

**VILLAGE PRESIDENT**  
Ray Danford

**VILLAGE CLERK**  
Jerry Menard

**VILLAGE TRUSTEES**  
Rita Baker  
Charlie Mattern  
Kevin Groth  
Corby Valentine  
Steve Smith  
Tony Miller

# 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

**VILLAGE ADMINISTRATOR**  
Dennis Herzing

**VILLAGE TREASURER**  
Bryan A. Vogel

**PUBLIC WORKS DIRECTOR**  
Ronald Dintelmann

**POLICE CHIEF**  
Melvin E. Woodruff, Jr.

**VILLAGE ATTORNEY**  
Stephen R. Wigginton

April 6, 2009

## NOTICE

### **MEETING OF PERSONNEL & PUBLIC SAFETY COMMITTEE (Personnel/Police/ESDA/Fire) (Baker/Smith/Mattern)**

A Personnel and Public Safety Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Wednesday, April 8, 2009, at 6:30 p.m.**

### **PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING**

#### I. Items to be Reviewed

#### **POLICE COMMITTEE:**

- A. Old Business
  - 1. Curfew ordinance
- B. New Business
  - 1. Cell phones
  - 2. Street sign - Sugar Creek

#### **PERSONNEL COMMITTEE:**

- A. Old Business
  - 1. Approval of March 11, 2009 minutes
  - 2. Employee handbook
    - a. Public Works On Call Status
- B. New Business
- 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) a.]; or real estate transactions [5 ILCS, 120/2 - (c)(5)].

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## PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, April 8, 2009 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, April 8, 2009 at 6:35 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Village Administrator Dennis Herzing, Chief Mel Woodruff, Public Works Director Ron Dintelmann, Assistant Public Works Director John Tolan and Office Manager Julie Polson.

### POLICE: A. OLD BUSINESS:

1. Curfew Ordinance: Mel has nothing new on this. Item will stay on the agenda.

### B. NEW BUSINESS:

1. Cell phones: Dennis explained the police department currently has three phones for those officers on duty and in the office. The officers have always used their personal cell phones. Mel commented when we switched to Nextel, the officers changed their personal plans to Nextel also. Dennis said it would be reasonable to offer the same program to the police officers as we have for the public works department. We would use the same plan as the public works employees and get the phones for free and have them pay \$10 a month through payroll deduction. The current plan includes 300 cell phone minutes but the employee can purchase additional minutes, texting at their own cost. Mel thinks they would be happy with it. The committee agreed.

*Trustee Charlie Mattern motioned to recommend to the full Board the police officers be included in the Verizon Wireless Cell Phone Plan with each officer receiving a cell phone with 300 cellular minutes to include a payroll deduction of \$10 per month and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.*

2. Street sign - Sugar Creek: Ron advised this went through Street Committee first and Mel said this is fine for the street sign. Mel said we addressed her issues specifically with the school bus stop. Mel advised the speed limit out there is 30 mph.

Mel advised the annual SILEC contribution is due in the amount of \$85 per person at 9 members or \$765.00. This is for the officers' annual training. Mel also advised Watts is not included in this amount.

*Trustee Charlie Mattern motioned to recommend to the full Board the SILEC ASSIST #14 Partnership Contribution for FY 2010 be paid in the amount of \$765.00 and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.*

Rita brought up the area of Main Street and Phillips saying with the level of traffic, a 4-way stop would be a good idea. Mel said we have had problems and complaints in the past about people speeding down Main Street. Ron said to put in a no-parking area, you would have to move it pretty far north down Main Street and felt the 4-way stop would be a better solution. The committee agreed a 4-way stop would be a good idea.

*Trustee Steve Smith motioned to recommend a 4-way stop be installed at the intersection of Main Street and Phillips Street and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

## **PERSONNEL:**

### **A. OLD BUSINESS:**

1. Approval of March 11, 2009 minutes: *Trustee Steve Smith motioned to approve the March 11, 2009 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

2. Employee handbook: Copies of the first section of the handbook were passed out to the committee for their review and comment. Dennis and Julie are reviewing the existing code and comparing it to the proposed handbook to make sure there aren't any major changes.

a. Public Works On Call Status: Rita advised this came to us from Water/Sewer committee. Ray thinks the question is whether or not the employee should be paid while he is on call. Ron said they have not talked about it since the last meeting. Ron confirmed they do get paid on an actual call out. John said the problem arises on holidays, weekends and it is hard to get employees to go on a call out. He would like to see the Village create a policy and also said he and Ron suspect they will want to be paid while on call. Ron said he is not quite sure how Waterloo does it but knows they do get comp time. Ron said we should contact some other towns and see what their policies are and agreed to do so. Dennis said our ordinance says the employee is subject to 24-hour call out. John would like to see a memo go out stating the cell phones are being provided by the Village and that they need to be answered.

Ron talked to the Electric Committee tonight about some additional training he felt Tim Kunkelmann should have in preparation for the upcoming Lab C training in October. He prepared a memo and provided it to that committee for review. The Electric Committee instructed Ron to make the training mandatory and not optional.

B. **NEW BUSINESS:** None.

C. **GENERAL CONCERNS:** Ray asked if anyone had some thoughts on the CTY System. Charlie said it is performing the way it is supposed to but didn't think we were completely informed at the time of purchase. Dennis said our last call was 84% completion. The latest time he heard was about 6:45 p.m. Julie will check with CTY to see if all the numbers listed for an individual are contacted. The trustees were disappointed that the notification time was not significantly improved. Julie will get the trustees' cell phone numbers put into the system. Ray received comments from residents who were very pleased they received a reminder call to vote. He believes it will create good will and Ron said we should have a monthly call. We will use the phone system to notify the people who have signed up for the direct debit system to let them know it will be effective with the May billing. John would like to see a call go out to remind the participants in the direct debit their account will be debited on a certain day.

D. **PUBLIC PARTICIPATION:** None.

**ADJOURN:** *Trustee Charlie Mattern motioned to adjourn at 7:22 p.m. and Trustee Steve Smith seconded the motion. All voting aye, motion carried.*



Julie Polson  
Office Manager

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING  
Wednesday, March 11, 2009 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, March 11, 2009 at 6:35 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Village Clerk Jerry Menard, Administrator Dennis Herzing, Chief Mel Woodruff and Office Manager Julie Polson. Guest present: Janet Baechle.

## POLICE: A. OLD BUSINESS:

1. Curfew Ordinance: Mel has nothing new on this. Item will stay on the agenda.

**B. NEW BUSINESS:** Mel advised the committee they currently have a generic police patch for their uniforms. They have been approached by an individual that would like to donate the cost of purchasing new individualized patches for the police department. Mel has talked to the high school art department and they have agreed to have their classes participate in designing a patch for Freeburg. This committee will pick the winner.

He said our police department was instrumental in catching one of the two brothers (he lived in Freeburg) that committed over 40 burglaries in the area.

Jerry was concerned about the safety of persons in the board room while meetings are going on and asked if one of the doors leading to the board room could be kept locked. The committee agreed with Jerry's concern and will have the one door locked.

## PERSONNEL: A. OLD BUSINESS:

1. Approval of February 11, 2009 minutes: Trustee Steve Smith motioned to approve the February 11, 2009 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

2. Employee handbook: Copies of the handbook had previously been passed out to the committee. Julie has inserted Steve's comments into the handbook. She and Dennis have not had time to sit down and compare the handbook to our existing code. They will start working on that as soon as possible. Steve questioned why grandparents weren't included in the bereavement leave. Julie will check the code. Rita said our employees shouldn't be reimbursed for lunch while on jury duty.

**B. NEW BUSINESS:** None.

**C. GENERAL CONCERNS:** None.

**D. PUBLIC PARTICIPATION:** None.

**ADJOURN:** Trustee Steve Smith motioned to adjourn at 6:53 p.m. and Trustee Rita Baker seconded the motion. All voting aye, motion carried.



Julie Polson  
Office Manager

Personnel/Police Committee Meeting  
Wednesday, March 11, 2009

Page 1 of 1

# SOUTHWESTERN ILLINOIS LAW ENFORCEMENT COMMISSION

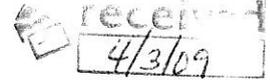
Mobile Team ASSIST #14

Second Floor  
St. Clair County Jail Building  
www.silec.org

618 / 277-1550  
Fax: 618 / 277-1553

700 North Fifth Street  
Belleville, Illinois 62221  
e-mail: office@silec.org

April 1, 2009



## TO ALL PARTNERSHIP AGENCIES IN THE SILEC ASSIST #14 REGION

Dear Law Enforcement Leaders:

This letter will serve as your annual **ASSIST #14 Partnership Contribution Invoice for FY'2010**. (July 1, 2009 – June 30, 2010)

All full time/part time officers and telecommunicators are to be included. All officers who are, or, who will be certified in FY'2010 are also to be included in the partnership. **The cost is \$85.00 per person**. This contribution will allow SILEC to continue to offer high dollar courses without charging tuition costs for individual courses.

The Partnership Committee is currently planning another great year for Partnership Training. **Please complete the attached invoice and submit your check made payable to: SILEC – Southwestern Illinois Law Enforcement Commission**

Mail to: 700 North 5<sup>th</sup> Street  
Belleville, IL 62220

Thanks for your continued support of the ASSIST #14 Project.

Sincerely,

Roger A. Richards  
Director

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## 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.

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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.**

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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

Comment [MSOffice1]: Steve suggested we replace this with "a valid"

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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.

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INTRODUCTORY STATEMENT

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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.

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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.

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PROBATION PERIOD

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The probation 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 probation period with or without notice.

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All new and rehired employees work on an probation 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.--include this sentence?

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If the Village of Freeburg determines that the designated probation period does not allow sufficient time to thoroughly evaluate the employee's performance, the probation period may be extended for a specified period by the supervisor, department head or Mayor.

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**Comment [MSOffice2]:** Steve suggested to insert, "However, an extension of the probationary period must be presented and approved by the Village's Personnel Committee."

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

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During the probation 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. Include this paragraph??

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**Comment [MSOffice3]:** Steve suggested we insert, “New employees are not entitled to health and life insurance or vacation during the probation period.”

### NATURE OF EMPLOYMENT

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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.

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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.

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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. Delete this paragraph??

**Comment [MSOffice4]:** Steve suggested we add, “If the Board of Trustees adds, changes, revises or eliminates policies and/or benefits, they will provide notification to the employees.”

### DISABILITY ACCOMMODATION

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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.

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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.

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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.

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### 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, 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:

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Comment [MSOffice5]: Steve included sexual orientation  
Comment [P6]: S.W. to check  
Comment [MSOffice7]: Steve included Gulf War, Iraq and Afghanistan. See changes Dennis and Julie made.  
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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.

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

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**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:

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- ◆ 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, unless specifically approved by the Village Board of Trustees.; and
- ◆ abusing prescription drugs or possessing prescription drugs that have not been prescribed for the employee by a physician.

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 Comment [MSOffice9]: These changes recommended by Steve

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.

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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.

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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;

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- ◆ drug testing on a random basis at the discretion of the Board.

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.

**Comment [MSOffice10]:** Steve questioned where the records would be kept and by whom and Julie inserted that information

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.

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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.

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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 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.

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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.

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## 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.

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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

Comment [MSOffice11]: Steve inserted materials collected