment. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited. However, any employee that knowingly makes a false claim of harassment and/or discrimination will be subject to disciplinary action, up to, and including, termination.

Occasionally, talking with a supervisor or department head about this conduct is not an option. If an employee feels that his/her complaint has not been or cannot be properly handled, he/she may forward the complaint to the Mayor and/or Personnel Committee.

## **Responsibilities**

### Employee Responsibility

It is the responsibility of any employee who is subjected to sexual harassment to inform their immediate supervisor, department head, Personnel Committee Chairperson or the Mayor of the facts, in writing, regarding any harassment so that appropriate action may be taken.

### Supervisor Responsibility

Supervisors are responsible for:

1. Assuring all employees that harassment is prohibited by Village of Freeburg. Further, that the Village of Freeburg will conduct an investigation of alleged

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incidents of harassment and take prompt and appropriate corrective action; and that such complaints, including information and documents pertinent thereto will be kept confidential.

2. Reporting all alleged incidents of harassment to the Personnel Committee Chairperson and the Mayor.

### **DRUG-FREE WORKPLACE AND SUBSTANCE ABUSE**

The Village of Freeburg is committed to providing a safe, healthy, and efficient working environment for all employees. To help achieve this goal, employees are prohibited from:

- ◆ Reporting to work with any illegal drug in his/her system, possessing, distributing, selling, manufacturing, or being under the influence of any illegal drug;
- ◆ Reporting to work with any alcohol in his/her system, consuming alcoholic beverages while on Village premises, in Village vehicles and equipment, or while on Village business or time, or bringing alcohol onto Village premises, vehicles or equipment or job sites, and
- ◆ abusing prescription drugs or possessing prescription drugs that have not been prescribed for the employee by a physician.

An employee who violates this policy is subject to corrective action up to, and including, termination of employment. Use of some drugs is detectable for several days. Detection of such drugs or the presence of alcohol will be considered as usage. Refusal to submit to a drug and/or alcohol screen is grounds for immediate termination.

Employees using prescription drugs according to a physician's instructions or using over-the-counter drugs for medicinal purposes shall, in the event such drugs would impair their physical, mental, emotional, or other faculties, notify their department head for further consideration.

The organization's substance abuse program includes several components to support its efforts to remain drug-free, including:

- ◆ supervisory training;
- ◆ employee awareness program;
- ◆ drug testing of all applicants;
- ◆ drug testing for accidents involving personal injury requiring medical attention and/or property damage;
- ◆ drug testing when a supervisor suspects that an employee is using during working hours;
- ◆ drug testing on a random basis at the discretion of the Board.

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All information relating to drug and/or alcohol screens is to be kept strictly confidential. The information will be kept in each employee's medical file, which will be maintained separately from the employee's personnel file. These medical files will be kept locked and secured, in the Village's Administrative Office and access will be limited to certain individuals, namely the Mayor, Personnel Committee, Administrator and the Health Insurance Coordinator in the Village. Under no circumstances should the results of a drug and/or alcohol screen be discussed with individuals that do not have a work-related need to know.

If employees are involved in an accident causing damage to property or require medical attention, it is mandatory that the employee be screened to determine whether they test positive for drugs and/or alcohol. NOTE: A positive drug or alcohol test may result in the loss of Workman's Compensation benefits.

If a supervisor reasonably suspects that an individual is at work and using alcohol and/or drugs, the supervisor should notify the department head or Mayor to seek authorization to test the employee. The supervisor will be granted permission to test the employee if sufficient objective symptoms exist to indicate the employee may be using drugs and/or alcohol. Symptoms may include but are not limited to slurred speech, uneven gait, impaired mental functions, extremely dilated pupils, smell of alcohol present or erratic behavior. The supervisor or department head should make a written record of the employee's name, the date, time and symptoms present. This documentation should be attached to the test results and kept in the confidential medical file as justification for why the tests were performed. In the State of Illinois, "reasonable suspicion" is defined as anything more than a hunch. Drug testing may include both blood and urine samples.

In the case of employees being tested for reasonable suspicion of substance abuse, the supervisor shall take the employee to the testing facility designated by the Village and shall arrange for transportation of the employee to his or her home after the testing.

The individual tested for reasonable suspicion shall not return to work the day of testing, but shall be sent home with pay. Pending the outcome of the testing, the employee shall not be permitted to return to work but shall continue to receive their normal pay. If testing results are negative, the employee will be allowed to return to work with no loss in pay. If the test results are positive, the employee shall cease to receive pay, must be re-tested, and must test negative before being allowed to return to work. The employee's normal pay shall resume upon returning to work. At the employee's option, accumulated sick leave and/or vacation can be taken to avoid loss of pay.

Violations of this policy, whether discovered by random testing, compulsory testing following an accident, or by employee admission shall be handled as follows.

For the first violation, the employee will be offered an opportunity to enter a substance abuse rehabilitation program.

If the employee chooses not to enter a substance abuse rehabilitation program after a first offense, he or she must test negative before being allowed to return to work and, after

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returning to work, will be subject to random testing for the next three (3) years. A positive test result during that three (3) year period will result in the employee's termination.

If the employee chooses to enter a substance abuse rehabilitation program after a first offense, he or she must test negative before being allowed to return to work and, after returning to work, will be subject to random testing once every three (3) months for one (1) year. If the employee again tests positive during that one (1) year period, he or she shall have the option of entering an additional rehabilitation program. Whether or not the employee enters such additional rehabilitation program, he or she will be subject to random testing for an additional three (3) years and another positive test result during that three (3) year period will result in termination.

Any employee who is allowed to return to work following a violation of this policy, whether or not he or she is participating in a substance abuse rehabilitation program, shall be expected to maintain satisfactory job performance. Nothing contained in this policy shall be construed to prevent an employee from being disciplined for any other misconduct which may occur while using or under the influence of prohibited drugs and/or alcohol. Any employee convicted under any drug or alcohol related criminal statute shall be deemed to be in violation of this policy.

While the Village does not condone the abuse of alcohol, prescription drugs, and/or use of illegal drugs, the Village does recognize that addiction to drugs and/or alcohol can be treated. If an employee recognizes a personal addiction or abuse problem and seeks assistance from management, the Village will assist the employee in seeking treatment. This treatment will be at the sole cost and expense of the Employee. The confidential nature of the employee's counseling and rehabilitation for drug and/or alcohol abuse will be preserved.

While the Village health insurance plan may provide rehabilitation benefits under certain conditions, such benefits are not guaranteed and it shall be the responsibility of the employee to qualify for any available benefits. You are encouraged to read your health insurance plan for further information.

## SEARCH

Access to the Village of Freeburg's premises is conditioned upon its right to inspect or search the person, vehicle, or personal effects of any employee or visitor. This may include any employee's office, desk, file cabinet, closet, locker, or similar place. Because even a routine inspection or search might result in the viewing of an employee's personal possessions, employees are encouraged not to bring any item of personal property to the workplace that they do not want revealed to the Village.

Any prohibited materials (or materials that may be found to be prohibited) that are found in an employee's possession during an inspection or search will be collected by management and placed in a sealed container or envelope. The employee's name, date, materials collected, circumstances under which the materials were collected, and by whom they were collected will be recorded and attached to the container or written upon the envelope. The employee will be asked to review and sign the envelope to confirm the contents. If after further

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investigation, the collected materials prove not to be prohibited, they will be returned to the employee, and the employee will sign a receipt for the contents. If the prohibited materials prove to be illegal and/or dangerous, they will not be returned to the employee but will be turned over to the appropriate law enforcement agency.

From time to time, and without prior announcement, inspections or searches may be made of anyone entering, leaving or on the premises or property of the Village. Refusal to cooperate in such an inspection or search is grounds for termination. No employee shall place or utilize a lock on any Village property including lockers, desks or cabinets without the approval of the department head or the Mayor. If approved, the employee shall provide the Village with a spare key to gain access to the locked area in the event the employee is unable or unwilling to open the lock.

### WEAPONS

Despite some laws that allow people to carry firearms in public, the Village of Freeburg **prohibits** anyone (except for a sworn law enforcement officer) from possessing or carrying weapons of any kind on Village property, in Village vehicles, or Village equipment or while on Village time. This includes:

- ◆ any form of weapon or explosive;
- ◆ all firearms; and
- ◆ all illegal knives or knives with blades that are more than six (6) inches in length.

If an employee is unsure whether an item is covered by this policy, please contact the Mayor. Employees are responsible for making sure that any item they possess is not prohibited by this policy. Police officers, security guards, and other individuals who have been given consent by the Village to carry a weapon on the property will be allowed to do so.

While the Village has a policy prohibiting weapons, nothing in this policy shall be construed as creating any duty or obligation on the part of the Village to take any actions beyond those required of an employer by existing law.

### VIOLENCE IN THE WORKPLACE

The safety and security of all employees is of primary importance at the Village of Freeburg. Threats, threatening and abusive behavior, or acts of violence against employees, visitors, customers, or other individuals by anyone on Village property will not be tolerated. Violations of this policy will lead to disciplinary action up to and including, termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. The Village of Freeburg reserves the right to take any necessary legal action to protect its employees.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Village premises shall be removed from the premises as quickly as safety permits and shall remain off Village premises pending the outcome of an investigation. Following

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investigation, the Village will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All employees are responsible for notifying management of any threats that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior they have witnessed that they regard potentially threatening or violent or which could endanger the health or safety of an employee when the behavior has been carried out on a Village-controlled site or is connected to Village employment or business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. The Village understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee.

### **CONFIDENTIAL INFORMATION**

Employees of the Village of Freeburg will receive and have access to information that is confidential in nature to the Village, its citizens, its customers and vendors. Employees are not to disclose any such confidential information to (a) any other person employed by the Village unless there is a legitimate business reason for doing so; or (b) any person outside the Village's employment unless management has expressly stated that the information can be disclosed to that person. This obligation exists even after the employee leaves the employment of the Village. All requests for information must be directed to the Mayor or Office Manager for handling. Any current or past Village employee that discloses confidential information, is subject to prosecution and disciplinary action, up to and including termination, for current Village employees.

### **ETHICS AND CONFLICTS OF INTERESTS**

Employees are expected to use good judgment, adhere to high ethical standards and avoid situations that create an actual or perceived conflict between their personal interests and those of the organization. The Village of Freeburg requires that the transactions employees participate in are ethical and within the law, both in letter and in spirit.

The Village of Freeburg recognizes that different organizations have different codes of ethics. However, just because a certain action may be acceptable by others outside of the Village of Freeburg as "standard practice," that is by no means sufficient reason to assume that such practice is acceptable in our Village. There is no way to develop a comprehensive, detailed set of rules to cover every business situation. The tenets in this policy outline some basic guidelines for ethical behavior at the Village of Freeburg. Whenever employees are in doubt, they should consult with their department head, the Village Administrator or the Mayor.

Conflicts of interests or unethical behavior may take many forms including, but not limited to, the acceptance of gifts from vendors, potential vendors, citizens or customers of the Village. Gifts may only be accepted if they have a nominal retail value less than \$25.00 and only on appropriate occasions (for example, a holiday gift). Employees are cautioned not to accept

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any form of remuneration or non-business related entertainment, nor may employees sell to third parties any information, products, or materials acquired from the Village. Employees may engage in outside business activities, provided such activities do not adversely affect the Village or the employee's job performance. Employees are prohibited from engaging in financial participation, outside employment or any other business undertaking that is prejudicial to the best interests of the Village of Freeburg. Employees may not use proprietary and/or confidential information for personal gain or to the Village's detriment, nor may they use assets or labor for personal use. Employees are prohibited from using Village property and/or equipment for personal use or gain.

If an employee or someone with whom the employee has a close personal relationship has a financial or employment relationship with a competitor, vendor, potential vendor, citizen or customer of the Village, the employee must disclose this fact in writing to the Mayor. The Board of Trustees will determine what course of action must be taken to resolve any conflict it believes may exist. If the conflict is severe enough, the Village of Freeburg may be forced to ask the employee to tender his/her resignation. The Village of Freeburg has sole discretion to determine whether such a conflict of interest exists.

Employees are encouraged to seek assistance from their department head with any legal or ethical concerns. However, the Village of Freeburg realizes this may not always be possible. As a result, employees may contact the Village Administrator or Mayor to report anything that they cannot discuss with their department head.

#### **RECRUITMENT AND SELECTION OF PERSONNEL**

It is the policy of the Village of Freeburg to attempt to recruit, select and place qualified persons in open positions within the parameters of the job description established for each position and in conformity with existing equal opportunity regulations.

We encourage the filling of open positions with qualified current employees through promotional and/or lateral transfer and by offering employment to other qualified outside candidates.

#### Employment Procedures:

- A.
  1. Applications for employment will be filed with the Office Manager and reviewed by the Village Administrator and the appropriate Department Director. Those candidates considered to be best qualified shall be interviewed jointly by the Department Director and the Village Administrator. The Village Administrator shall submit what, in his or her opinion, are the three best qualified applicants to the Village President. The Village President shall appoint one of the three candidates, subject to the advice and consent of the Village Board.
  2. Qualification for employment is based on knowledge, ability, training, and experience in relation to the actual job requirements needed for satisfactory performance of job duties. Adherence to the normal selection

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procedures will assure the hiring of the most qualified applicants to fill the available openings. No appointment shall be made on the basis of favoritism, or any other partial means, due to political or personal influence within the village.

3. When employees are engaged, they must first undergo a physical examination and drug screening by a resident physician to determine their physical fitness for employment. The village will pay for these professional services.
- B. After employment, the first 60 calendar days of employment shall be considered as a probationary period. Salary during this period may be \$1.00 less an hour than prevailing wages.
  - C. Any employee reporting for normal work hours under the influence of alcoholic beverages, drugs, narcotics, or consuming alcoholic beverages during work, shall be deemed incompetent and is subject to discharge. If employees are called out after regular hours and are then deemed unable to perform their duties by the Village Administrator or Department Directors, they shall be sent home without compensation. Repeated violations of departmental rules or gross misconduct may necessitate the discharge of any employees.
  - D. Village employees shall give the Village Administrator two weeks notification in writing when they are resigning from their jobs. The two weeks notification period does not include accumulated vacation due to termination. If an employee fails to give the proper two weeks notification, the Village Administrator may recommend to the Village Board for approval or disapproval, that the employee be denied all or a portion of the employee's accumulated vacation pay.
  - E. Authorization is established for the creation of personnel classified as part-time position(s) within the village workforce. Person(s) employed in the positions shall meet the requirements of full-time personnel as required by the Village Code excepting the residency requirement provisions. Part-time employees, whether hired, employed, or appointed, are not subject to the residency provisions established in § 32.13. (Former Code, § 15-1-3) (Ord. No. 768; 08-06-90; Am. Ord. 877, passed 05-20-96)

As an Equal Opportunity Employer, the Village of Freeburg is committed to considering every applicant for employment without regard to race, color, religion, sex, age, veteran status, disability, national origin or any other status or activity protected by law.

To avoid even the appearance of favoritism or preference, it is the policy of the Village of Freeburg not to consider applicants for employment who are closely related by blood or marriage to the Mayor or to a member of the Board of Trustees.

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## NON-FRATERNIZATION

While the Village of Freeburg encourages amicable relationships between members of management and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a member of management's ability to perform his/her job. Any involvement of a romantic nature between a supervisor or department head and anyone he/she supervises, either directly or indirectly, is prohibited. Violation of this policy will lead to corrective action up to, and including, demotion, transfer or termination of the individuals involved in the relationship.

## POSTING OF AVAILABLE POSITIONS

**Job openings will occur from time to time either through normal attrition or a management decision to create new or additional jobs. It is the Village of Freeburg's intention to post all positions to enable current employees to indicate an interest in being considered for an open position. Copies of said postings will be provided to all employees.**

The Office Manager or department head will post available positions on a Village bulletin board(s) or via the Internet or Intranet. Nonexempt positions will be posted for a minimum of three (3) days and exempt positions will be posted for a minimum of five (5) days. In the event that a department head anticipates that a position will be filled from within his/her department, the position does not have to be posted but should be announced to all employees within the department to give those employees the opportunity to express their desire to be considered for the position.

Employees applying for internal positions must have completed a minimum of six (6) months in their current position. This provision may be waived with the approval of the employee's immediate supervisor and the department head. Employees with less than one year of service cannot transfer or apply for a new position.

## PROCEDURES FOR HIRING

Each department head should provide written notice to the appropriate committee chairperson assigned to that department of the need to hire personnel. If the request is approved by the appropriate department, it will be forwarded to the Personnel Committee. If the request is approved by the Personnel Committee and the Mayor, the Personnel Committee Chairperson will provide the Village Clerk a notice to be used in advertising. After posting the position for current employees, the Village Clerk will advertise the vacancy in appropriate publications and specify the date that applications must be received.

In a situation deemed an emergency the above guidelines may be altered. If in an emergency situation and there is not enough time to solicit applications in publications, it will be permissible to advertise the job opening(s) on the Village's website and specify the date applications must be received. The department head may present the most

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qualified applicant to the Personnel Committee Chairperson to present to the Board of Trustees to act upon to fill the vacancy. It is the Personnel Committee Chairperson's or the Mayor's responsibility to decide whether the situation is considered an emergency.

The Office Manager will receive all applications for employment and any supporting documents and transmit them to the appropriate department head and the Village Administrator.

The department head and Village Administrator will review all applications for employment and interview applicants he/she feels meets the qualifications for the job opening(s). The department head will submit the most qualified candidates to the Personnel Committee. The Personnel Committee and department head will interview the most qualified candidates. The Personnel Committee will recommend the best qualified applicant to the Board of Trustees. It will be the responsibility of the Personnel Committee Chairperson or his/her designee to present the applicant's name to the Board of Trustees for approval.

Upon receiving the recommendation of the Personnel Committee, the Board of Trustees may act to fill the vacancy.

For all department heads and staff that report directly to the Mayor, the Mayor will follow the procedures for hiring as noted above except for appointed positions.

#### **EMPLOYEE HIRING CHECKLIST**

- \_\_\_\_\_ 1. Department head submits written notice to the appropriate committee chairperson assigned to that department of the need to hire personnel. If the request is approved by the appropriate department, it will be forwarded to the Personnel Committee.
- \_\_\_\_\_ 2. If the request is approved by the Personnel Committee and the Mayor, the Personnel Committee Chairperson will provide the Village Clerk a notice to be used in advertising.
- \_\_\_\_\_ 3. After posting the position for current employees, the Village Clerk will advertise the vacancy in appropriate publications and specify the date that applications must be received.
- \_\_\_\_\_ 4. The Office Manager receives all applications and supporting documents and forwards them to the department head and Village Administrator.
- \_\_\_\_\_ 6. At application closing date, the department head and Village Administrator reviews the applications, interviews and chooses his/her top (as determined to be best qualified for the position) selections. During this process of selecting the top candidates, the department head initiates a criminal background check via the Police Chief, calls previous employers, ensures a valid driver's license

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(and CDL if required), determines licensing requirement (e.g., water/sewer licenses, police academy attendance, 911/EMD/L.E.A.D.S. qualifications, firearms training, etc.) For Police Department candidates, the Police Chief may elect to use a selection committee of local police chiefs or police personnel. All written documentation above as well as written recommendation from the department head will be forwarded to the Personnel Committee Chairperson. No Personnel Committee interviews will be conducted until all documentation is received.

- \_\_\_ 7. The Personnel Committee and the department head will jointly interview the top candidates.
- \_\_\_ 8. The Personnel Committee then selects the best qualified applicant and he/she presents this candidate's name to the Board of Trustees for consideration. .
- \_\_\_ 9. If the Board of Trustees votes to make a conditional offer of employment to a candidate then the Office Manager will schedule a pre-employment physical and drug screen. Note: No person shall begin employment with the Village prior to the Village receiving the results of the physical and drug screen. .
- \_\_\_ 10. After receiving the results of the physical and drug screen the Board of Trustees, at a board meeting, approves to fill the vacancy by vote.

NOTE: Emergency situations may require altering of the guidelines as provided in the Personnel Policy. The Mayor or the Personnel Committee may determine if a situation represents an emergency.

### EMPLOYMENT REFERENCE CHECKS

#### **Prospective Employees**

To ensure that individuals who join the Village of Freeburg are well qualified and have a strong potential to be productive and successful, it is the policy of the Village of Freeburg to check the employment references of all applicants. In addition, all prospective employees shall undergo a pre-employment physical, drug screen and a criminal background check via the Police Chief.

#### **Current or Former Employees**

The Village of Freeburg will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry. Employment data will only be released by the Mayor or the Mayor's designee.

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### **Pre-Employment Physical and Drug Screen**

After the decision has been made to hire an applicant, an offer of employment will be extended contingent upon the candidate successfully passing a pre-employment drug screen and a physical examination at the cost and expense of the Village. The Office Manager will be responsible for determining the facility to be used for the pre-employment drug screen and physical exam.

The candidate will be provided with directions to the collection site. He/she must report to the collection site within twenty-four (24) hours of being given directions with a valid picture ID. If the collection site staff discovers that the candidate has not followed the collection procedures or has altered the specimen in any way, the candidate will no longer be eligible for current or future employment.

The candidate should understand that passing the pre-employment drug screen and physical exam is a part of the employment process. In the event that the candidate does not successfully pass the pre-employment drug screen and physical exam, the offer of employment will be revoked. If the candidate should have any questions concerning a drug screen or physical exam, all inquiries should be forwarded to the Office Manager.

All information regarding drug screen results and physical exams will be kept strictly confidential. This information will be kept separately in the employee's confidential medical file in the Village Hall's Administrative Office. Under no circumstances will the results of any candidate's drug screen be discussed with any one except for those individuals authorized to address the hiring issues given this confidential information.

### **Background Checks**

The position an individual applies for and the information he/she gives during the interview process will determine which contingencies may apply to an offer of employment. All employees applying for any position with the Village of Freeburg will be subject to reference checks with former employer and/or managers. Unless required by law, reference checks will not be shared with the potential employee. Individuals who claim to have certain educational credentials, either in writing or in an interview, are subject to verification.

Any potential employees who will be driving a Village vehicle or driving their personal vehicles on Village business more than 1,000 miles each year will be subject to an inspection of their Motor Vehicle Records annually. Depending on the job requirements, some employees may have to comply with the Department of Transportation requirements for a Commercial Drivers License.

Information gained from any of the above background checks will be held in confidence and shared with management individuals only on a need-to-know basis.

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## EMPLOYMENT ELIGIBILITY DOCUMENTS

Federal regulations require the Village of Freeburg to comply with the Immigration Reform and Control Act of 1986. All new employees must complete an I-9 Form and provide proof of their identity and their ability to work in this country. The Office Manager is responsible for obtaining the I-9 Form and verifying the eligibility to work in the United States. Employees will be expected to complete the I-9 Form during orientation on their first day of work. The Office Manager will properly complete the Employer Section of the I-9 Form. If a new employee is unable to provide the necessary documentation within three working days from the date of hire, he/she must provide proof that he/she has applied for the required documents. If this is not provided, the employee will be terminated.

If a supervisor or department head is notified by any governmental agency that it is going to conduct an inspection of the I-9 documents, the Village Administrator and the Mayor should be contacted immediately.

## EMPLOYMENT APPLICATIONS

The Village of Freeburg relies upon the accuracy of information contained on the employment application as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the Village of Freeburg's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Village of Freeburg of any change in personnel data. Home mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Office Manager.

## ACCESS TO PERSONNEL FILES

The Village of Freeburg maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases and other employment records. The personnel records will be kept in a locked file at all times.

Personnel files are the property of the Village of Freeburg and access to the information they contain is restricted. Only supervisors, department heads, the Office Manager, the Village Administrator, the Mayor and Personnel Committee Chairperson are allowed access to these files.

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At his/her discretion, the Chairperson of the Personnel Committee of the Board of Trustees will, from time to time, review the active and inactive personnel files to ensure that they are maintained in accordance with this Personnel Policy and Procedure. Any discrepancies found during these reviews will be reported to the Mayor.

When an employee resigns, retires, is terminated or in any other manner ceases to be an active employee of the Village, his/her personnel records will be transferred to an inactive file and maintained for a period of not less than ten (10) years. After a period of ten (10) years has elapsed, the Mayor may authorize the destruction of the former employee's personnel records.

Employees may review their own personnel files in the Village of Freeburg's office and in the presence of their department head, the Office Manager, the Village Administrator or Personnel Committee Chairperson. Employees will acknowledge the review of their personnel file by completing the "Employee Review of Personnel File" form at that time.

Any employee who disputes the information in his or her personnel record has the right to respond to the information by supplementing the record with his/her version of the event or subject. The employee's supervisor must be made aware of the situation. If the problem cannot be resolved, the employee has the right to file a grievance and have the Personnel Committee review the disputed information.

The Village of Freeburg shall also maintain a separate confidential medical file. Access to the medical file shall be limited to the Mayor, the Personnel Committee Chairperson, the Village Administrator, the Office Manager and the Finance Clerk. All information regarding pre-employment physicals and drug screens and any other medical records shall be kept in the confidential medical file.

### **PHOTO I.D.'S**

The Village of Freeburg shall issue a photo I.D. card to employees.

All employees who are issued a photo I.D. are required to be in possession of the I.D. card and display it while on duty. Employees shall not use their I.D. for personal business or personal gain. If an identification card is lost or stolen, it must be reported to the Office Manager or department head. The I.D. is the property of the Village and must be turned in to the Office Manager or department head upon termination of employment with the Village.

Employees must display their Village identification badge at all times while working. The Village badge must be clearly visible. If an employee does not wear the badge and is warned three times by their supervisor or other Village management, they will be sent home to get their badge. The employee will not be compensated while away from their job.

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**DRIVER'S LICENSE REQUIREMENTS**

It is the policy of the Village of Freeburg that each employee, whose position requires that a vehicle be driven, must present a valid driver's license upon employment or at any time during employment with the Village.

If an employee, who is required to have a valid driver's license, has his or her license suspended or revoked, he or she must inform their immediate supervisor by the next working day. Failure to report the suspension or revocation could result in disciplinary action up to and including termination.

An employee whose license is suspended or revoked can be placed on an unpaid leave for up to 90 days subject to approval by the Mayor and Board of Trustees. If at any time during the 90 days the license is reinstated, the employee may return to work. If the license is not reinstated within 90 days, the employee's employment with the Village may be terminated.

**RESIDENCY REQUIREMENTS**

Effective April 1, 2009, all full-time village employees shall maintain their place of residence within the boundaries of the Freeburg High School District or within the boundaries of the Village, , whichever is greater, consistent with the provisions set forth as follows. (Ord. No. 1310; 02-17-09)

- A. Employees who are appointed on or after May 7, 1996 and who reside outside the prescribed area as of the effective date of this appointment and are subject to emergency call out requirements must comply with the residency requirement prior to the completion of six months of service.
- B. Current employees hired prior to May 7, 1996 and residing outside the prescribed area may continue to do so, but when and if the employee relocates his or her residency, he or she must do so within the prescribed area or have permission from the Village Board for a location outside the prescribed area.
- C. The following full-time village positions and any others so determined by the Board from time to time are subject to emergency recall and, therefore, the prescribed area residency requirement.

<b>Title</b>	<b>Department</b>
Village Administrator	Administration
Chief of Police	Police
Public Works Director	Public Works
Assistant Public Works Director	Public Works
Electric Head Lineman	Electric
Public Works Crew Leader	Public Works
Police Sergeant	Police

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Police Officers	Police
Electric Lineman	Electric
Crew Worker II	Public Works
Crew Worker I	Public Works
Electric Apprentice Lineman	Electric

- D. An employee's place of residence shall be determined in conformance with state statute determining residence for voting purposes and shall include the following factors:
1. Actual physical presence at the residence address as a dwelling place.
  2. Intent to remain at said address as a permanent abode.
  3. Receipt of utility bills at residence address.
  4. Register to vote at residence address.
  5. Registration of driver's license at residence address.
  6. Record title holder of residence address property or tenant under a valid lease for said premises.
- E. Current employees who are separated from the service of the village and later resume employment by the village must comply with the residency requirement so stated in division (B) of this section.
- F. The following positions are exempted from the residency requirement:
1. Employees that were appointed before May 7, 1996 and resided outside the village and have continued to do so at the same residence. In the event the employee moves from the residence, the employee must comply with the provision set forth in division (B) of this section.
  2. Clerical employees and such other position classifications as may be determined by the Board of Trustees not to be subject to emergency recall.
  3. All part-time employees whether hired, appointed, or commissioned may continue to reside outside the corporate limits during their duration of part-time employment. In the event the part-time employee status is upgraded to full time and he or she is subject to the emergency call out provision of this statute, the employee will have 180 days from the date the full-time upgrade was effective to comply with the residency requirement as set forth in division (A) of this section.(Ord. passed 2/17/09).
- G. Employee not meeting the above residency requirements are subject to termination.

**NEW EMPLOYEE ORIENTATION**

In an effort to insure a smooth transition to the Village of Freeburg, all newly hired employees will participate in an orientation. Orientation is the joint responsibility of the new employee's supervisor and the Administration. The Mayor or his/her designee will be responsible for providing new employees with:

- ◆ A history of the Village ;
- ◆ An explanation of the operations of the Village ; and

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- ◆ An overview of the Village's policies, procedures, and benefits.

All new employees must attend an orientation session as directed by the Village. During the orientation session, the employee will receive an employee handbook and will be given an opportunity to ask questions about any information contained in the employee handbook. All new employees will be given an Acknowledgement Form affirming that the employee has read and understands the information contained in the employee handbook which needs to be executed and returned to the Office Manager within two weeks of the orientation session.

The new employee's department head is responsible for ensuring that each employee attends an orientation session. In addition, department heads are responsible for all job training. Department heads should ensure that they talk often with new employees during the first few weeks of their employment.

### **TRANSFERS / PROMOTIONS**

The Village of Freeburg is committed to the professional development of its employees. In an effort to retain our experienced employees, transfers and promotions within the organization are encouraged. At the Village's discretion, it may require or permit employees to make temporary or permanent transfers in order to accommodate business needs or employees' own personal needs. Employees may request a transfer to another department or location by submitting a request in writing to their department head. Department heads should obtain approval for the transfer from the Village Board of Trustees.

Employees may also request to be considered for a promotional opportunity. However, to be promoted, there must be a position available within the organization. In addition, employees will only be eligible for promotion if they have been in their current position for a minimum of six months, have a satisfactory performance record and have not been issued any disciplinary action in the previous six-month period. In the event of extraordinary circumstances, any of the above criteria may be waived with the approval of the Village Board of Trustees.

Employees requesting a promotion should submit a written request to their department head or in his/her absence to the Village Administrator for further handling

Employee transfers or promotions should not create a direct or indirect supervisor/subordinate relationship with an immediate family member.

Employees' rates of pay, after the transfer or promotion, will be determined according to the compensation guidelines for the new position.

### **HOURS OF WORK**

#### **Work Time Policy**

Employees of the Village of Freeburg are expected to work during all assigned work periods, exclusive of meal times or unscheduled hours, etc. Employees are not to

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perform work during meal times or unscheduled hours, unless they receive approval from their immediate supervisor. Overtime work shall be performed only as authorized by the department head or the Village Administrator. The Village recognizes that police officers have emergency response responsibilities that interfere with the ability to establish a set meal period. Every reasonable effort will be made to provide a duty free meal period to such personnel.

**Full Time Employees**

- A. The normal scheduled workweek will be 40 hours for each full-time employee, including paid sick days and paid holidays.
- B. The workweek for each employee will be from 12:01 a.m. Monday to midnight (12:00) the following Sunday.
- C. Linemen are subject to 24 hour telephone standby which shall be shared equally.
- D. Light plant operators are subject to shift work.
- E. The work schedule for employees assigned to power plant operations may require shift hours. When required to work in excess of 40 hours per week, work performed will be actual time worked to the nearest five minutes and will be paid as overtime at the rate of time and one-half. When called out from home, a minimum of two hours call-out time will be paid, however, working past quitting time will be actual time worked.
- F. The work schedule for linemen, water, sewer and street maintenance workers will be Monday through Friday from 7:00 a.m. until 12:00 p.m. noon and 12:30 p.m. until 3:30 p.m. The Village Hall Administrative Office is open Monday through Friday from 7:00 a.m. to 5:00 p.m. Work schedules for office personnel will be assigned by the Office Manager on a rotating basis from either 7:00 a.m. - 4:00 p.m. or 8:00 a.m. until 5:00 p.m. Each employee will receive one hour off for lunch as scheduled by the appropriate village supervisor. Work performed in addition to these hours will be actual time worked to the nearest five minutes and will be paid as overtime at the rate of time and one-half, provided the employee has accumulated 40 hours in the work week. When called out from home, a minimum of two hours call-out time will be paid, however, working past quitting time will be actual time worked. The regular working hours are subject to change by the Village Administrator when, in his or her opinion, weather conditions require such change.
- G. A meal allowance of \$7.50 will be granted if required to work three or more hours over a normal workday or when called out to work in excess of four hours overtime.
- H. Double time will be paid for unscheduled Sunday work.
- I. An employee may elect to accept compensatory time in lieu of overtime, vacation or holiday pay pursuant to the provisions of this division. "Compensatory time" is defined as hours during which an employee is not working, which are not counted as hours worked during the applicable workweek or other work period for purposes of overtime compensation, and

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for which the employee is compensated at the employee's regular rate. (29 USC 207 (o)(6)(B))

1. All compensatory time will be provided at a rate of time and one-half for each hour of overtime, vacation, or holiday pay. (Examples: One hour of overtime payable at time and one-half would yield one and one-half hours of compensatory time. One hour of unscheduled Sunday or holiday time payable at double or double time and one-half would also yield one and one-half hours of compensatory time with no addition compensation being paid.)
  2. The employee shall notify the supervisor of his or her intent to select compensatory time no later than the day after the overtime was acquired or the day payroll is due to be submitted, whichever is earlier.
  3. If the supervisor approves the request for compensatory time, such approval shall be in writing a copy provided to the employee, payroll clerk, and the Village Administrator's office.
  4. The employee must take the compensatory time within four weeks following the week in which the time was earned. Compensatory time may not be taken within the same week as earned. If the employee is unable to use the compensatory time within the allotted time frame, he or she will automatically receive the overtime, vacation or holiday pay for the time earned and the requested compensatory time will be removed from the records.
  5. The village is under no obligation to grant any requested compensatory time, and in the event that the supervisor, in his or her sole discretion, decides that the employee is needed on the job, the supervisor may so inform the employee and the employee shall remain on duty and shall receive payroll compensation as provided in this section or may request alternate day(s) to receive compensatory time within the allotted time period. The village shall have full discretion as to the approval and use of compensatory time and the decision of the village to have an employee available during regular working hours supersedes the right of an employee to claim any accumulated compensatory time in lieu of payroll compensation.
  6. Any employee may not accumulate more than 16 hours of compensatory time.
  7. Salaried employees of the village, being the Village Administrator, Office Manager, Public Works Director, Assistant Public Works Director and the Chief of Police, being executive or administrative positions, are not eligible for compensatory time.
- H. A \$200.00 allowance will be given on work clothing for employees of the Public Works Department upon the supervisor's approval and receipts turned in. (Former Code, § 15-1-5) (Ord. No. 861, passed 8-21-95; Am. Ord. 974, passed 10-16-00)

Police Department Employees - Dennis is going to check with Mel on this section.

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1. A full-time police department employee is one who is employed in one of the following respects:
  - a. Patrol – A patrol officer who works 12 hour shifts shall work 80 hours in a two week period. The officer works alternating weeks of 20 hours and 60 hours on a 14 day schedule.
  - b. The Chief of Police is an exempt position; the Sergeant, Investigator and Secretary positions are 40 hour work week positions.

### **Part Time Employees**

A part time employee is any individual employed to work less than thirty-five (35) hours per week, or for irregular periods of thirty-five (35) or more hours per week in relief or emergency situations. This includes individuals hired for full time work during the summer months. Part time employees are paid for hours worked at their normal hourly wage rate and are not eligible for other employee benefits. The employment of any part time employee must follow the procedures set forth for hiring of full time employees.

### **RECORDING OF TIME WORKED**

All employees must record their actual time worked on their timecard. If an employee is found filling out the time card of another employee, it will result in both employees being subject to disciplinary action up to and including (added by Dennis) immediate termination of employment without recourse.

On Monday following the end of the pay period, department heads will collect time cards for all employees in his or her department and record on the card the total of all regular hours worked and all overtime hours worked. The department head will sign each time card to certify the totals on the card are a true and accurate record of the employees work. Verified timecards are then delivered to the Office Manager by mid-morning of the Monday for preparation for payroll. Time cards will be maintained as a permanent part of the Village's financial records.

The failure of any employee to comply with procedures for recording hours worked as stated above will constitute justification for disciplinary action, including suspension or termination of employment.

### **PERFORMANCE EVALUTION**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis. A formal written performance evaluation will be conducted after 6 months and 12 months of employment. Additional formal performance

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evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle. Employees will have an evaluation at the end of the calendar year. All evaluations will be due to the Personnel Committee Chairperson by March 1<sup>st</sup>.

### ATTENDANCE AND PUNCTUALITY

We recognize the need for employees to be absent from work due to illness or the need to take care of personal business during the normal workday. We instituted "sick leave" and "personal days" to provide for these needs as they arise. With the approval of the department head and Personnel Committee, (added by Dennis) employees may also qualify for an unpaid leave of absence for their own major illness, the major illness of a family member, the birth or adoption of a child, workers' compensation injury or military and/or National Guard duty. Having provided for these situations, it is important to remember that excessive absenteeism, tardiness and/or leaving early causes other employees within the organization to have to bear the burden of filling in for the absent employee.

Employees, who are not on an approved leave of absence and who are absent from work without sufficient leave to cover that absence, will be subject to disciplinary action.

The following disciplinary action steps will be taken each time this occurs:

First Incident	First Written Warning
Second Incident	Final Written Warning
Third Incident	Termination

Consecutive days of absence for the same reason are deemed to be one incident. If the employee is absent for more than two consecutive days, he/she must bring a doctor's note for those days to be counted as one incident. If at any time an employee corrects his/her excessive absentee problem and has no unexcused absences during a one-year period, disciplinary action, if it becomes necessary again, should begin with a First Written Warning. An "unexcused absence" is an absence from work for which the employee had no illness or injury or failed to notify the Village of their absence or failed to return to work with a doctor's note.

If an employee, who has been with the Village less than 90 days, has an unexcused absence, he/she will be issued a Final Written Warning for that absence. If an unexcused absence occurs again within his/her first 90 days of employment, the employee will be terminated. If the new employee has no further incidences during his/her first 90 days of employment, the Final Written Warning will revert to a First Written Warning.

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Periodically, special circumstances will occur that warrant an employee being excused from work without sufficient leave to cover the absence. These types of requests require the approval of the Village Board of Trustees. Occasionally an employee will exhibit a pattern of absenteeism that must be corrected, despite having sufficient leave to cover those absences (*i.e.*, consistently missing a specific day of the week, the day before or after a holiday, the day before or after a scheduled vacation). Such cases shall be reviewed by the department head and the Mayor for possible disciplinary action.

Employees who are going to be absent, tardy, or leave early from work are responsible for notifying their supervisors as soon as possible, regardless of whether they have sufficient leave to cover the absences. Employees who are absent and fail to notify their supervisors will be subject to disciplinary action for failure to notify and the days(s) of absence shall be considered as unexcused absences. Employees who have been absent three consecutive days without calling to speak with their supervisors will be considered to have voluntarily resigned.

### **EMPLOYEE CONDUCT**

It is the policy of the Village of Freeburg that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the Village and for the benefit and safety of all employees and citizens of the Village of Freeburg. Conduct that interferes with operations, discredits the Village or is offensive to the public or fellow employees will not be tolerated.

Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of the Village including but not limited to complying with the following standards:

1. Reporting to work punctually and being at their proper work station, ready to work, at the assigned starting time.
2. Giving appropriate advance notice whenever unable to work or report on time.
3. Smoking only at times and in places not prohibited by the Village or local ordinances.
4. Wearing clothing provided by the Village for the work being performed.
5. Maintaining work place and work area cleanliness and orderliness.
6. Treating the public and fellow employees in a courteous manner.
7. Payment of legitimate debts to avoid exposing the Village to harassment by creditors.

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8. Wearing safety belts while operating a Village vehicle or driving a personal vehicle on Village business. In addition, proper safety equipment will be worn and/or utilized while on, going to and coming from the job site.
9. Performing assigned tasks efficiently and in accordance with established quality standards.
10. Reporting to management suspicious, unethical or illegal conduct by fellow employees or other people on the Village premises.

### **PROGRESSIVE DISCIPLINE**

The purpose of this policy is to state the Village of Freeburg's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The Village of Freeburg is committed to ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of four steps depending on the severity of the problem and the number of occurrences: written warning, final written warning, suspension without pay or termination of employment. There may be circumstances when one or more steps are bypassed. (See Employee Work Rules)

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a written warning; a next offense may be followed by a final written warning; another offense may lead to a suspension; and still another offense may lead to termination of employment.

The Village of Freeburg recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or immediate termination of employment without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Work Rules Policy includes examples of problems that may result in disciplinary action up to and including immediate suspension or termination of employment.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Village of Freeburg.

## EMPLOYEE WORK RULES

The offenses and discipline listed below are not all-inclusive. Unacceptable conduct not specifically covered by these rules may result in disciplinary action.. Repeated violations of the same rules, violations of more than one rule in a single act or violations of different rules at different times shall be the cause of accelerated or compound disciplinary action.

Disciplinary notices will be given to the employee.

The department head or Mayor will recommend employee discharges to the Personnel Committee who will conduct a due process hearing, if necessary, prior to making a recommendation to the Village Board of Trustees for a final decision on disciplinary action. No due process hearing is necessary for disciplinary action that does not involve a potential suspension without pay or termination.

### Group A

A violation of any Group A rule is considered so serious that such a violation MAY result in IMMEDIATE DISCHARGE.

1. Engaging in any unlawful conduct on Village work premises or engaging in any unlawful conduct off work premises which affects the employee's relationship to his or her job, his or her fellow employees or which negatively impacts the Village's reputation.
2. Falsifying work or attendance records, falsifying employment applications or falsely claiming to be sick.
3. Entering Village work premises outside of work hours without permission by the department head or the Mayor. The mere possession of a key does not constitute permission.
4. Theft from the Village, its employees or anyone visiting the Village work premises.
5. Unauthorized possession or use of alcoholic beverages on Village work premises at any time.
6. The possession, use or sale of alcohol or illegal drugs or drug paraphernalia during Village work hours.
7. Negligence or carelessness resulting in damage to persons or property.
8. Failure to follow safety rules.

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9. Intentionally misusing, destroying or damaging any property or equipment belonging to the Village, or the property of any employee or visitor to the Village work premises.
10. Unauthorized removal or alteration of Village records or copies of such from the premises.
11. Unauthorized release of any confidential information which directly affects Village business.
12. Failure to obey specific instructions of a superior in performance of specific job or task assigned.
13. Violation of the harassment policy.
14. Being the aggressor in any fight on Village work time.
15. Using threatening or abusive language to supervisors or fellow employees.
16. Conviction of a felony while employed by the Village of Freeburg.
17. Acceptance of valuable consideration given to the employee with the expectation of influencing the employee in the performance of his or her duties or which may create the appearance of such influences.
18. Use of the Village position for personal advantage.
19. Failure to notify your supervisor of tardiness or absence in the required manner.
20. Sleeping during working hours.
21. Possession, use or sale of a firearm or weapon on Village property unless authorized by the Mayor or state law to possess same.

#### **Group B**

A violation of any Group B rule shall be handled on a two step basis as follows:

First infraction = Three (3) work day suspension without pay\*

Second infraction = Discharge

1. Leaving place of employment during working hours without permission of appropriate supervisor.
2. Refusal to perform a job assignment(s).

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3. Excessive absenteeism or tardiness. (See Punctuality and Attendance Policy)
4. Abuse of leave privileges including the abuse of sick leave privileges by illness or exhibiting a pattern of abuse (e.g. call off on Mondays).
5. Abuse of telephone usage such as excessive unauthorized long distance and personal phone calls during work hours.
6. Insubordination or the violation of a written or verbal order of an elected official/department head or their designate.
7. Gambling on Village property.

\* - The Mayor will decide the appropriate days that the employee will be suspended.

### Group C

A violation of any Group C rule shall be handled on a four-step basis as follows:

First Infraction = Written warning

Second Infraction = Final written warning

Third Infraction = Three (3) work day suspension without pay\*

Fourth Infraction = Discharge

1. Failure to properly perform assigned duties.
2. Inability or unwillingness to work harmoniously with others.
3. Exceeding specified time for lunch or breaks.

\* - The Mayor will decide the appropriate days that the employee will be suspended.

### GRIEVANCES

The most effective accomplishment of the work of the Village requires prompt consideration and equitable adjustment of an employee grievance. It is the desire of the Village to address grievances informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise. It is recognized, however, that there will be grievances which will be resolved only after a formal appeal and review. Accordingly, the following procedure is established.

#### **Definition of a Grievance**

A grievance is any wrong, real or imagined, considered by an employee as grounds for complaint. All grievances shall be processed through the grievance procedures as set out

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in this manual. However, grievances arising out of a demotion for disciplinary reasons, suspension or the dismissal of an employee may be appealed directly to the Personnel Committee.

### **Procedures**

An employee shall first present their grievance to his or her supervisor or department head within five (5) working days of the occurrence of the incident that caused the grievance. The employee's supervisor or department head shall make a careful inquiry into the facts and circumstances of the complaint. The supervisor or department head shall attempt to resolve the problem promptly and fairly and shall inform the employee in writing of his or her finding and decision within five (5) working days after the receipt of the employee's grievance.

At any time within five (5) working days after receipt of the decision of the supervisor or department head, the employee may submit a written request for further review to the Personnel Committee. The Personnel Committee shall investigate such complaints made to it in writing by an employee. The Personnel Committee shall provide its decision in writing to the employee and his/her supervisor within 10 working days.

The employee shall have 10 working days from the date of receipt of the Personnel Committee's decision to file with the Village Administrator a written appeal to the Village Board of Trustees. Upon receipt of such an appeal the Board of Trustees shall consider it at the Village's next regularly scheduled meeting. In the case of a termination, the Board of Trustees may reinstate the employee or uphold the decision and recommendation of the Personnel Committee. It will require a majority vote of the Board of Trustees to reinstate the employee or uphold the decision of the Personnel Committee. The Mayor will break any tie votes. This decision shall be made in writing to the employee and his/her supervisor.

### **USE OF TELEPHONES AND CELLULAR TELEPHONES**

Good telephone habits are an indication that the department is interested in serving the public. At all times, answer promptly and courteously. Identify yourself, be friendly and helpful. Write the time and date of any message from the caller, transfer calls tactfully, give accurate information, do not keep the caller waiting and hang up carefully.

Office telephones are a vital part of our governmental operation. Because of the large volume of business transacted by telephone, personal use of the telephone should be limited and personal calls should be brief. Personal long distance calls must be billed to the employee's home phone or credit card or placed collect.

Cellular telephones, pagers or radios are furnished to certain employees in connection with their job duties. Employees who are issued cellular telephones by the Village of Freeburg should make all long distance telephone calls while traveling from their cellular telephone. *Employees need to limit personal use of their cellular telephone in the same way they need to*

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*limit personal use of their office telephone.* Employees that have excessive cellular usage for personal calls will be subject to disciplinary action up to, and including, termination.

The Village of Freeburg requires the safe use of its cellular telephones by employees while conducting business. The employee should not use the cellular telephone while driving because of safety concerns but should instead pull to the side of the road to make or receive telephone calls. If an employee is unable to pull over or stop before receiving a cellular telephone call, they should keep the business conversation brief, and immediately locate a safe area to park their vehicle. The Village of Freeburg does not permit employees to drive while using a hand-held cellular telephone.

During work time, employees are discouraged from using personal cellular telephones. These should be used only during breaks and meal times.

### **USE OF E-MAIL AND VOICE MAIL**

Electronic mail and telephone voice mail are efficient and valuable business tools. They are also property of the Village of Freeburg. In short, neither of these systems are confidential, nor should they be used to meet an employee's own personal needs. If an employee receives a message that is not addressed to him/her, he/she is not authorized to read or use information contained in that message.

The rule of thumb when it comes to e-mail and voice mail is that employees should not say or write anything that they would not want someone other than the intended receiver to hear or read. Remember that even when an e-mail or voice mail message has been deleted from a location, it is still possible to retrieve and read that message.

The Village reserves the right to access and read any and all information contained in computers, computer files, e-mail messages, or voice mail messages. Employees should have no expectation of privacy with regard to these communications and will be in violation of the Village's discrimination and harassment policy if they send, receive, or access discriminatory, harassing, or otherwise inappropriate e-mails or voice mails. The Village monitors, from time to time, all electronic communication sources and all electronic communication sources are subject to search without notice. The Village reserves the right to disclose employee voice mail and e-mail messages and Internet records to law enforcement, government officials or other third parties through subpoena or other process without notification to or permission from the employee.

### **USE OF THE INTERNET**

Certain village employees will employ electronic mail on a daily basis at work as a primary tool for communications. The Village may rely upon this medium to communicate information, and all applicable employees will be responsible for checking and reading messages daily.

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The network is provided for employee use to conduct business, research and to communicate with others. Communications over the network are often public in nature. Therefore, general rules and standards for professional behavior and communications will apply.

Electronic mail and telecommunications are not to be utilized by employees to share confidential information about Village business or employees because messages are not entirely secure.

The network administrator and/or Village Administrator may review files and communications to maintain system integrity and to ensure that employees are using the system responsibly. Users should not expect files stored on Village servers and workstations will be private.

The following behaviors are not permitted on Village computers:

- A. Sharing confidential information of Village business or employees.
- B. Sending or displaying offensive messages or pictures.
- C. Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.
- D. Using obscene language.
- E. Harassing, insulting or attacking others.
- F. Engaging in practices that threaten the computer network (e.g., loading files that may introduce a virus).
- G. Violating copyright laws.
- H. Using others' passwords.
- I. Trespassing in others' folders, documents or files.
- J. Intentionally wasting limited resources.
- K. Employing the network for commercial purposes.
- L. Violating regulations prescribed by the network provider.
- M. Conducting union business.

The network administrator and/or Village Administrator will report inappropriate behaviors to the Village President who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations or complaints will be made to the Village President for appropriate action. Violation may result in a loss of access and/or any other disciplinary action the Village President and Village Board deem necessary. When applicable, law enforcement agencies may be involved.

Each employee will be given copies of this policy and procedures and will sign an acceptable use agreement before being assigned access to the network. (Ord. No. 1005; 08-06-01)

### **USE OF THE COMPUTER SYSTEM**

Using other employee's passwords, security codes, accessing or retrieving files or any stored communications without prior approval from the appropriate supervisor or

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department head is prohibited and subject to disciplinary action, up to and including termination.

Only Department Heads or Network Administrators are allowed to load software on workstations or servers, or download software off the Internet. Only legally licensed software is allowed to be loaded on the Village's computers. You may not bring in personal software to load on, or use on Village computers unless specifically authorized by your Department Head or Network Administrator.

Employees should never attempt to circumvent any Security Measures including password-protected areas.

Employees who violate the provisions of this policy are subject to disciplinary action up to and including termination of employment.

### **VACATION BENEFITS - still being looked at**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

Regular Full Time Employees.

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule.

#### Vacation Earning Schedule

Years of Eligible Service	Vacation Hours Each Year
After 1 year (i.e., after 1 <sup>st</sup> anniversary date)	40 Hours
After completion of 2 years but less than 9 (anniversary date)	80 Hours
After completion of 9 years but less than 18 (anniversary date)	120 Hours
After completion of 18 years (anniversary date)	160 Hours
After completion of every year after 18 years (anniversary date)	8 Hours Per Year
After accumulation of 240 Hours (6 weeks vacation), vacation will be capped.	Capped at 240 Hours

Note: Vacation is always earned in the current year (based on the employee's anniversary date) for the next year.

Employees in the first year, considered *probationary* employees, have no vacation time (i.e., vacation time accrued is available to the employee after the 1<sup>st</sup> anniversary date). If any employee quits, is terminated, etc. in the first year (i.e., prior to the 1<sup>st</sup> anniversary date), the employee is entitled to no vacation and will not be paid for any days accrued in the first year. See examples below:

Comment [MSOffice1]: Julie changed from introductory to probationary

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Example 1: The employee starts work on January 1, 2004. The employee's one year anniversary date is January 1, 2005. The employee quits work on December 15, 2004 (i.e., after working for the Village for 11 ½ months). The employee receives no vacation time nor is paid for any time accrued as the employee quit before the employee's one year anniversary date.

Example 2: The employee starts work on January 1, 2004. The employee's one year anniversary date is January 1, 2005. After January 1, 2005, the employee has 80 hours to use between January 1, 2005 and January 1, 2006. Between January 1, 2005 and January 1, 2006 the employee is accruing vacation for use after January 1, 2006.

The length of eligible service is calculated on the basis of a "benefit year". This is the 12 month period between full time date of hire and the employee's 1<sup>st</sup> anniversary date and between subsequent anniversary dates which are used to determine vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. Earned vacation time is available for use in the year following its accrual.

Paid vacation time can be used in minimum increments of four hours at a time unless approved by the Department Director. To take vacation, employees must request advance approval from their supervisor, department head or Mayor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Employees may be temporarily denied vacation based on operational requirements or emergency situations, but employees will be offered vacation at another time of the current year.

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

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation and personal pursuits. In the event that available vacation time is not used by the end of the benefit year, employees will forfeit unused time unless the employee files a written request with the Board of Trustees requesting that the employee be allowed an extension of time within which the employee may use the vacation time, not to exceed sixty (60) days. The request must state why the employee was unable to use his/her vacation days and any hardship that prevented the employee from using the vacation days. The Board of Trustees shall have the discretion to grant or deny the request or place conditions on any grant of the request.

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Upon termination of employment, employees, who have passed their 1<sup>st</sup> anniversary date, will be paid for unused vacation time that has been earned through the last day of work.

Holidays During Vacation: If a holiday occurs during the calendar week in which a vacation is taken by the employee, the employee's vacation period can either be expanded by one (1) or more additional days (depending on the number of holidays within the employee's vacation period) or the employee can take the day at a later date. This day should be considered a Vacation Holiday (VH Day). It should be used within the employee's benefit year.

### **FLOATING DAY**

In addition to the vacation previously listed, eligible employees will receive one (1) paid Floating Day (FD) in each calendar year. The FD must be taken as a full scheduled workday. The FD shall be 8 hours of pay at the regular rate for employees working 8 hour shifts. To be eligible, employees must complete 365 calendar days of service in an eligible employment classification. The FD must be scheduled with the prior approval of the employee's supervisor and department head. A FD is not earned and may not be taken during the one year introductory period. For employees changing to full time status the employee's original date of hire is used in determining whether the employee is eligible to receive personal time. Personal time that is not used is forfeited and cannot be carried over. Terminating employees are not eligible to be paid for unused FD.

**Please discuss Personal Day Policy - current policy is to receive a personal day if you do not use more than three sick days the previous year. Decision needs to be made.**

### **HOLIDAYS**

The Village of Freeburg will grant holiday time off to all full-time eligible employees on the holidays listed below:

- New Year's Day
- Martin Luther King, Jr.'s Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas
- Employee's Birthday

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In the event the holiday falls on the weekend, the village will observe the holiday closest to the actual day. When an employee is called out on an emergency on the above-listed holiday, he or she will be paid his or her holiday pay, plus one and one-half times for eight hours. Any time required to work in excess of eight hours will be paid at two and one-half times the rate of normal pay.

Employees required to work on any holiday as outlined above, will be paid at the rate of time and one-half, plus holiday pay, provided he or she has worked his or her scheduled day before or after such holiday.

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

Comment [MSOffice2]: Not in our code, leave in? (Julie)

### **WORKER'S COMPENSATION INSURANCE**

The Village of Freeburg provides a comprehensive worker's compensation insurance program at no cost to employees. This program covers an injury or illness sustained in the course and scope of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, worker's compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses must inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. The supervisor or department head should notify the Office Manager or Village Administrator of the incident immediately.

Neither the Village of Freeburg nor the insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the Village of Freeburg. Further, any employee testing positive for drugs or alcohol in a post-accident drug screen may be denied workers compensation benefits. Workers compensation fraud is a crime punishable by jail time and/or fines. The Village of Freeburg will prosecute any individual fraudulently claiming a work-related illness or injury.

### **TEMPORARY MODIFIED DUTY - keep in?**

The Village of Freeburg is committed to providing work, when possible, for employees who have been restricted by a physician due to a work-related injury or illness. Such work will be provided subject to availability. Work will be assigned due to the nature of the injury or illness and the limitations set forth by the treating physician. Every effort will be made to place employees in positions within their own departments, but if necessary, employees will be placed wherever an appropriate position is available.

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While on temporary modified duty, employees will continue to receive their regular rate of pay. Employees who are placed outside their department will continue to have their salary charged to their regular department.

Employees on temporary modified duty must furnish a written update of their medical condition to their department head from the treating physician after each visit in order to remain in the reassigned job. Temporary modified duty assignments are limited to a period of 90 days, subject to review. The employee should notify his/her treating physician that the temporary modified duty has a time limit so that they both strive to get the employee well and back to his/her old position. Being placed on a temporary modified duty assignment does not excuse an employee from following all rules and regulations.

### **PERSONAL APPEARANCE**

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image the Village of Freeburg presents to customers and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Public Works Department employees are required to wear Village-supplied uniforms. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. A written warning shall also be issued to the Employee. Under such circumstances, employees will not be compensated for the time away from work.

Consult your supervisor, department head or the Village Administrator if you have questions as to what constitutes appropriate attire.

### **RETURN OF PROPERTY**

Employees are responsible for all property, materials or written information issued to them in their possession or control. All Village of Freeburg property must be returned by employees on or before their last work day. Where permitted by applicable laws, the Village of Freeburg may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The Village of Freeburg may also take all action deemed appropriate to recover or protect its property.

### **RESIGNATION**

Resignation is a voluntary act initiated by the employee to terminate employment with the Village of Freeburg. Although advance notice is not required, the Village of Freeburg requests at least two weeks written notice of resignation from employees in all employment classifications.

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When employees leave the Village of Freeburg, they will be asked to participate in an exit interview. The primary purpose of the exit interview is to ask for valuable feedback about the employee's experience at the Village. Participation is voluntary.

**LEAVE OF ABSENCE:** An employee may request a leave of absence because of illness or for personal reasons. The possibility of a leave of absence may be explored if the Employee has a good work record and has a sufficient length of service with the Village. All requests for leave of absence shall be submitted in writing to the Personnel Committee. The Personnel Committee shall forward their recommendation concerning the request to the Village Board for final action.

While the employee is on leave without pay due to a non-duty related illness or disability, additional sick leave will not be earned by the employee.

**PAYDAYS**

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

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

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation. The employee has the option to come in on payday while on vacation to pick up his or her paycheck.

Direct deposit of payroll checks is available to all Village employees.

**EMPLOYMENT TERMINATION**

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

**Resignation** – voluntary employment termination initiated by the employee.

**Discharge** – involuntary employment termination initiated by the Village.

**Layoff** – involuntary employment termination initiated by the Village for nondisciplinary reasons.

**Retirement** – voluntary employment termination initiated by the employee meeting age, length of service or any other criteria for retirement from the Village.

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Employees will receive their final pay in accordance with applicable state and federal law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and the terms, conditions and limitations of such continuance.

### **SAFETY**

To assist in providing a safe and healthful work environment for employees, customers and visitors, the Village of Freeburg has established a workplace safety program. This program is a top priority for the Village of Freeburg. Its success depends on the alertness and personal commitment of all.

The Village of Freeburg provides information to employees about workplace safety and health issues through regular internal communications channels such as supervisor-employee meetings, bulletin board postings, memos or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, department head or the Village Administrator. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

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

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and worker's compensation benefits procedures.

### **TOBACCO USE**

In keeping with the Village of Freeburg's intent to provide a safe and healthful work environment, smoking and use of smokeless tobacco is prohibited throughout the workplace buildings and Village vehicles. This is also state law. This policy applies equally to all employees, customers and visitors.

### **MEAL PERIODS**

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All public works employees are provided with one meal period of 30 minutes in length each workday. Administrative employees are provided with one meal period of 60 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. The Village recognizes that police officers have emergency response responsibilities that interfere with the ability to establish a set meal period. Every reasonable effort will be made to provide a duty free meal period to such personnel.

### **OVERTIME**

When operational requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's, department head's, or the Village Administrator's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees at the rate of one and one-half times the employee's regular rate of pay for all hours worked in excess of forty hours in a workweek in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave or any leave of absence will not be considered hours actually worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible termination of employment.

### **USE OF EQUIPMENT AND VEHICLES**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Certain job positions allow for the personal assignment of a Village vehicle. As a general rule, personally assigned vehicles are to be driven home by employees for the sole purpose of garaging and safekeeping the vehicles. Personal use of the vehicles driven home by employees is prohibited.

Some vehicles are assigned on a daily basis for Village business. Fluid levels should be checked each time that the vehicle is fueled. When returning Village vehicles, the vehicle should be parked in the designated area and the key promptly returned to the appropriate location. Under no circumstances will a Village vehicle be kept out overnight without prior authorization from the employee's department head.

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Payment of speeding and/or parking tickets is the sole responsibility of the employee driving the vehicle. Failure to pay such tickets prior to notification to the Village of Freeburg by law enforcement agencies may result in disciplinary action up to, and including, termination for the employee driver.

Employees must notify their supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about the employee's responsibility for maintenance and care of equipment or vehicles used on the job.

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

### **BUSINESS TRAVEL AND ENTERTAINMENT**

The Village of Freeburg believes that it is important that all employees have some assurance that any monies they expend while traveling on behalf of the Village will be reimbursed to them. In addition, the Village wishes to ensure that equitable standards and effective procedures are in place for controlling travel costs.

Travel Authorization: All employees must receive written permission to travel before any business travel is undertaken. Employees should submit their travel request at least ten (10) days prior to departure and obtain the department head and Village Administrator's written authorization for the trip. The Village Administrator's written authorization certifies that the travel has been approved and that expenses will be paid by the Village of Freeburg with the proper documentation. A written request to travel must contain the following information:

- ◆ employee's name;
- ◆ destination and purpose of the trip;
- ◆ dates of departure and return;
- ◆ type of transportation requested;
- ◆ department head's written approval; and
- ◆ amount of travel advance requested, if any. It is the responsibility of the employee traveling to acquire all necessary signature approvals.

Travel Advance: Employees who are required to travel overnight (except for those employees who have a Village credit card) may obtain a travel advance. An employee desiring a travel advance must request it in writing at least ten (10) work days prior to departure to allow adequate time for processing the payment. Amounts requested will be reviewed for

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reasonableness, but no changes will be made without discussing the change with the employee.

A travel advance is considered to be a draw on an employee's future salary. Normally, travel expenses will be reimbursed using the advance as part of the reimbursement paid to the employee. However, if an expense report is not received within five (5) work days after an employee returns from a business trip, the travel advance will be deducted from the employee's forthcoming payroll check(s).

Village Credit Cards: Certain employees of the Village will each be issued a Village sponsored credit card. These cards should be used for business charges only. The Village of Freeburg will receive a monthly report detailing charges to each account from the credit card company. The credit card must be returned to the Office Manager upon termination of employment.

Travel Arrangements: Whenever possible, travel should be made via common carrier or a Village vehicle. All air travel will be provided or reimbursed at the coach fare cost. Because airlines offer lower fares for travel that includes a Saturday night stayover, employees can be reimbursed for the costs associated with one additional travel day if there is a net savings with such a fare. Employees must obtain the written approval from their manager before incurring these additional travel days and should document the net savings on their expense report.

All travel arrangements, including airline tickets, hotel reservations, and rental cars are the responsibility of the employee. Employees may utilize the benefits of any frequent flyer bonus programs that accrue from business-related travel for seating upgrades or for personal travel. Employees should be aware that the IRS has not yet addressed the issues concerning the tax treatment of frequent flyer programs. The Village intends to comply fully with regulations as they are issued, so the frequent flyer bonus policy may change in the future.

Documentation Requirements: Documentary evidence, such as receipts or paid invoices, is required for expenses. A written explanation is required prior to reimbursement for expenses that appear to exceed ordinary levels.

Lodging: Reasonable costs of lodging will be reimbursed with a valid receipt. Hotel movies, health club, spa, salon, shoeshine, or haircut expenses are not reimbursable. Lodging with friends is not directly reimbursable, but reasonable restaurant expenses for dinner with friends will be reimbursed as an expression of gratitude for lodging. The expense report should describe this cost as "in lieu of lodging."

Meals: Reasonable expenses for breakfast, lunch, and dinner will be reimbursed. Tips should be included in the meal charges on the expense report. Meals prior to departure and after return from a trip will not be reimbursed if less than four additional hours past the scheduled common carrier arrival time.

Entertainment: Entertainment, amusement, or recreation expenses for employees will be reimbursed only if the activity is directly related to the conduct of the Village's business. The business purpose of the entertainment, the names of the persons involved, and the business relationship must be disclosed on the expense report.

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Taxis and Car Services: Taxi fares and car service costs for business purposes will be reimbursed to the extent that the fares do not exceed the cost of renting a car to cover the same distance.

Telephone Charges: Telephone charges will be reimbursed if they are incurred in connection with the Village's business. Employees who are issued cellular telephones should use their cellular telephone to make any telephone calls while traveling. Reasonable telephone charges for personal calls while traveling overnight will also be reimbursed.

Mileage: Personal car mileage will be reimbursed at the rate allowed by IRS regulations for business purposes. The amount reimbursed will not exceed the equivalent common carrier fare or the cost of renting a car. If an employee chooses to use their personal vehicle while traveling on Village business, they must possess a valid driver's license and carry a minimum of \$100,000/\$300,000/\$100,000 (per person/accident/property damage) or \$300,000 combined single-limit liability insurance coverage. A certificate of insurance, or a copy of a policy reflecting the amounts and effective dates of coverage, is required as proof of coverage. Insurance documentation must be submitted as part of the travel approval process with the mileage reimbursement request. Any fines incurred as a result of driving or parking violations while on Village business will not be reimbursed.

Automobile Tolls and Parking: Automobile tolls and parking expenses incurred for business purposes will be reimbursed. Long-term parking at all airports should be used due to the expense of short-term parking. Valet parking will not be reimbursed unless prior approval by the Mayor or his/her designee.

Travel of Employee with Spouse: The Village of Freeburg will not reimburse an employee for the travel expenses of the employee's spouse unless the presence of the spouse on the trip is clearly necessary to the conduct of the Village's business. Employees who intend to claim reimbursement for a spouse's travel expenses must clearly indicate this on their travel request and have it approved by the Mayor.

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

### **LIFE-THREATENING OR DEBILITATING ILLNESSES IN THE WORKPLACE**

The Village of Freeburg recognizes that employees with life threatening and/or disabling illnesses such as cancer, heart disease, acquired immune deficiency syndrome (AIDS), and other life threatening medical conditions may wish to continue working. The Village respects and supports this wish, provided the employee can maintain required performance, production, and attendance standards and the condition does not pose a health or safety threat to the employee, his/her fellow employees, or the general public.

The Village recognizes that an employee's health condition generally is a private and personal matter and consequently will protect the confidentiality of the situation and any information or documentation relating to it. The Village will also instruct its employees to do the same to the extent consistent with the Village's obligation to the employee, the general public, and the

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Village itself. The Village also recognizes and retains the right to request medical examinations and/or consultations at its expense regarding the employee's medical condition.

When dealing with situations involving life threatening and/or disabling illnesses, supervisors or department heads should:

- ◆ Contact the Mayor if there is a concern that the nature of an employee's illness may endanger the employee, fellow employees, the public, customers, vendors, or the general public.
- ◆ Contact the Mayor to determine if a statement should be obtained from the employee's attending physician that continued presence at work will pose no danger to the employee, fellow employees, the public, customers, vendors, or the general public.
- ◆ Make reasonable accommodations for employees with these illnesses and/or disabilities consistent with business needs.
- ◆ Consider transfer of an employee with a life threatening illness and/or disability who requests such transfer. Unless there is objective evidence of an illness and/or disability posing a threat to fellow employees, the organization will not transfer other employees out of the work area except by normal practice and procedure.
- ◆ Be sensitive and responsive to fellow employees' concerns and utilize employee education sources available through Human Resources.
- ◆ Arrange for any leave time the employee may need, including FMLA.
- ◆ Be sensitive to the fact that continued employment for an employee with a life threatening and/or disabling illness may sometimes be therapeutically important in the remission or recovery process or may help to prolong that employee's life.

### **MILITARY / RESERVE LEAVE**

The Village of Freeburg will abide by all the provisions of the Uniformed Services Employment and Re-Employment Act (USERRA), the Military Leave of Absence Act, 5 ILCS 325.01, and the Service Men's Employment Tenure Act, 330 ILCS 60/4 and will grant military leave to all eligible full-time and part-time employees. Military leave may be granted to full-time and part-time employees for a period of four (4) years plus a one-year voluntary extension of active duty (5 years total), if this is at the request and for the convenience of the United States Government.

As with any leave of absence, employees must provide advance notice to their supervisor of their intent to take military leave and must provide appropriate documentation.

An employee's salary will not continue during military leave unless required by law. However, employees may request to use any vacation or sick or personal leave time accrued

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during military leave. Benefit coverage will continue for 31 days as long as employees pay their normal portion of the cost of benefits. For leaves lasting longer than 31 days, employees will be eligible to continue health benefits under COBRA and will be required to pay the total cost of their health benefits if they wish to continue benefits.

Upon return from military leave, employees will be reinstated with the same seniority, pay, status, and benefit rights that they would have had if they had worked continuously. Employees must apply for employment within ninety (90) days of discharge from the military. Employees who fail to report for work within the prescribed time after completion of military service will be considered to have voluntarily terminated their employment.

If employees were participants in the Village's IMRF program at the time they left for military duty, they should discuss this matter with the Office Manager who will assist the employee in contacting IMRF.

If employees are reservists in any branch of the Armed Forces or members of the National Guard, they will be granted time off for military training. However, employees may elect to have their reserve duty period be considered as vacation time or sick leave to the extent they have such time available.

Any full-time employee of the Village, other than an independent contractor, who is a member of any reserve component of the United States Armed Forces or of any reserve component of the Illinois State Militia, shall be granted leave from his or her public employment for any period actively spent in military service, including:

- (1) basic training;
- (2) special or advanced training, whether or not within the State, and whether or not voluntary; and
- (3) annual training.

During these leaves, the employee's seniority and other benefits shall continue to accrue.

During leaves for annual training, the employee shall continue to receive his or her regular compensation as a public employee. During leaves for basic training and up to 60 days of special or advanced training, if the employee's compensation for military activities is less than his or her compensation as a public employee, he or she shall receive his or her regular compensation as a public employee minus the amount of his or her base pay for military activities.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will not be provided by the Village of Freeburg for the full term of the military leave of absence.

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Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time

### **SICK LEAVE BENEFITS**

The Village of Freeburg provides paid sick leave benefits at the rate of 96 hours per year. Sick leave, as in the vacation policy, is accrued in the current benefit year for use in the next benefit year.

Paid sick leave can be used in minimum increments of 1 hour. Eligible employees may only use sick leave benefits for an absence due to their own illness, injury or medical needs or those of an immediate family member. Workers who become ill during a work shift or leave the workplace for a doctor's appointment will receive sick pay for the remainder of the shift and the employee's sick leave balance will be charged to the nearest hour.

The Village of Freeburg defines "immediate family" as grandfather, father, father-in-law, stepfather, grandmother, mother, mother-in-law, stepmother, brother, sister, husband, wife, son, son-in-law, daughter, daughter-in-law, stepchildren, foster children or foster parent.

Employees who are unable to report to work due to medical needs should notify their supervisor, department head or the Administrator at least two hours before the scheduled start of their workday if possible. The supervisor, department head or the Administrator must also be contacted on each additional day of absence.

If an employee is absent for two or more consecutive days due to medical needs of themselves or an immediate family member, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

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

Village employees will earn sick leave at the rate of one (1) day per month. The sick leave can be carried forward to succeeding years, but not to exceed two hundred forty (240) workdays at the beginning of any calendar year. On January 1st of the year an employee celebrates their fifth (5th) year employment anniversary, and all years thereafter, employees shall be granted twelve (12) sick days, subject to the maximum number of workdays allowed. If sick days are abused, disciplinary action will be taken by the Department Director or the Village Administrator. (Ord. No. 1292; 07-21-08).

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Sick leave begins to accrue from date of employment. Sick leave is payable only after completing 60 calendar days of employment with the village. Sick pay may be drawn while on worker's compensation. The sum of sick pay and worker's compensation may not exceed normal wages.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

### **GROUP HEALTH INSURANCE**

The Village of Freeburg will provide health insurance coverage for all full time employees and their dependents subject to the terms and conditions of the health care insurance policy. The Village retains the sole discretion to amend, modify or terminate the obligations of the Village under any group health insurance plan and to advertise for bids from various health insurance companies, to negotiate new terms for any existing policy or to self-insure.

#### **Cost of Insurance**

The Village will pay 100% of the premium per month for each participating full-time employee and their dependents in the Village sponsored health insurance plan. However, this may be subject to change depending on economic conditions and cost to the Village.

#### **Health Insurance Eligibility**

All full time employees are eligible for health insurance coverage beginning the first date of the month following their start date which is determined by the Board of Trustees subject to the terms and conditions of the health insurance policy. The health insurance company that provides the group health insurance policy will provide the rules for determining changes in dependent eligibility after the official start date.

#### **Excess Reimbursement Plan**

All full time employees are eligible for the Excess Reimbursement Plan. Only those employees and dependents of employees who are enrolled for benefits under the Medical Insurance Plan are eligible for these additional benefits under the Excess Reimbursement Plan. The term "dependent" shall include all persons coming within the definition provided by Section 152 of the Internal Revenue Code of 1954, as amended from time to time, or any successor thereto. Under the Excess Reimbursement Plan, the Village shall reimburse up to **Two Thousand Five Hundred Dollars (\$2,500.00)** per person and/or **Five Thousand Dollars (\$5,000.00)** per family per calendar year. Eligible costs are as follows:

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1. The deductible, co-pays, or co-insurance not paid under the Medical Insurance Plan.
2. Vision care.
3. Dental care.

An additional **One Hundred Twenty Dollars (\$120.00)** is reimbursable for each person and/or family per calendar year for vision and/or dental care. However, this may be subject to change depending on economic conditions and cost to the Village.

Suitable proof of expenses incurred shall be submitted by the employee to the Village Administrator's office for reimbursement. New employees with an effective date other than **January 1** will have their benefit pro-rated by the number of months employed during the plan year. Reimbursement of eligible cost submitted to the Village Administrator's office will be paid by the Village within their normal payment cycle after the Village Administrator has determined the suitability of proof and eligibility under the plan.

If a claim is wholly or partially denied, the matter shall be referred to the Village Board for review. Notice of a final decision by the Village Board shall be furnished to the employee within **thirty (30) days** of referral.

#### **Insurance Refusal By Employee**

A full time employee that does not require any employer provided group health insurance policy will be paid an additional fifty cents (\$0.50) per hour. Future election of health insurance will result in the loss of the fifty cents (\$0.50) per hour. Future eligibility for health insurance coverage will be determined by the same rules that determine initial eligibility for employee health insurance with the exception that the health insurance coverage shall begin on the first day of the month following the date requested for insurance coverage.

#### **FAMILY AND MEDICAL LEAVE (FMLA) - Will check to see if we can offer to our employees**

**The Village of Freeburg's family and medical leave policy is available to employees with at least 12 months of service and who have worked at least 1,250 hours within the preceding 12-month period. If eligible, an employee may be able to take up to 12 weeks of unpaid leave during the calendar year (based on a 12-month rolling calendar) for the following reasons:**

- ◆ The birth of a child or to care for a child within the first 12 months after birth;
- ◆ The placement of a child with the employee for adoption or foster care within the first 12 months of placement;
- ◆ To care for an immediate family member who has a serious health condition; or

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- ◆ For a serious health condition that makes the employee unable to perform the functions of his/her position.

When requesting leave, the employee must provide the organization with at least 30 days of advance notice whenever possible. Medical certification will be required if the leave request is for the employee's own serious health condition or to care for a family member's serious health condition. Failure to provide the requested medical certification in a timely manner may result in denial of the leave until it is provided. Because the Village wishes to ensure the well-being of all employees, any employees returning from FMLA for his/her own serious health condition will need to provide a Fitness for Duty statement signed by his/her treating physician. An employee failing to provide a Fitness for Duty statement will not be permitted to resume work until it is provided. Qualifying FMLA leave will not be counted as an absence under the Village's attendance policy.

The Village, at its expense, may require an examination by a second health care provider designated by the Village if the Village has a reasonable question regarding the medical certification provided by the employee. The Village will maintain health care benefits for the employee while on FMLA leave, but the employee is responsible for paying the normal monthly contribution. If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse the organization for the cost of premiums paid for maintaining coverage during the leave period. All other benefits cease to accrue during the unpaid portion of the leave.

Employees must use any accumulated sick, vacation time, or personal time to the extent available during this leave period, unless such leave is covered under Workers' Compensation, in which case the employee may only use accumulated leave time for the purpose of satisfying any waiting period. Absences in excess of these accumulated days will be treated as leave without pay. Upon return from leave, the employee will be restored to his/her original or an equivalent position. If an employee fails to return at the end of FMLA leave, the employee will be considered to have voluntarily resigned his/her position with the organization.

If the employee and his/her spouse both work for the Village, they are both eligible for leave. In cases other than the employee's own serious health condition, the total leave period for the employee and the employee spouse may be limited to 12 weeks total (combined).

It may be medically necessary for some employees to use intermittent FMLA leave. The Village will work with employees to arrange reduced work schedules or leaves of absence in order to care for a family member's serious medical condition or their own serious medical condition. Leave because of the birth or adoption of a child must be completed within the 12-month period beginning on the date of birth or placement of the child. It may not be taken intermittently without special permission from the Board of Trustees.

If an employee requests an extension of leave beyond the 12-week period because of his/her own serious medical condition, the employee must submit medical certification of a continued serious health condition in advance of the request. The Board of Trustees will review such requests on a case-by-case basis in order to determine whether it can reasonably accommodate such a request. Reinstatement is not guaranteed when granted extended leave and will depend upon the business needs of the organization.

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When state and local laws offer more protection or benefits, the protection or benefits provided will be granted.

**BEREAVEMENT LEAVE**

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor or department head immediately. Up to three (3) days of paid bereavement leave will be provided to eligible employees in the following classification(s): Regular Full Time Employees and Introductory Employees.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses or shift differentials. Pay shall be allowed for necessary scheduled time lost, not to exceed one (1) day, to serve as an active pallbearer for a deceased employee or deceased retired employee.

Employees may, with their supervisor’s approval, use any available paid leave for additional time off as necessary, e.g., vacation.

The Village of Freeburg defines “immediate family” as father, father-in-law, stepfather, mother, mother-in-law, stepmother, brother, sister, husband, wife, son, son-in-law, daughter, daughter-in-law, stepchildren, foster child or foster parent.

Only one (1) day of paid bereavement leave will be provided to employees for grandparents or spouse’s grandparents.

If the employee is on vacation at the time of the death of an immediate family member, a portion of that vacation may be changed to Bereavement Leave upon the supervisor’s, department head’s or the Village Administrator’s approval.

The Village reserves the right to request all pertinent information including the deceased relative’s name, the name and address of the funeral home, and the date of the funeral.

**JURY DUTY**

The Village of Freeburg encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to ten days of jury duty leave over any one year period, unless otherwise approved by the Mayor.

Employee classification(s) that qualify for paid jury duty leave as described above are: Regular Full Time Employees and Introductory Employees.

Employees must provide notice of required jury service to their supervisor, department head or the Village Administrator within ten (10) days of the date of issuance of the jury summons so that the supervisor may make arrangements to accommodate their absence.

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Employees are required to return to work whenever they are excused from jury duty each day. However, the Village shall not require a night shift employee to work while such employee is performing jury duty in the daytime.

The Village of Freeburg will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave and holiday benefits will continue to accrue during the term of the jury duty absence.

#### **WITNESS DUTY**

The Village of Freeburg encourages employees to appear in court for witness duty when subpoenaed to do so.

If an employee is subpoenaed to testify as a witness by the Village of Freeburg, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than the Village of Freeburg. Employees are free to use any available paid leave benefit (such as vacation leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor, department head or the Mayor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

#### **CONTINUATION OF HEALTH PLAN COVERAGE (COBRA)**

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, or "COBRA" (Public Law 99-272, Title X), the Village of Freeburg will offer qualified persons the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the group health plans would otherwise end. Persons eligible to continue coverage under COBRA are known as "qualified beneficiaries," and the events which trigger continuation coverage are known as "qualifying events."

If an employee is covered by any of the Village of Freeburg's group health plans, the employee has the right to elect continuation coverage under those plans if the employee loses group health coverage as the result of either of the following qualifying events:

- ◆ reduction in the employee's hours of employment, or
- ◆ termination of the employee's employment for reasons other than gross misconduct.

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If an employee's spouse is covered by any of Village of Freeburg's group health plans, the spouse has the right to elect continuation coverage under those plans if the spouse loses group health coverage as the result of any of the following qualifying events:

- ◆ death of the employee;
- ◆ termination of the employee's employment (for reasons other than gross misconduct) or reduction in the employee's hours of employment with Village of Freeburg;
- ◆ divorce or legal separation from the employee; or
- ◆ the employee becomes entitled to Medicare.

If a dependent child of an employee is covered by Village of Freeburg's group health plans, the child has the right to elect continuation coverage under those plans if the child loses group health coverage as the result of any of the following qualifying events:

- ◆ death of the employee;
- ◆ termination of the employee's employment (for reasons other than gross misconduct) or reduction in the employee's hours of employment with Village of Freeburg;
- ◆ employee's divorce or legal separation;
- ◆ employee becomes entitled to Medicare; or
- ◆ the child ceases to be a "dependent child" under the Village of Freeburg's health plans.

Retirees, their spouses, and their dependent children may also be entitled to elect continuation coverage under COBRA if Village of Freeburg begins a bankruptcy proceeding and those persons lose health coverage within one year before or after the date the bankruptcy proceeding commenced.

The qualified beneficiary is responsible for informing Village of Freeburg of a divorce, legal separation, or a child losing dependent status within 60 days of the later of the date of the qualifying event or the date on which coverage would end under the plan because of the event. If Village of Freeburg does not receive notice within that 60-day period, the qualified beneficiary is not entitled to elect continuation coverage. The Village of Freeburg is responsible for notifying qualified beneficiaries of their right to elect continuation coverage as a result of the employee's death, termination or reduction in hours of employment, or Medicare entitlement.

Once qualified beneficiaries receive notice of their right to elect continuation coverage, the qualified beneficiaries have 60 days from the later of the date they are provided notice or the date they lose coverage to inform Village of Freeburg that they want to continue their health coverage under COBRA. If the qualified beneficiaries do not elect continuation coverage by the end of the 60-day period, they forfeit their right to elect that coverage.

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If a qualified beneficiary elects continuation coverage, Village of Freeburg will provide health coverage that is identical to the coverage the qualified beneficiary had immediately before the qualifying event occurred. Thereafter, the qualified beneficiary will be allowed to maintain coverage that is the same as the coverage provided under the plan to similarly situated employees, spouses, and/or dependents who have not experienced a COBRA qualifying event.

Generally, qualified beneficiaries may continue coverage under COBRA for 36 months from the date of the qualifying event. However, if the qualifying event is an employee's termination or reduction in hours of employment, continuation coverage under COBRA will last for only 18 months from the date of the qualifying event. This 18-month period may be extended to 36 months if other events (such as death, divorce, legal separation, or Medicare entitlement) occur during the initial 18-month period. Also, the 18-month period may be extended for an additional 11 months (to a total of 29 months) if a qualified beneficiary is determined by the Social Security Administration to be disabled at any time during the first 60 days of continuation coverage. In order to qualify for this extension, Village of Freeburg must be notified of the disability determination within 60 days of the determination, and before the expiration of the original 18-month period. The affected individual must also notify Village of Freeburg within 30 days of any final determination that the individual is no longer disabled. If the qualified beneficiary entitled to the disability extension has non-disabled family members, those non-disabled family members are also entitled to the 29-month extension.

Continuation coverage under COBRA will be cancelled for the following reasons:

- ◆ If Village of Freeburg no longer provides group health coverage to any of its employees;
- ◆ If the COBRA premium is not paid on time;
- ◆ If the qualified beneficiary becomes covered, after the date of the COBRA election, under another group health plan which does not exclude or limit coverage for the qualified beneficiary's preexisting conditions;
- ◆ If the qualified beneficiary becomes entitled to Medicare after the date of the COBRA election; or
- ◆ If the qualified beneficiary is no longer determined to be disabled, where coverage was extended beyond 18 months because of disability.

Continuation coverage under COBRA is not in effect until the qualified beneficiary elects that coverage, but, once elected, the coverage is retroactive to the date of the qualifying event. Qualified beneficiaries do not have to show that they are insurable to choose continuation coverage; however, they must be eligible for such coverage. The Village of Freeburg reserves the right to retroactively terminate COBRA coverage if an individual is determined to be ineligible.

If the qualified beneficiary is a covered former employee, he/she may add newborn or adopted child(ren) to his/her continuation coverage, provided the child(ren) are added within 30 days of the birth or adoption and the additional premium is paid. The children that are added will be considered qualified beneficiaries under the law.

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Qualified beneficiaries must pay the designated premiums for their continuation coverage in a timely fashion. Qualified beneficiaries have 45 days from the date they elect continuation coverage to pay the initial COBRA premium. Thereafter, they will have a grace period of 30 days to pay any subsequent premiums.

At the end of the COBRA continuation coverage period, qualified beneficiaries may be allowed to convert their group health policy to an individual policy.

### **IMRF - Illinois Municipal Retirement Fund**

IMRF was created by Illinois law under Article 7 of the Illinois Pension Code (Illinois Compiled Statutes, Ch. 40, 5/7-101 to 5/7-224). When an employee joins IMRF, he or she is referred to as an IMRF member. The Illinois Pension Code determines which persons are eligible for IMRF coverage. It provides the program for contribution by employers and members as well as retirement pensions and other benefits.

All full time employees must be enrolled in IMRF. For IMRF purposes, employees are considered full time if their position meets the 1,000 hour annual standard. Members contribute 4.50 percent of salary towards a future IMRF pension. In order to qualify for an IMRF pension, a member needs eight years of service credit.

As a participant in IMRF, when you retire or become disabled, you may be able to continue your health insurance coverage under the Municipal Employee's Continuance Privilege Law (215 ILCS 5/367). Municipal continuation coverage will be offered to you and your eligible dependents who were covered under your group coverage on the day before your retirement or disability period began. The retirement or disability period begins on the day you are removed from the Village of Freeburg's payroll for any of the following reasons:

- You retire from active service and are immediately eligible for an IMRF pension. You are not required to actually begin the pension, but must be eligible to immediately receive the pension on the date of termination;
- You are eligible to receive an IMRF disability benefit;

NOTE: If you lost your health insurance coverage for other reasons, you may be eligible to continue coverage under COBRA.

The health insurance premium will be paid by the employee and the cost of the premium will not exceed that of the Village of Freeburg's rate.

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**EMPLOYEE ACKNOWLEDGMENT FORM  
(Employer Copy)**

The employee handbook describes important information about the Village of Freeburg and I understand that I should consult my supervisor regarding any questions not answered in this handbook.

Since the information, policies and benefits described herein are subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices and I understand that revised information may supersede, modify or eliminate existing policies. Only the Board of Trustees of the Village of Freeburg has the ability to adopt any revisions to the policies in this handbook.

The contents of this handbook are presented to me as a matter of information only. While the Village of Freeburg believes in the plans, policies and procedures described herein, they are not conditions of employment. It is intended that this be an informational booklet only.

**Nothing herein shall be deemed a contractual right or an employment condition. Employment by the Village of Freeburg is at-will. The Village of Freeburg reserves the right to change any of its policies, services or benefits at any time with or without notice. Likewise, as an at-will employer, either the Village of Freeburg or the at-will employee can terminate the employment relationship at any time, for any reason, with or without notice.**

Furthermore, I acknowledge receipt of a copy of this handbook on \_\_\_\_\_. In consideration of my employment, I agree to familiarize myself with these policies, procedures and rules and to comply with their provisions at all times.

I also understand and agree that this is not an employment contract. My employment and compensation with the Village of Freeburg can be terminated, with or without cause, and without notice, at any time, at the option of either the Village of Freeburg or myself.

\_\_\_\_\_  
Employee Name (Print or Type)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**EMPLOYEE ACKNOWLEDGMENT FORM**

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Revised 2/19/10

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(Employee Copy)

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\_\_\_\_\_  
Employee Name (Print or Type)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**EMPLOYEE REQUISITION FORM**  
(To be used to Advertise Open Positions)

Position Needed: \_\_\_\_\_

Department: \_\_\_\_\_

Applications Close On: \_\_\_\_\_  
(Insert Date)

Return Application To: Village of Freeburg  
Attn.: Village Clerk  
14 Southgate Center  
Freeburg, IL 62243

Circle One:    Part Time                  Full Time

Position Needed By: \_\_\_\_\_  
(Insert Date)

Briefly describe the requirements/specific skills needed for this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Head Signature \_\_\_\_\_

Committee Chairperson Signature \_\_\_\_\_

Personnel Chairperson Signature \_\_\_\_\_

Mayor's Signature \_\_\_\_\_

Advertisement Submitted:

\_\_\_\_\_ Date

\_\_\_\_\_ Village Clerk Signature

(Attach copy of Advertisement)

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**EMERGENCY NOTIFICATION INFORMATION**

Employee Name \_\_\_\_\_

**Person(s) to Notify in Case of Emergency:**

Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Alternate \_\_\_\_\_

Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Alternate \_\_\_\_\_

**Optional Information:**

Physician \_\_\_\_\_

Telephone Number \_\_\_\_\_

Hospital Preference \_\_\_\_\_

Special Conditions or Allergies \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This information will be maintained and released only in emergency situations. Your providing the optional information is strictly voluntary.

Employee Authorization \_\_\_\_\_ Date \_\_\_\_\_

It is the employee's responsibility to update this form as changes occur.

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EMPLOYEE REVIEW OF PERSONNEL FIE

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Comments: \_\_\_\_\_  
\_\_\_\_\_

Form Received by: \_\_\_\_\_  
Office Manager/Date

Deleted: 1