

## **INTRODUCTION and WELCOME to MONROE COUNTY, ILLINOIS**

Monroe County is pleased to welcome you as an employee. Monroe County recognizes that a personnel system which recruits and retains competent and dependable personnel is indispensable to efficient County government. This Handbook is provided to all employees to establish a systematic approach to administering the personnel policies of the County and is designed to communicate personnel policies and procedures. The policies and benefits in this Handbook may be revised or changed from time to time, with or without notice, as the County Board deems appropriate and advisable.

The information in this Employee Handbook is presented as a matter of information only. These policies do not limit the dissolution of the employment relationship, but rather set forth basic guidelines for wages, hours, benefits and working conditions for general information only. The policies contained in this Handbook are not intended, by reason of their publication, to confer any contractual rights or privileges upon an employee. This Handbook is not to be construed as a contract of employment. In fact, employees should understand that no representative of the County, other than the County Board, has any authority to enter into any agreement for employment for any specified period of time or to make any contract of employment and that any such agreement made by the County Board must be in writing, dated and executed by the parties to the contract. Absent a written and signed contract for a specific duration of employment, all Monroe County employees are employed on an "At-Will" basis.

The policies contained in this Handbook apply to all Monroe County employees, excepting employees of Oak Hill Nursing Home. Those employees are subject to a separate Employee Handbook. Further, employees of the Monroe County Health Department are subject to additional supplemental policies to this Handbook. However, to the extent that any policy contained herein conflicts with the terms of a collective bargaining agreement to which Monroe County is a party, the terms of the collective bargaining agreement will apply to employees covered by the collective bargaining agreement.

Policies stated within this document apply to all employees of the County, unless superseded by a union contract, individual employment contract, departmental policy, federal law or state law.

Individual departments are led by Department Heads and supervisors who can be elected County officials, appointed County officials or the Administrator of the Health Department. These department leaders will establish some policies and internal procedures for the purpose of addressing matters which are specific to departmental operations. This Handbook will address Monroe County's policies governed by federal and state laws which pertain to all employees.

Questions concerning policies or benefits outlined in this Handbook should be referred to an employee's Department Head or supervisor.

## **TABLE OF CONTENTS Section I ----- EMPLOYER RESPONSIBILITIES (PAGE 4)**

- A) Employment Categories (Page 4)
- B) Introductory Period (Page 4)
- C) Employment Classifications – Exempt and Non-Exempt (Page 5)
- D) Equal Employment Opportunity (EEO) Employer (Page 6)
- E) Americans with Disabilities Act (Page 6)
- F) Non-Discrimination on the Basis of Pregnancy (Page 6)
- G) Political Activity (Page 7)
- H) Employment-At-Will (Page 7)
- I) Employment of Relatives and Minors (Page 7)
- J) Access to Personnel Records (Page 8)
- K) Harassment Policy (Page 9)
- L) Workplace Bullying (Page 10)
- M) Employment Reference Checks (Page 12)

## **Section II ---- EMPLOYEE RESPONSIBILITIES (Page 12)**

- A) Work Hours (Page 12)
- B) Attendance / Punctuality (Page 13)
- C) Inclement Weather and Extreme Conditions (Page 13)
- D) Conflict of Interest (Page 14)
- E) Outside Employment (Page 14)
- F) Non-Disclosure / Confidentiality (Page 14)
- G) Technology, Email, Computers and Electronic Media (Page 15)
- H) Non-Solicitation (Page 23)
- I) Alcohol and Drug Use (Page 23)
- J) Drug and Alcohol Testing and Self-Identification (Page 24)
- K) Safety (Page 28)
- L) Smoking (Page 28)
- M) Dress and Personal Appearance (Page 29)
- N) Professional Conduct (Page 29)
- O) Malfeasance (Page 29)
- P) Updating Personal Information (Page 30)
- Q) Return of County Property (Page 30) R) Resignation of Employment (Page 30)
- S) Identification Badge Policy (Page 30)

### **Section III ---- POLICIES REGARDING PERFORMANCE and COMPENSATION (Page 31)**

- A) Performance Evaluations (Page 31)
- B) Compensation (Page 31)
- C) Meeting Expectations, Disciplinary Action Personnel Appeals (Pages 31)
- D) Payroll (Page 33)
- E) Overtime (Page 33)
- F) Compensatory Time (Page 34)
- G) Time Reporting (Page 34)
- H) Expense Reimbursement (Page 35)

### **SECTION IV ---- POLICIES REGARDING BENEFITS (Page 35)**

- A) Insurance Benefits (Page 35)
- B) Deferred Compensation Plan (Page 36)
- C) Illinois Municipal Retirement Fund (IMRF) (Page 36)
- D) Paid Time Off Benefits (Page 36)
- E) Family Medical Leave (Page 39)
- F) Extended Leaves Following FMLA (Page 43)
- G) Non-FMLA Leaves of Absence (Page 45)
- H) Employees Ineligible for Leave (Page 47)
- I) Victim's Economic Security & Safety Act (VESSA) Page 47)
- J) Volunteer Emergency Worker Job Protection Act (Page 50)
- K) Bereavement Leave (Page 50)
- L) Jury Duty (Page 53)
- M) School Visitation (Page 52)
- N) Voting (Page 53)
- O) Military Leave (Page 53)
- P) Family Military Leave (Page 53)
- Q) Worker's Compensation (Page 55)
- R) Holidays (Page 56)
- S) Employee Training (Page 56)

### **SECTION V – ACKNOWLEDGEMENTS/AGREEMENTS (Page 35)**

- Handbook Acknowledgement (Page 57)
- Non-Disclosure / Confidentiality / Conflict of Interest Agreement (Page 58)
- Harassment Acknowledgement (Page 59)

## **SECTION I ----- EMPLOYER RESPONSIBILITIES**

### **A) EMPLOYMENT CATEGORIES**

**FULL-TIME EMPLOYEES:** Employees who have completed their introductory period and are regularly scheduled to work at least forty (40) hours per work week are categorized as full time. Appointed officials are considered full-time employees, unless otherwise specified by an employment contract. Appointed officials are eligible for County benefits, unless otherwise stated in this handbook.

**PART-TIME EMPLOYEES:** Employees who have completed their introductory period and are regularly scheduled to work a minimum of twenty-four (24) hours per work week, but less than forty (40) hours per work week, are categorized as part-time employees and are eligible for the County's part-time benefits, unless otherwise stated in this handbook. Employees regularly scheduled to work less than twenty-four (24) hours per work week are ineligible for County benefits, unless otherwise stated in this handbook.

Part-time employees working forty (40) hours per work week on a temporary basis (i.e. -- substituting for a full-time employee who is on leave) are not eligible for benefits, unless they are permanently placed in a full-time position.

**INTRODUCTORY EMPLOYEES:** Employees who are within their introductory period are categorized as introductory employees and are not eligible for County benefits, unless otherwise stated in this handbook.

**TEMPORARY OR SEASONAL EMPLOYEES:** Individuals hired to temporarily supplement the County work force, assist in the completion of a specific project or perform seasonal work are categorized as temporary or seasonal employees. They are hired for a limited duration of time and are not eligible for County benefits.

**DEPARTMENT HEADS:** Department Heads are responsible for management of designated County functions and can be elected officials or appointed officials. The Administrator of the Monroe County Health Department is responsible for its operation.

### **B) INTRODUCTORY PERIOD**

The introductory period is ninety (90) days and is intended to provide newly-hired employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. In addition, the County uses the introductory period to evaluate an employee's capabilities, skills, work habits and overall performance.

If the County determines that the designated introductory period does not allow sufficient time to thoroughly evaluate an employee's performance, the County may extend the introductory period up to a maximum of thirty (30) additional days.

## C) EMPLOYMENT CLASSIFICATIONS

Employees will be informed when hired whether their position is classified as “exempt” or “non-exempt”. These classifications are dictated by federal guidelines by which Monroe County must strictly adhere.

**EXEMPT:** Employees who are classified as “exempt” are paid a salaried amount rather than an hourly wage, and are not paid overtime if they work more than forty (40) hours in a work week. These employees do not record hours worked; however, they do submit information about time off for vacation, illness, etc.

**NON-EXEMPT:** Employees who are classified as “non-exempt” receive overtime pay at the rate of 1½ times their regular hourly rate for all hours actually worked beyond forty (40) hours in a work week. Holidays, vacation and other time off are not counted in determining the actual hours worked. Nonexempt employees must receive permission to work overtime. Working overtime without permission can lead to counseling and discipline, up to and including termination. According to departmental guidelines and supervisory approval, compensatory time may be approved in lieu of overtime.

According to federal guidelines, non-exempt employees must keep accurate time records of the actual hours worked on the County’s timekeeping forms. Knowledgeable or deliberate falsification or alteration of time records will result in termination.

### EXEMPT SALARIED EMPLOYEE DEFINITION AND COMPLAINT PROCEDURE

An "exempt salaried employee" is an employee who regularly receives a predetermined amount of compensation each pay period on a weekly or less frequent basis and who falls within one of the following categories exempt from overtime: executive, administrative, professional, outside sales and certain computer employee. An employee who falls within the "exempt salaried employee" definition may not have his/her pay reduced because of variations in the quality or quantity of the employee's work, except, as follows:

- (1) For absences of one or more full days for personal reasons, other than sickness or disability;
- (2) For absences of one or more full days for sickness or disability IF the deduction is made according to a bona fide sickness or disability policy, plan or practice that provides compensation for time loss due to sickness or disability, or the employee is not yet eligible for pay under such a policy, plan or practice or has exhausted the employee's paid time under such policy, plan or practice;
- (3) To offset amounts employees, receive as jury or witness fees, or for military pay;
- (4) For unpaid disciplinary suspensions of one or more full days imposed in good faith for violations of safety rules of major significance such as those relating to the prevention of serious danger in the workplace or to another employee;

(5) For unpaid disciplinary suspensions of one or more full days imposed in good faith for violations of the Company's written workplace conduct rules and policies. Such rules and policies include, but are not limited to policies against harassment and violence in the workplace.

(6) When an "exempt salaried" employee works less than a full week for the first or final week of employment; or

(7) When an "exempt salaried" employee is eligible for and takes unpaid leave under the Family and Medical Leave Act.

It is the County's policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). Therefore, the County will not authorize any deduction that does not fall within the listed exceptions or that are not otherwise permissible under state or federal law. If you believe that an improper deduction has been made to your salary, you should immediately report this information to Human Resources.

Reports of improper deductions will be promptly investigated. If the County determines that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made. The County will also take whatever steps it deems necessary to ensure that any improper deduction brought to its attention under this procedure does not occur in the future.

## **D) EQUAL EMPLOYMENT OPPORTUNITY (EEO) EMPLOYER**

Monroe County is an Equal Employment Opportunity (EEO) employer and does not discriminate based on race, color, religion, gender (including gender identity and/or expression), national origin, age, citizenship status, marital status, sexual orientation, military or discharge status, those qualified as having physical or mental disabilities, sex (including pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth) or any federal or state classification. All employment decisions will be made in accordance with the individual's ability to perform the essential functions of the job. It is the responsibility of the County, along with its department heads and supervisors, to act in a nondiscriminatory manner in the treatment of candidates and employees, including hiring, promoting, compensating, granting benefits, training and disciplining employees.

## **E) AMERICANS WITH DISABILITIES ACT (ADA)**

The County adheres to requirements of the Americans with Disabilities Act (ADA). If an employee requires an accommodation in his or her work or work environment due to a condition which qualifies under ADA, the employee's supervisor should be contacted. The matter will be handled with confidentiality, and the County will make any reasonable accommodations that do not create undue hardship as defined by federal guidelines.

## **F) NON-DISCRIMINATION ON THE BASIS OF PREGNANCY**

The County will provide a reasonable accommodation for a medical or common condition of an otherwise qualified applicant, intern or employee, regardless of full-time, part-time, introductory or temporary status, related to pregnancy or childbirth, provided that the accommodation does not impose an undue hardship

on the ordinary business of the County's operations and as required by law. Reasonable accommodation may include things such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from pregnancy. It is the obligation of the individual to request a reasonable accommodation. The County may request documentation of the need for accommodation provided that the request is job-related and consistent with business necessity. It is the individual's responsibility to provide such documentation if requested. The County will not require an individual affected by pregnancy, childbirth or medical or common condition related to pregnancy or childbirth to accept an accommodation when it is not requested nor will the County require any such individual to take leave if another reasonable accommodation can be provided that would allow the individual to continue to perform the individual's essential job functions. The County will reinstate an individual affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or child birth to the individual's original position when the individual's need for reasonable accommodation ends and/or the individual expresses an intent to return, unless doing so would impose an undue hardship upon the ordinary operation of the County's business. The County will not retaliate against an individual affected by pregnancy, childbirth or medical or common condition related to childbirth or pregnancy who request or uses an authorized reasonable accommodation.

The failure of any employee or supervisor to comply fully with this policy will be grounds for disciplinary action up to and including termination of employment.

### **G) POLITICAL ACTIVITY**

Employees are not required to participate in or financially contribute to political campaigns nor shall they be subject to direct or indirect political influence or coercion. As an equal employment opportunity employer, political affiliation or support is not a contingency for employment with the County.

### **H) EMPLOYMENT-AT-WILL**

Except as provided for within and applicable collective bargaining agreement, employment with an employer within the state of Illinois is not governed by any written or oral contract and is considered an "At-Will" arrangement. Employees should understand that they are able, as is the County, to terminate employment at any time and for any reason, as long as there is no violation of applicable federal or state law.

### **I) EMPLOYMENT OF RELATIVES AND MINORS**

The employment of relatives in the same workplace can potentially cause serious conflicts and problems related to favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

For those reasons, it is the County's policy that relatives will not be allowed to work in a supervisor/subordinate relationship. For policy purposes, relatives are defined as parents, spouse, children, siblings, in-laws, grandparents, grandchildren and such step-relatives. If employees are currently married or marry during their employment by the County, they may remain employed as long

as a supervisor/subordinate relationship does not exist and their personal life does not interfere with the performance of their jobs.

With regard to age, individuals must be sixteen (16) years of age or older or have a work permit to be considered for employment.

## **J) ACCESS TO PERSONNEL RECORDS**

According to State of Illinois statute, employees may review their personnel file up to two (2) times within a calendar year, when requests are made at reasonable intervals. To do so, an employee must complete the County's request form and the review will be scheduled within two (2) working days. If the County can reasonably show that the deadline cannot be met, the County will have an additional seven (7) days to comply. The review shall not be performed during the employee's work hours. Documents may not be removed from the file by the employee, but copies may be made at the employee's expense.

Any employee who is involved in a current dispute with the County may designate, in writing, a representative to inspect their personnel record, if it is deemed to have a bearing on the resolution of the dispute.

The right of the employee, or their designated representative, to inspect their personnel records does not extend to:

- Medical records.
- Letters of reference.
- Test documents (other than the score).
- Materials relating to the County's personnel planning.
- Information of a personal nature about a person other than the employee, if it would invade that person's privacy.
- Records involving the employee subject to judicial proceedings.  Any records alleging criminal activity.

The official employee personnel file, except for employees of the Health Department, will be maintained by the office of Human Resources. Employment applications, along with mandatory federal and state forms, will be in the employee's personnel file. Employees who want to review their personnel file should contact Human Resources.

Information regarding medical and dental insurance enrollment for County-sponsored plans will also be maintained by the office of the Human Resources.

Employee information, forms and documentation that pertain to a specific department activity or function (i.e. – training records, attendance records, etc.) may be kept at the departmental level.

Due to grant requirements, the Health Department will maintain the official personnel file of Health Department employees, and duplicate information will be sent to Human Resources.



Should there be any changes in personnel information pertinent to your employment (e.g., changes in address, etc.), please contact Human Resources immediately, to complete the appropriate form(s), as it is the employee's responsibility to advise the County.

For the County to keep the employee's file as current and accurate as possible, it is the employee's responsibility to advise Human Resources if any of the following occur:

- You legally change your name, marry, or are legally separated or divorced.
- You change your address or telephone number.
- You want the County, in case of accident or emergency, to notify a different person than the one originally specified.
- There is a change with respect to your dependents.
- There is a change in military status affecting your ability to work.

If you dispute any information contained in the personnel file the information may be removed only if agreed to by the County. Otherwise you may submit a written explanation about the disputed information which will be attached to the disputed document in your personnel file.

## **K) HARASSMENT POLICY**

The County wishes to provide all employees and interns a work environment that encourages productive activity and mutual respect. To accomplish this, the County maintains a "zero tolerance" policy and will not tolerate harassment or inappropriate conduct described in this Policy by any person and will deal severely with anyone who engages in such conduct. Therefore, the County prohibits the harassment of or inappropriate conduct directed toward employees because of their race, color, gender (including gender identity and/or expression), age, national origin, religion, ancestry, citizenship status, disability, marital status, sexual orientation, military or discharge status or qualified as having physical or mental disabilities, sex (including pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth) or any federal or state classification. This policy is in effect whenever an employee is involved in County activities, including business trips, County events, etc.

1. Harassment or inappropriate conduct in violation of this policy can take the form of jokes, ridicule and slurs. No one has the right to harass someone because of their association with the protected categories listed above. This type of conduct has a negative effect on the workplace and is absolutely not acceptable. In many cases, the person who is offended can stop the conduct by telling the other person that they are offended and they expect the conduct to be discontinued. The County encourages this type of straightforward communication. (Employees should inform their supervisor of such a discussion.)
2. Sexual harassment can be difficult to define, and certain conduct is more offensive to some people than to others. However, the basic guideline that the County will follow is that physical touching not required by the job is inappropriate. Likewise, discussions, jokes or remarks involving sex, sexual matters, propositions or physical attributes are prohibited. No employee or supervisor may engage in this type of conduct. Although all types of prohibited conduct cannot be listed, the following list includes examples of types of prohibited conduct

- Unnecessary touching
  - Purposefully brushing against someone
  - Comments or slurs of a sexual or sexist nature
  - Cartoons or pictures that deal with a sexual or sexist subject
  - Pressuring someone to go on a date or unwelcome advances
  - Dirty or offensive jokes of a sexual or sexist nature
  - Treating someone in a derogatory manner because of sexual stereotypes or because they do not adhere to a sexual stereotype
3. Behavior of this type becomes particularly egregious when:
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
  - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.
  - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
4. Anyone knowledgeable of information regarding any harassment or inappropriate conduct described above should notify their supervisor or the State's Attorney or by calling the posted Employee Helpline. This includes harassment or inappropriate conduct by another employee, supervisor or nonemployee. (i.e. - supplier, vendor, delivery person, etc.)
5. The County will promptly initiate an investigation of the conduct and keep information as confidential as possible. All persons contacted must fully cooperate and, obviously, everyone is expected to be truthful and to use good judgment.
6. Any person who is found to be responsible for harassment or inappropriate conduct will be subject to appropriate discipline, the severity of which will be decided by the County based on the circumstances of the case. Discipline could involve, as an example a warning, suspension or termination. If the person being complained about is a non-employee the County will take necessary measures to protect the County employee.
7. If an employee is found to have made an unfounded and false accusation in bad faith the employee will be subject to disciplinary action due to the serious ramifications such an accusation can have on the person or persons accused.
8. No one who participates in or makes a truthful complaint under this policy shall suffer any retaliation as a result.

## **L) WORKPLACE BULLYING**

The County prohibits bullying. Employees found in violation of this policy will be disciplined, up to and including termination. Bullying is defined as “repeated inappropriate behavior, either direct or indirect,

whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work or at off-site, employer sponsored events.” Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in harassment, it is the effect of the behavior upon the individual which is important.

The County considers the following types of behavior examples of bullying:

- **Verbal Bullying:** slander, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks
- **Physical Bullying:** pushing; shoving; kicking; poking; tripping; assault; or threat of physical assault; damage to a person’s work area or property
- **Gesture Bullying:** non-verbal threatening gestures; glances which can convey threatening messages
  
- **Exclusion:** socially or physically excluding or disregarding a person in work-related activities

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

1. Persistent singling out of one person.
2. Shouting, raising voice at an individual in public and/or in private.
3. Using verbal or obscene gestures.
4. Not allowing the person to speak or express him/herself (i.e. ignoring or interrupting).
5. Personal insults and use of offensive nicknames.
6. Public humiliation in any form.
7. Constant criticism on matters unrelated to the person’s job performance or description.
8. Ignoring/interrupting an individual at meetings.
9. Public reprimands.
10. Repeatedly accusing someone of errors which cannot be documented.
11. Deliberately interfering with the mail and other communications.
12. Spreading rumors and gossip regarding individuals.
13. Encouraging others to disregard a supervisor’s instructions.
14. Manipulating the ability of someone to do their work (i.e., overloading, under-loading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
15. Inflicting menial tasks not in keeping with the normal responsibilities of the job.
16. Taking credit for another person’s ideas.
17. Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
18. Deliberately excluding an individual or isolating them from work-related activities (meetings, etc.).
19. Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual’s property (defacing or marking up property).

If you believe you are being bullied report it to your supervisor immediately. If the problem is with your immediate supervisor, report it to their supervisor or Human Resources. You can also utilize the procedure included in the County’s Anti-Harassment Policy. All complaints will be investigated and a written report prepared. Complainants will be briefed as to determination and if applicable that appropriate action is being taken.

The County prohibits retaliation against employees that have asserted a complaint under this policy or any individual who has cooperated in any investigation under this policy. Anyone who has been found to have engaged in retaliation in violation of this policy will be subject to appropriate disciplinary action up to and including termination.

## **M) EMPLOYMENT REFERENCE CHECKS**

The County will respond to reference check inquiries from other employers, credit organizations or other entities checking references on current or former employees, when accompanied by appropriate documentation. If the inquiry is in regard to income verification for credit / lending purposes, the request will be forwarded to Human Resources. If the inquiry is in regard to reference checking for employment purposes, the request will be handled by the respective department head who will only provide the following information:

- Dates of employment
- Position or positions the employee held
- Employee's last rate of compensation

Such information will only be provided to a potential employer, if the inquiry is accompanied by a signed release form from the employee. It is not recommended that the County reply to any questions regarding an employee's performance, attendance, etc. while working for the County, because there can be legal ramifications for the County if erroneous or legally restricted information is provided.

## **Section II ---- EMPLOYEE RESPONSIBILITIES**

### **A) WORK HOURS**

The normal business hours of the Monroe County administrative offices are Monday through Friday from 8 a.m. until 4:30 p.m. However, based on work or departmental needs, an individual's hours may vary according to agreement with their supervisor.

The State of Illinois establishes guidelines for meal breaks, and all County departments will comply with these guidelines. Meal breaks are not paid working hours. Meal breaks cannot be used to adjust the starting or ending time of the employee's scheduled workday. Subject to the terms of any applicable collective bargaining agreement, employees who work for 7 ½ continuous hours or longer will have a meal period of at least 20 minutes beginning no later than five hours after the start of the work period.

Work breaks are not mandated by Illinois law. Therefore, policies regarding work breaks will be at the discretion of Department Heads. If a Department Head institutes a break policy, the policy will be limited to no more than two (2) work breaks per day and each break will be no longer than fifteen (15) minutes in duration. Break time is paid; therefore, break time is not deducted on time reports. Work breaks cannot be used to adjust the starting or ending time of the employee's scheduled workday or to lengthen an employee's meal break.

In addition, Emergency Medical Services employees will receive required medical breaks. Medical breaks are paid; therefore, medical breaks are not deducted on time reports.

All departments, except the Ambulance Service and the Health Department, may have staffing through the lunch period to provide service to patrons of County departments. With the exception of emergency personnel Ambulance Service is not staffed for lunch. At the discretion of the Health Department Administrator, the Health Department, infrequently, may close during the lunch period. Whether a department is open during lunch will be up to the Department Head, however each department should exercise its best efforts to stay open through the lunch period.

The work week for the majority of County employees is Sunday through Saturday for purposes of calculating weekly pay and payment of overtime.

The work week for the Health Department employees is Sunday through Saturday for purposes of calculating weekly pay and payment of overtime.

## **B) ATTENDANCE AND PUNCTUALITY**

1. Punctuality is expected and required of all employees. Employees should call their supervisor or the supervisor's designee, if they are not able to work due to illness or they will arrive late. The employee should call as soon as possible, but **NO LESS THAN ONE (1) HOUR BEFORE THEIR STARTING TIME**. Unless instructed otherwise, the employee should call in each day of absence, unless the employee is on an approved Leave of Absence, and speak directly with their supervisor or the supervisor's designee. They may be asked to leave a phone number where they can be reached throughout the day in case work-related questions arise. Voice mail messages do not fulfill this responsibility. If a voice mail message must be left, the employee should call back later and actually speak to the supervisor.
2. Employees who are absent three (3) or more consecutive days must present a physician's statement releasing the employee to return to work to their supervisor or the supervisor's designee. The statement must indicate that the employee was unable to work the entire length of the absence, along with the date the physician allowed the employee to return to work. The County may request a physician's statement for shorter absences based upon circumstances.
3. The County has a "no call – no show" policy. An employee who does not call in to report their absence or who does not report for work as scheduled is subject to immediate termination, even if they attempt to return to work on their next scheduled work day. Any employee who fails to call in or report for work for three (3) consecutive days will be considered to have abandoned their position and deemed to have voluntarily resigned.
4. Being punctual means being at the workstation or assignment and prepared to work at the designated starting time.
5. Excessive or frequent tardiness, absences or failure to give proper notice to the supervisor will be grounds for disciplinary action, up to and including termination.

## **C) INCLEMENT WEATHER AND EXTREME CONDITIONS**

During periods of inclement weather, the County expects employees to make every reasonable effort to arrive for their work schedule as assigned. If an employee does not report to work due to weather conditions, the employee may choose to be paid from accrued vacation or compensatory time or take the day as unpaid. If an employee arrives after their scheduled start time, due to weather conditions, they will be paid for the entire day. If an employee is not scheduled to work on a day of inclement weather, the employee is only entitled to what was previously scheduled (i.e. vacation, compensatory time, unpaid time).

If conditions are serious enough to make travel unsafe or extreme conditions warrant closing County offices, the County will release employees before the end of regular business hours. If such a situation occurs, the

County Board will make the determination to close County offices and notify Department Heads. When this occurs, an employee will be paid for the remainder of the hours they were scheduled to work that day. Due to the nature of their work Emergency Medical Services employees will not be released before the end of their regular scheduled shift, and, depending upon the circumstances, may be required to work additional hours.

## **D) CONFLICT OF INTEREST**

The County strives to operate within the letter and spirit of all laws applicable to County operations. Ethical conduct means not only observing the law, but also conducting business so that the County will deserve and receive recognition as a law-abiding entity. The term “conflict of interest” describes any circumstances that could cast doubt upon an employee’s ability to act with total objectivity with regard to the County’s interest.

1. No undisclosed or unrecorded fund or asset of the County or its subsidiaries shall be maintained or established for any purpose. No false or artificial entries shall be made on the books or records of the County for any reason. No payment on behalf of the County shall be made or approved with the understanding that it will or might be used for something other than the stated purpose.
2. The County prohibits employees from accepting gifts or services of tangible value (over \$100.00) or other compensation that is prohibited by the Illinois Gift Ban Act from individuals and/or businesses that conduct business with the County or seek to do business with the County.
3. New or existing business relationships, including investments in potentially conflicting outside enterprises, should be approved by the County Board.
4. In the cases stated in this policy, the conflict is clear. Other situations might arise which create less obvious conflicts. Because concealment creates suspicion, any doubtful situation or transaction should be disclosed to the County Board in writing.

## **E) OUTSIDE EMPLOYMENT**

An employee may not be directly or indirectly employed by an employer other than the County in which the outside employment poses a real or apparent conflict of interest with their County duties, unless written permission is obtained from the County Commissioners or Board of Health.

If an employee accepts outside employment and it interferes with the performance of the employee’s duties to the County, the employee will be asked to terminate the outside employment in order to remain with the County. This pertains to situations that would adversely affect or have the potential to adversely affect the County’s proprietary position, in the County’s opinion.

## **F) NON-DISCLOSURE / CONFIDENTIALITY**

No employee may profit from confidential information obtained by the employee during the course of duties on behalf of the County. Employees may not disclose or discuss the County’s confidential information with anyone outside the County without written permission of their supervisor. Under no circumstances are materials, documents or other information that are designated as confidential, proprietary, personal or restricted to be removed from the County’s premises without the prior express permission of a supervisor. Employees’ and co-worker’s personal information (including, but not limited to, telephone numbers, addresses and Social Security numbers) is confidential and is prohibited from being shared.

Former employees have a continuing obligation to refrain from disclosing confidential information. This means that upon termination, of employment an employee must return all confidential materials to their supervisor and must continue to refrain from disclosing confidential information consistent with the Nondisclosure / Confidentiality / Conflict of Interest Agreement that is part of this handbook.

At the beginning of employment with Monroe County, an employee must sign a Nondisclosure / Confidentiality Agreement provided by the County. Pursuant to the terms of this Agreement, each employee is required to:

- Keep confidential and use only for the purpose of the County's business, the County's proprietary and confidential information and materials.
- Maintain in confidence and use only as permitted, third party proprietary and confidential information and materials.

The Nondisclosure / Confidentiality Agreement includes other terms and conditions related to the above.

Employees who improperly use or disclose confidential business information, or otherwise breach terms of the Agreement, are subject to disciplinary action, up to and including termination, even if they do not actually benefit from the disclosed information. If it is determined that an employee, or former employee, has divulged any confidential information regarding Monroe County or its taxpayers, the County will pursue the matter to the fullest extent permitted by law.

Also, if an employee is responsible for safe-keeping confidential materials (i.e. – personal identity information, health and dental insurance information, etc.) of employees or the public and such information is falsely obtained due to lack of following stated procedures, the employee will be subject to disciplinary action, up to and including termination, and the County will pursue legal recourse for resulting damages.

## **G) TECHNOLOGY, EMAIL, COMPUTERS, ELECTRONIC MEDIA**

### **COUNTY PROPERTY**

County communications systems, including, but not limited to, host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, stand-alone computers, peripherals, laptops, PDAs, printers, telephones, cell phones, cameras, two-way radios/CB's and walkie-talkies, software, data files, voicemail, and all internal and external computer and communication networks (e.g. Internet, commercial online services, value-added networks, e-mail systems, text messaging, instant messaging), whether leased, owned, licensed, or operated by the County, or that may be accessed directly or indirectly through County equipment are the property of the County, as are all communications and information transmitted, received, or stored through or in those systems. All computer disks, computer software programs, computer records, and computer files and documents provided to you or created by you during your employment with the County are the exclusive property of the County.

### **NO EXPECTATION OF PRIVACY**

The use of County communications systems is available to you to assist you in performing your job. Your use of these systems is not private, notwithstanding that you may have a mailbox and a personal password, identifying code, or personal identification number. Accordingly, you should not have an expectation of privacy in anything you create, store, send, or receive on or through the County communications systems, except where that information is protected under specific statutes such as the Health Insurance Portability and



Accountability Act (“HIPAA”), or privileged under the law. County communications systems are to be used only by authorized individuals.

Except where provided to the contrary by applicable law or privilege, all data found on or received by the County’s computer email system is considered to be part of the official records of the County and, as such, is subject to disclosure to law enforcement or other third parties, including requests for information submitted to the County through the State of Illinois Freedom of Information Act (FOIA). Consequently, employees should ensure that business information contained in email messages and other electronic communications is accurate, appropriate, ethical and lawful.

## **APPROPRIATE AND INAPPROPRIATE COMMUNICATIONS**

The County recognizes that on occasion, you will utilize the County’s communications systems for personal use. However, all such use shall be reasonable, limited to matters of significance, and shall not interfere with your regular employment duties. You are not to use the County’s communications system for personal projects or outside work that is not related to County business without the advance express consent of your immediate supervisor. All communications over the County communications system must be consistent with conventional standards of ethical and proper conduct, behavior and manners and are not to be used to communicate, create, forward or display any illegal messages, or messages including photographs, graphics and audio materials that would violate the County’s policies against harassment or discrimination. The following are examples of unacceptable communications or use of County communications systems:

- Material that is fraudulent, sexually explicit, obscene, in furtherance of an illegal activity including gambling or otherwise unlawful or that is harassing (as defined by our anti-harassment policy), threatens, libelous or defamatory regarding fellow professionals, employees, residents, competitors or anyone else may not be sent or created on, displayed on, or stored in the County’s communications system or during employee working time. Users encountering or receiving this kind of material should immediately report the incident to their supervisor.
- Without prior written permission from your supervisor or department head (or designees), reproduction, dissemination, or storage of commercial or personal advertisements, solicitations, promotions or political material or trade secrets of the County, residents, vendors or competitors. The reproduction, dissemination or storage of destructive programs (i.e., viruses or self-replicating code), or for any other unlawful use, including, but not limited to, any use that violates other County policies.
- You may not deliberately perform acts that waste any of the part of the County’s communications system or unfairly monopolize any of the County’s communications system to the exclusion of others. These acts include, but are not limited to, excessively using the County’s e-mail system or instant messaging for other than business-related communications, downloading and using instant messaging where such programs have not been provided by the County and without the County’s authorization, sending multiple pictures using the County’s e-mail system (unless specifically authorized to do so and business-related), sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of large documents, undertaking excessively large OCR scanning projects, or otherwise creating unnecessary network traffic.
- Without prior written authorization from the County’s IT service provider or its designee (or his or her designee), you may not do any of the following: (1) copy software for use on personal or home computers or other PDA’s; (2) provide copies of software to any independent contractors or clients of the County or to any other third party; (3) install software on any of the County’s workstations, servers or devices; (4) download any software from the Internet or other online service to any of the County’s workstations, servers or devices; (5) modify, revise, transform, recast, or adapt any software; or (6)

reverse-engineer, disassemble, or decompile any software. Any software intended for use on any of the County's communications systems must be installed and tested by County's IT service provider or its designee prior to its use. If you become aware of any misuse of software or violation of copyright laws you should immediately report the incident to your supervisor.

- Sending, transmitting, or otherwise disseminating proprietary data, trade secrets, or similarly protected and confidential information of County, other non-public information regarding its residents, or other persons and entities with whom the County does business or serves is strictly prohibited unless expressly authorized by the County's Management (or designee) or other owner of such information. Unauthorized dissemination of this information may result in substantial civil liability as well as criminal penalties and disciplinary action up to and including termination.
- Transmitting any communication that hides or misrepresents the identity of the sender.

The County's policies against discrimination, harassment and retaliation and Social Media policies apply to the use of County communications systems.

## **MESSAGES**

You are responsible for the content of all text, audio, or images that you place or transmit via the County communications systems. Any messages that you place or transmit in the County's E-mail, instant messaging and voice mail systems must contain your name and should be drafted with the same care that you would take with any written documentation.

All messages placed in the County's E-mail, instant messaging and voice mail systems will be deemed the sole property of the County (even when an employee leaves the County) and may only be disclosed in accordance with the County's Confidentiality policy and on a County business-related need-to-know basis only. This does not prohibit employees from discussing terms and conditions of employment.

## **USE OF E-MAIL OR INSTANT MESSAGING**

Always exercise caution to ensure that the address you use is absolutely correct for the intended recipient. Always exercise good judgment and common sense when creating and distributing messages for internal and external files.

Keep in mind that "deleting" or otherwise removing a message from a file does not mean that it has been erased from the County's data processing system. Backup copies of all documents, including E-mail and Instant Messaging correspondence, may be retained by the County.

Assume that all e-mails or instant messages you send will be printed and saved by the recipient, just as any other form of correspondence would be. Similarly, if the e-mail communication (both those you send and those you receive) would have been put in a County file if it were a hard copy, you should print the e-mail communication and file it in the same manner.

If you are sending a confidential message, mark it as such in a manner reasonably calculated to alert the recipient of its confidential nature. If it is important that only the intended recipient view the message, be sure you know who has access to his or her e-mail box before sending it. If you are using encryption or other means of security, be sure the recipient has the ability to open the message.

If you receive an E-mail from someone you don't know, contact the Systems Administrator before you open it. There is always the risk that the E-mail may contain a virus that could disrupt the County's E-mail system. Also, the Systems Administrator can block receipt of future E-mails from that sender.

## **PROTECTION OF CONFIDENTIAL INFORMATION AND COPYRIGHTED INFORMATION**

You should not consider electronic communications to be private. Confidential information should be transmitted in other ways.

All software must have proper vendor authorization for use. All license conditions must be met. Copyrighted materials not belonging to County are not to be transmitted via the County communications systems, copied, modified, or forwarded, without the permission of the copyright holder.

## **SECURITY**

You must provide the County's IT service provider or its designee with your current password, identifying code, or personal identification number. Do not disclose your password, identifying code or personal identification number to anyone other than the County's IT service provider or its designee. Do not use unauthorized codes, passwords, or other means to gain access to any component of County communications systems.

The use of a password to gain access to the County's communications systems or to encode particular files or messages does not imply that you have an expectation of privacy regarding the material created or received on or through the County's communications systems. The County has administrative access to all material stored on its communications systems, regardless of whether that material has been encoded with a particular user's password or otherwise protected by special entry code or procedure.

To prevent computer viruses from being transmitted through the County's Internet and E-mail systems, do not download any software without authorization. All downloaded software and software loaded from any device or drive must be authorized by the County's IT service provider or its designee. Applications installed on the County's computers must be installed by the County's IT service provider or its designee and must be business related. You should understand that your home computer and/or laptop might contain viruses. All files transferred from these computers to County's network MUST be scanned for viruses. All users are required to verify their virus definitions are up to date and should perform periodic virus scans. Any suspected viruses, adware or scams should be reported to the County's IT service provider or its designee immediately.

Do not leave storage devices lying around on your desk or elsewhere. Backup devices are to be given to the County's IT service provider or its designee.

You may not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file. You may not use the County's communications systems to "snoop" or pry into the affairs of other users by unnecessarily reviewing their files and messages.

Your ability to connect to the County's communications systems, whether through the network, by a modem, or by other method, does not imply a right to connect to or use the County's communications systems unless specifically authorized by the County's IT service provider or its designee.

You may access the County's communications systems from outside the County through the Internet only through software and/or hardware approved by the County. At all times, you should be mindful of the dangers

associated with sending information across the Internet. You must use caution in all instances of doing so and must request access to appropriate encryption and/or sender authentication software from the County's IT service provider or its designee if the information being transmitted requires special handling or treatment. You are responsible for ensuring that use of computers and networks external to the County's network, such as the Internet, does not compromise the security of the County's communications systems. This duty includes taking reasonable precautions to prevent and protect against guests and intruders from accessing the County's communications systems without authorization and to prevent introduction and spread of viruses. If you or a County guest or other visitor requires access to the Internet (a) while on County premises or (b) at any location through the County network, in either case using equipment or applications not provided by the County, permission first must be obtained from the County's IT service provider or its designee.

To protect the security of the County's communications systems and Company information, you are required to log out of the network whenever you leave your computer unattended for any extended period of time, e.g. when leaving the office for a meeting or at the end of the work day.

### **CRIMINAL CONDUCT PROHIBITED**

It may be a crime to do any of the following. Accordingly, you are prohibited from engaging in any of the following conduct:

- Modifying or destroying data or programs or supporting documentation residing or existing internal or external to a computer, computer system, or computer network, without authorization.
- Disclosing or taking data, programs, or supporting documentation, residing or existing internal or external to a computer, computer system, or computer network, without authorization.
- Disclosing or taking a password, identifying code, personal identification number, or other confidential information about a computer system or network that is intended to or does control access to the computer system or network, without authorization.
- Accessing a computer, a computer system, or a computer network, and intentionally examining information about another person, without authorization.
- Receiving, retaining, using, or disclosing any data that you know or believe was obtained as a result of any of the above-described conduct, without authorization.
- Modifying, destroying, damaging, or taking equipment or data storage devices used or intended to be used in a computer, computer system, or computer network, without authorization.
- Modifying, destroying, damaging, or taking any computer, computer system, or computer network, without authorization.
- Accessing or causing to be accessed any computer, computer system or computer network, without authorization.

### **ENCRYPTION SOFTWARE**

Due to the nature of the information being utilized certain offices may use encryption software previously authorized by the County's Management. This Policy does not prohibit the installation of such encryption software as needed to perform the responsibilities of the office. In all other circumstances, you may not install

or use personal encryption software on any of the County's communications systems without first obtaining written permission from the County's Management (or designee). You may not use passwords or encryption keys that are unknown to the County's IT service provider or its designee.

The federal government has imposed restrictions on the export of programs and files containing encryption technology (such as e-mail programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology is not to be placed on the Internet or transmitted in any way outside the United States without prior written authorization from the County's Management (or designee).

## **MONITORING**

All communications transmitted via the County communications systems, or placed into their storage, including password and security-code protected messages, are subject to access, review, and audit by County management, as permitted by law. The County may also review and record computer log-on times, user identification, and files accessed. The County may access its records regarding employee use of telephone calls, and E-mail and Internet communications, as well as usage patterns. The County reserves the right to disclose all communications sent or received over its communications systems for any lawfully permitted purpose.

## **CONSENT**

By using the County's communications systems, you consent to and agree to follow this policy, and you expressly waive any right of privacy in and consent to the County's lawful right to access, review, audit and disclose anything transmitted from, received into, or stored in those systems, including, but not limited to, telephone, voice mail and E-mail communications, and Internet access. You understand that the County may use human or automated means to review employee use of its communications systems, including, but not limited to, reviewing sites visited by you on the Internet, reviewing voicemail records, reviewing instant messaging records, chat groups and newsgroups records, reviewing materials downloaded or uploaded by you and reviewing e-mail records. Violation of this Policy may result in disciplinary action, including termination of employment, civil liability, and criminal prosecution.

## **SOCIAL MEDIA POLICY**

We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees who work for the County.

## **GUIDELINES**

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the County, as well as any other form of electronic communication.

The same principles and guidelines found in County policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects

your job performance, the performance of fellow employees or otherwise adversely affects residents, suppliers, vendors, people who work on behalf of the County or the County's legitimate business interests may result in disciplinary action up to and including termination.

### **KNOW AND FOLLOW THE RULES**

Carefully read these guidelines, the County Equal Employment Opportunity Policy, the County Confidentiality Policy, the County Harassment Policy, the County Workplace Violence Policy, and the County Communications Property Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

### **BE RESPECTFUL**

Always be fair and courteous to fellow employees, residents, suppliers, vendors or people who work on behalf of the County. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or management than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage residents, suppliers, vendors, employees or others who are working on behalf of the County, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or County policy.

### **BE HONEST AND ACCURATE**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the County, fellow employees, vendors, residents, suppliers, people working on behalf of the County or competitors.

### **POST ONLY APPROPRIATE AND RESPECTFUL CONTENT**

- Maintain the confidentiality of County trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, knowhow and technology, confidential resident information, strategic business plans, competitor intelligence, financial information, business contracts, and other proprietary and non-public County information. Do not post internal reports, policies, procedures or other internal non-public, business related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a “tip” on inside information to others so that they may buy or sell stocks or securities.
- Do not create a link from your blog, website or other social networking site to a County website without identifying yourself as a County employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for the County. If the County is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the County, fellow employees, vendors, residents, suppliers or people working on behalf of the County. If you do publish a blog or post online related to the work you do or subjects associated with the County, make it clear that you are not speaking on behalf of the County. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Monroe County.”

- You are prohibited from pressuring your coworkers to “friend” you or otherwise connect or communicate with you via any form of social media in a manner that violates the County’s policies against Harassment or Violence.
- Managers should not issue “friend” request to subordinates, since that could create an awkward situation for employees. If, however, you have previously “friended” a subordinate prior to the issuance of this Policy, such action will not be treated as a violation of this Policy. Further, the employee can remove the “friend” without any threat of retaliation.
- Managers and Supervisors may not require any employee or prospective employee to provide their password to the employee’s own personal social networking site.

## **USING SOCIAL MEDIA AT WORK**

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with County Policy. Do not use County email addresses to register on social networks, blogs or other online tools utilized for personal use.

## **RETALIATION IS PROHIBITED**

The County prohibits taking negative action against any individual for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another individual for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

The County will not retaliate or discriminate against you for expressing your personal opinion in personal blogs, on non-working time, for political, organizing, union or other lawful purposes, provided that County guidelines are followed; however, County equipment and systems may not be used for such purposes.

## **MEDIA CONTACTS**

Unless previously authorized and/or within the employee’s job duties, employees should not speak to the media on the County’s behalf without contacting the County Commissioners first. All media inquiries outside the employee’s prior authorization or the scope of the job duties should be directed to the County Commissioners or the appropriate Department Head.

## **ADDITIONAL OBLIGATIONS**

- You should obey all laws regarding electronic and other communications and know and understand and comply with terms of service of any site that you use.
- Use your best judgment. Remember that there are always consequences to what you publish. If you are about to publish something that makes you even the slightest bit uncomfortable, review the rules and guidelines within this Policy and think about whether the intended post complies. If you are still unsure, and it is related to County business, feel free to discuss it with your supervisor. Ultimately, however, you have the sole responsibility for what you post to your blog or publish in any form of online social media.
- The County may, within the limits permitted by applicable law, at its option, monitor internal and external sources to identify inappropriate use. Employees have no right of privacy if they are using County services or equipment for blogging or otherwise engaging in social media.

## **FOR MORE INFORMATION**

If you have questions or need further guidance, please contact your supervisor or Human Resources.

## **H) NON-SOLICITATION**

In an effort to ensure a productive and harmonious work environment, and out of consideration to our residents, customers and visitors, persons not employed by the County may not solicit or distribute literature on County property, including grounds and parking lots, at any time for any purpose, except for areas that are open to the public, consistent with that area's purpose and as permitted or required by law.

County employees are not permitted to distribute literature in work areas.

County employees are not permitted to, solicit or sell merchandise during the working time of the employee doing the solicitation or the employee being solicited. For the purpose of this policy, solicitation includes but is not limited to requesting charitable contributions, invitations to social events, advertisements for home sale parties or communication with a team member seeking to obtain support for agreement with or participation in an outside group, organization, cause or activity. This includes solicitation by electronic means.

Work time includes all time during which an employee is assigned to or engaged in performing his or her job, but does not include breaks, meals or other designated relief periods during which an employee is not assigned or expected to perform any job.

Working area includes all areas where services are being provided for the County residents, customers and visitors but does not include, areas where employees are permitted to take breaks, meals or spend other relief periods, other such non work areas and areas that are open to the public.

In addition, the posting of written solicitations on County bulletin boards is prohibited. These bulletin boards display important information, and employees should consult them frequently for:

- County announcements
- Internal memoranda
- Payday notice
- State disability insurance/unemployment insurance information

Failure to follow this policy will result in disciplinary action up to and including termination. Nothing in this section prohibits employees from discussing terms and conditions of employment.

## **I) ALCOHOL AND DRUG USE**

1. The County perceives alcohol and drug abuse as a potential health and safety problem. Therefore, the County strives to provide an alcohol-free and federal drug-free workplace and maintains a "zero tolerance" policy regarding alcohol or federal illegal drug use in violation of this Policy. To promote this goal, employees are required to report to work in an alcohol-free and drug-free condition to perform their jobs in a safe and satisfactory manner.

2. While on the job, no County employee may use, possess, manufacture, distribute, sell or be under the influence of alcohol or illegal drugs or controlled substances. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to safely perform essential functions of their job.



Employees are expected to effectively perform their work duties in a safe manner that does not endanger themselves or other individuals in the workplace. County Highway Department employees who possess a Commercial Driver's License will be subject to Illinois Department of Transportation (IDOT) regulations relating to prescribed medication.

3. The County reserves the right to require employees to undergo drug and/or alcohol testing, if there is reasonable suspicion that the employee is under the influence of illegal drugs or alcohol while working. Such reasonable suspicion includes, but is not limited to: (1) Behavior that leads a supervisor to believe that the employee might have used substances prohibited by this policy; (2) An on-the-job accident that results in property damage or requires medical attention; or (3) for EMS employees, a violation of the Narcotic Count policy or a discrepancy in the Narcotic Count.

4. An employee is mandated to inform the County Board in writing of any criminal drug conviction for a violation occurring in the workplace or in work-related activities no later than five (5) days after such conviction.

5. An employee who tests positive for illegal drugs or whose blood alcohol level is above the State of Illinois limit for intoxication is subject to disciplinary action, up to and including termination of employment. The County may also require the individual to participate in a substance abuse rehabilitation or treatment program as a condition of retaining employment.

6. An employee's worker's compensation benefits will be reduced by the maximum amount permitted by law, if an employee sustains a workplace injury in connection with the use of alcohol or illegal drugs.

7. An employee's refusal to submit to drug and/or alcohol testing, refusal to sign the medical consent form for such testing or attempt to frustrate such testing will be cause for termination of employment.

## **J) DRUG AND ALCOHOL TESTING**

1. The County has a strong commitment to provide a safe workplace and to establish programs promoting high standards of employee health, safety and productivity.

2. While the County has no intention of intruding into the personal lives of its employees, it recognizes that involvement with drugs or alcohol takes a toll on job performance.

3. The County strongly encourages persons with drug or alcohol problems to seek immediate treatment.

4. All testing shall be performed at a competent medical facility that is either certified by the applicable governmental agency or is authorized to perform the testing. All specimen collection and testing for drugs and alcohol will be performed in accordance with the procedures provided for by the United States Department of Transportation ("DOT") rules for workplace drug and alcohol testing compiled at 49 C.F.R., Part 40, including but not limited to, chain-of-custody procedures.

5. Employees violating this Policy (including by testing positive) may be subject to a reduction in Workers' Compensation benefits if the illness or injury occurs in conjunction with the employee's drug or alcohol use or a denial of such benefits when the violation is the proximate cause of an otherwise compensable injury.

6. A positive test result under this Policy will cause an employee to face termination and may be deemed misconduct connected with the employee's work for the purpose of Employment Security Benefits, subjecting the employee to a denial of Unemployment benefits.

7. Employees who refuse a test under this Policy will be subject to termination and may be subject to a forfeiture of Workers' Compensation benefits.

## **DRUGS**

1. The term drugs in this Policy is defined as any federal drug or drug-like substance whose sale, use or possession federally unlawful, e.g. heroin, cocaine and marijuana, regardless of whether the marijuana use is for medicinal purposes, or drug-like substance that causes or may cause impaired function or judgment or prescription drugs used in a manner other than as prescribed.
2. The possession, use or sale of drugs is inconsistent with the County's objective of operating in a safe and efficient manner. Therefore, no employee shall use drugs or have drugs in his or her possession at any time during working hours including while they are not working, such as at lunch or rest breaks, or at any time on property of the County or a customer. Additionally, no employee shall report to work while under the influence of or impaired by drugs. The County shall consider anyone who tests positive for drugs or whose test is adulterated or diluted to be in violation of this policy.
3. Employees violating this Policy (testing positive or having an adulterated or diluted sample) will be subject to termination of employment.
4. Any driver subject to IDOT drug-testing requirements shall be terminated if they are found to be unqualified to drive. An employee is unqualified to drive if the employee tests positive on any test given pursuant to IDOT requirements, or this Policy, including a refusal to test or the presence of an adulterated or diluted sample. Individuals subject to such IDOT requirements shall be notified, given a copy of IDOT rules and procedures for drug use and testing, in addition to this Policy. Any IDOT test will be administered pursuant to federal requirements for DOT drug and alcohol testing.
5. The unlawful involvement with drugs off County work time may also constitute grounds for termination of employment.
6. This Policy does not prohibit employees from taking prescription drugs under the direction of a physician, excepting that medical marijuana use on County work time or in a working area or when that use causes the employee to be under the influence of medical marijuana at work, as demonstrated by a positive drug test under the County's Policy, is prohibited. An employee in a safety sensitive position undergoing prescribed medical treatment with any drug which may alter his or her physical or mental ability to perform the employee's job safely must report this treatment to Human Resources. Human Resources and the employee's Department Head will determine whether a temporary change in the employee's job assignment during the period of treatment is warranted. The County is not interested in the reason the employee is taking the prescription drug, but rather it is interested in assuring that the drug does not create the possibility of compromising the safety of the employee, any other employee, a customer, resident or other worker.
7. Any employee who is required to possess a CDL as part of the employee's job duties is prohibited from using marijuana, including medical marijuana and from operating, navigating or being in actual physical control of a motor vehicle while either using marijuana, including medical marijuana or under the influence of marijuana. Any employee who is required to possess a CDL as part of the employee's job duties who tests positive for marijuana may be subject to termination, regardless of whether the marijuana use is prescribed.

## **ALCOHOL**

1. The use of alcohol on the job by any employee is also inconsistent with the objective of operating in a safe and efficient manner. Accordingly, no employee shall consume alcohol or have alcohol in their possession during working hours, including while they are not working, such as at lunch or rest break. No employee shall report to work under the influence of alcohol.
2. Employees violating this Policy (testing positive or having an adulterated or diluted sample) shall be subject to termination of employment.
3. Any driver subject to IDOT alcohol testing requirements shall be terminated if they are found unqualified to drive. An employee is unqualified to drive if the employee's tests positive on any test given pursuant to IDOT requirements, or this Policy, including a refusal to test or the presence of an adulterated or diluted sample. Individuals subject to such IDOT requirements shall be notified and given a copy of IDOT rules and procedures for alcohol use and testing, in addition to this Policy.

## **TESTING**

1. Employees must understand that all drugs have a lingering effect and a drug test will show a positive result for days, sometimes weeks, after ingestion.
2. The presence of alcohol will be determined by a breathalyzer or blood test in accordance with Federal DOT or IDOT regulations governing such testing.
3. The presence of federal drugs will be tested by the collection of a urine sample under the supervision of a clinic or laboratory in accordance with Federal DOT or IDOT regulations governing such testing. The sample will be subjected to the EMIT test; a positive finding will result in the use of the GC/MS confirmatory test.
4. Applicants.
  - a. Applicants will be screened for drugs if the County offers them a job. The job or continued employment shall be conditioned upon a negative test result. Applicants from a hiring hall will be screened for drugs in accordance with procedures established by the applicable Union.
  - b. Applicants will be requested to sign an "Applicant Consent/Release" authorizing the drug screening tests and to release the results to the County.
  - c. The County will withdraw its offer of employment from any applicant who refuses to sign the Applicant Consent/Release or who refuses take the test or tests positive for drugs.
5. Employees -- Fitness for Duty.
  - a. All Instances. Any employee whose actions or performance causes the County to have a good faith belief that the employee may be affected by drugs and/or alcohol may be subject to a drug and/or alcohol test. The good faith belief that the employee may be affected by drugs and/or alcohol must be confirmed by no less than two (2) levels of management including supervision. An employee's actions or performance gives the County a good faith belief that the employee may be affected by drugs and/or alcohol when the employee manifests, specific articulable symptoms while working that decrease or lessen the employee's performance of duties or tasks of the employee's job position. Such symptoms may include, but are not limited to the following: the employee's speech, physical dexterity, agility, coordination,

demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment or machinery, disregard for the safety of the employee to others, involvement in an accident that results in serious damage to equipment or property, disruptions of a production or manufacturing process; or carelessness that results in any injury to the employee or others.

- b. Post-Accident with Injuries. An employee who causes a work-related accident, while on duty or in a County vehicle which results in an injury requiring immediate off-site medical treatment or property damage or causes disabling damage to any vehicle requiring the vehicle to be towed may be subject to a drug and/or alcohol test.
  - c. Random Testing. Every individual who is required to possess a CDL as part of their job duties that is subject to IDOT Drug and Alcohol testing requirements will be subject to Random Testing for drugs and alcohol as required by IDOT.
6. Employees who are requested to submit to a drug and/or alcohol test will be asked to sign an "Employee Consent/Release" authorizing an agent of a County-designated facility to perform the test and to release the results to the County.
  7. All drug and alcohol tests shall be performed by a laboratory, which meets the standards established by the Department of Health and Human Services and in accordance with DOT and/or IDOT rules for workplace drug and alcohol testing. The alcohol test shall be by breathalyzer or blood test. The drug test shall be done by urinalysis. The initial test performed on the urine sample shall be the EMIT test. A positive result shall result in the retesting of the initial sample by the GC/MS test. A positive result under the GC/MS test shall be considered to be a positive finding of drugs. A negative result from the EMIT test shall be considered a negative result. Testing will also comply with state testing requirements for Workers Compensation and/or Unemployment benefit purposes, including meeting chain of custody requirements.
  8. Results. Results of the test will be released to the applicant/employee, the County, any federal, state or local governmental authority which inquiries about the applicant/employee, including Workers' Comp., Unemployment, etc. or any other entity under compulsion of law or subpoena.
  9. Positive Result Solely for Marijuana. If the test results are positive solely for marijuana use the employee will be given a reasonable opportunity to contest the basis for the County's request that the employee undergo testing but only if the employee is in a position where Federal law does not prohibit marijuana use and provides satisfactory proof to the County that the employee was registered under applicable state law or otherwise permitted to legally use marijuana in the state where the employee was tested and when the test was administered. This opportunity is limited solely to challenging whether the employee's actions or performance gave the County a good faith belief that the employee may be affected by drugs and/or alcohol when the request for testing was made. The employee will be suspended without pay during the challenge process. The challenge process shall not exceed seven (7) business days. If the County determines that there was not a sufficient basis for a good faith belief that the employee may have been affected by drugs and/or alcohol when testing was requested the employee will be restored to the employee's position without loss of pay and no discipline will be issued for the failed drug test. In all other instances, the employee will be subject to discipline, up to and including termination effective the day of the failed drug test for having failed the drug test.

#### **SELF-IDENTIFICATION**

1. Any employee who voluntarily self-identifies as needing treatment and/or rehabilitation for alcohol or controlled substance abuse prior to investigation or detection of the individual will be permitted to seek rehabilitation and/or treatment without such action serving as the basis for disciplinary action.

2. Such self-identification cannot be used as a means of avoiding a drug or alcohol test required under this policy or as a means of avoiding disciplinary action based on the individual's actions prior to the self-identification.
3. The employee may not be permitted to perform work until the individual provides proof to the County's satisfaction that the individual has been evaluated and has successfully completed education and/or treatment requirements.
4. Upon self-identification the employee may be removed from work and placed in an alternative position, if one is available and subject to any applicable contractual restraints, and as permitted by law. Alternatively, the County may, at its discretion, place the individual on a leave of absence while the employee seeks evaluation, education and/or treatment sufficient to enable the individual to establish control over the individual's drug and/or alcohol problem. Such leave of absence will be in accordance with the County's policies concerning leaves of absence, subject to applicable contractual constraints, and as permitted or required by federal and state law. Whether the individual will be entitled to paid leave will depend upon whether the individual is entitled to any vacation and/or sick pay and other County policies and contracts concerning paid leave. If an employee is eligible for Family Medical Leave under the County's Family and Medical Leave policy, the leave of absence will count against the individual's FM LEAVE entitlement, provided that the employee's absence qualifies as a serious health condition, as defined by the FMLA and subject to any contractual constraints.
5. It shall be a condition of continued employment for employees at the completion of a leave of absence to submit to a follow-up drug and/or alcohol screen prior to returning to work. Should the result of the follow up drug and/or alcohol screen also show a positive finding, or an adulterated or diluted sample the employee will be terminated.
6. As a further condition of returning to work after a leave of absence an employee will be subject to random tests during the first year after returning to work at the employee's expense, and as permitted by state law. In the event any random test proves positive for drugs or alcohol or produces an adulterated or diluted sample, the employee will be terminated.
7. If the employee refuses to take any of the aforementioned drug and/or alcohol tests or to conform with these provisions, the employee will be terminated.

## **K) SAFETY**

The County and all employees share responsibility for safety in the workplace. The County will provide training and equipment to maintain on-the-job safety for employees, and it is the County's expectation that employees perform their job duties in the safest possible manner and according to all safety rules and policies. Employees with specific job safety criteria will be provided safety manuals and equipment by their supervisor.

Any employee who observes a work activity being performed in violation of County safety policies has an obligation to immediately report the violation to the appropriate department head or the appropriate department head's designee, as it might prevent injury to an employee or the public. Also, if an employee observes a potential hazard, the appropriate department head or the appropriate department head's designee should be notified immediately. Violations of safety procedures, as stated in departmental guidelines, will be cause for disciplinary action, up to and including termination.

## L) SMOKING

The Smoke-Free Illinois Act prohibits smoking in virtually all public places, including workplaces. Therefore, smoking, including the use of any electronic smoking device, is prohibited throughout the County's work areas, including all County vehicles. Smoking may occur in designated areas fifteen (15) or more feet from any building entrance. This policy will be enforced against all County employees, including, but not limited to elected officials in accordance with the Smoke-Free Illinois Act and accordingly, individuals who violate the policy may be subject to discipline and/or incur fines as permitted under the Smoke-Free Illinois Act. An electronic smoking device is any electronic product that can be used to simulate smoking in the delivery of nicotine or other substances to the person inhaling from the device, including but not limited to an electronic cigarette, electronic cigar, electronic cigarillo, or electronic pipe, and any cartridge or other component of the device or related product

## M) DRESS AND PERSONAL APPEARANCE

### OFFICE STAFF

"Business Casual," a business-like and well-groomed personal appearance, is the County's policy regarding workplace attire. Inconspicuous tattoos are acceptable. **Visible body piercing jewelry (excluding earrings) is not acceptable.** Employees who have questions regarding appropriate workplace attire should consult their supervisor. If the supervisor believes that an employee's attire is truly inappropriate, the supervisor will speak with the employee and take appropriate counseling action, if necessary.

### DEPARTMENTAL CODES

Certain departments, such as Highway, Sheriff and Ambulance Service will have specific dress or uniform codes. Employees will be notified of departmental dress codes by their supervisor.

In addition to wearing appropriate workplace attire, all employees should practice good personal hygiene.

## N) PROFESSIONAL CONDUCT

Employees are expected to have good professional relations with co-workers, other County departments and public agencies by conducting themselves and their business activities in a professional and courteous manner. Unprofessional and unacceptable conduct may result in involuntary discharge. The following examples cannot address every type of **seriously inappropriate** employee misconduct, but they are examples of conduct that is so egregious that it might cause immediate termination, unless mitigating circumstances apply:

- Breach of Confidentiality or Non-Disclosure policies
- Insubordination – Refusal to carry out supervisory instructions
- Violation of Alcohol/Drug policy
- Violation of the EMS Narcotic Count policy
- Disrespectful treatment based on sex, race, color, religion, age, national origin or disability
- Threatening a supervisor, co-worker, contractor or the public
- Disruptive behavior, including fighting and loud, verbal language
- Possession of weapons, explosives or similar devices on County property or while conducting County business
- Harassment of employees, residents or contractors
- Falsification of records

- Unauthorized use of County property (i.e. -- vehicles, equipment), use or consumption of County property for personal purposes or willful destruction or removal of County property without authorized approval
- Conduct that can be considered illegal, dishonest or counter-productive to the County, its employees or its taxpayers

## **O) MALFEASANCE**

All employees of the County have a commitment to the residents of Monroe County. Malfeasance by a public official or employee means committing an illegal act in conjunction with official duties and includes, but is not limited to, willful:

- Misappropriation of resources
- Failure to report fraud or unlawful actions
- Offering or accepting bribes
- Misuse of the power of the position

These acts are subject to disciplinary action, up to and including termination, and might also be subject to legal action by the County. In addition, it is the County's expectation that employees report any incidents of suspected malfeasance, misfeasance (mistakes in performance) or other misconduct to their supervisor or the County Board. If an employee does not report such behavior to County authorities, the employee will be subject to disciplinary action, up to and including termination.

## **P) UPDATING PERSONAL INFORMATION**

Employees should notify the Human Resources in writing of any changes in personal data or information, such as home address, telephone number, change in marital status, number and names of dependents and individuals to be contacted in the event of an emergency. A change in some of this information might affect an employee's tax withholding, beneficiary forms and health/dental insurance.

## **Q) RETURN OF COUNTY PROPERTY**

Employees must return all County property immediately upon request or upon termination of employment. According to State of Illinois guidelines, the County may withhold from an employee's check the cost of any County property that is not returned when requested. The County will take necessary action to recover or protect its property.

Any equipment provided to an employee to assist them in performing their job duties shall be maintained in working condition and remains County property for purposes of recall or inspection by the County at any time.

## **R) RESIGNATION OF EMPLOYMENT**

An employee who wishes to resign should notify their department head in writing a minimum of two (2) weeks (if a non-exempt employee) and four (4) weeks (if an exempt employee) prior to their last day of work. According to County policy, an employee will not be permitted to schedule time off (i.e. – vacation) during the resignation notification period. Exceptions to this policy will be considered under serious and unusual circumstances. Failure to provide appropriate resignation notification will be considered highly unprincipled, a display of poor work ethic and will be recorded in the former employee's personnel records.

## **S) IDENTIFICATION BADGE POLICY**

1. All Employees, Elected Officials, Volunteers and Contracted Service will be issued County Identification Badges. The Badge must be worn and displayed at all times while at a County facility or on County business.
2. Badges will be provided by the County and will include a photo of the individual, the individual's name, the department in which the individual works and the expiration date if one exists.
3. Badges shall be worn using a breakaway lanyard (unless there is a safety concern where wearing something that hangs loosely might get caught in machinery – in which case the employee's supervisor will instruct the employee as to the proper display of the Badge).
4. Individuals must surrender the Badge to their supervisor or Department Head upon separation or when requested.
5. A lost or misplaced Badge is to be immediately reported to the individual's supervisor. A temporary badge will be issued. A replacement badge will be issued as necessary and a record of the lost badge noted.
6. Do not alter the Badge or add any adornment to the Badge that would interfere with the display of the photo and information contained on the Badge.
7. Except as required for on –duty use by current employees; no Badge shall be issued to anyone other than a current employee.
8. Employees shall not loan their Badge to others and shall not permit the Badge to be reproduced or duplicated.

## **Section III ---- POLICIES REGARDING PERFORMANCE and COMPENSATION**

Monroe County believes that its most important asset is a skilled and motivated workforce. The County's reputation for providing professional service to patrons and the public depends on exceptional employees. Therefore, the County's appraisal and compensation policies are designed to provide valuable feedback, to allow employee input and to fairly compensate employees.

### **A) PERFORMANCE EVALUATIONS**

Performance evaluations are conducted to provide both supervisors and employees an opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss objectives for meeting goals. The County expects all employees to put forward their best effort in every aspect of their job.

Every new employee will be reviewed for performance upon completion of their probationary period. Reviews will then be performed annually, and the department head may elect: (1) To perform them all within the same quarter of the year or (2) On or about the employee's anniversary date and (3) Whether the reviews will be performed by the department head or the employee's supervisor.



## **B) COMPENSATION**

Salary increases are within the sole discretion of the County Board and should not be considered automatic. Salary increases within the Department of Health are within the sole discretion of the Board of Health and should not be considered automatic.

## **C) MEETING EXPECTATIONS – DISCIPLINARY ACTION**

The County's goal is that every employee is successful in their job. Another goal is a safe, productive and professional environment for both employees and citizens. Occasionally, however, an employee will not be meeting the expectations of their job, and the County will make efforts to coach that employee and communicate how they may improve their performance.

Following are disciplinary actions that the County initiates to attain that objective. These disciplinary actions are not necessarily progressive. The type of discipline initiated will correspond to the nature or frequency of the incident. All action will be taken in accordance with applicable federal and state laws, pursuant to the Management Rights clause of union contracts, and in conjunction with actions taken with other individuals under similar circumstances.

**INFORMAL WARNING / NOTE TO FILE:** The supervisor will discuss the performance issue with the employee, explaining the problem it is causing for the department and what action the employee needs to take to correct the situation. A "Note to File" will be made to verify that the employee was aware of the issue and need for improvement.

**WRITTEN COUNSELING / DISCIPLINARY ACTION:** The supervisor will complete a Record of Employee Disciplinary Action and meet with the employee to discuss the performance issue, clearly stating the problem it is causing for the department and what action the employee needs to take to correct the situation. The form becomes a part of the employee's official personnel records.

**WRITTEN COUNSELING / DISCIPLINARY ACTION WITH PROBATION:** There might be times when an employee's performance is so far below expectations or the incidents are so frequent that the employee is placed on probation. Probation indicates that the employee's job is in jeopardy and, without improvement, further action up to and including termination might be taken. A supervisor will complete a Record of Employee Disciplinary Action and meet with the employee to discuss the performance issue, clearly stating the problem it is causing for the department, what action the employee needs to take to correct the situation and the length of the probation. The form becomes a part of the employee's official personnel records.

**WRITTEN COUNSELING / DISCIPLINARY ACTION WITH SUSPENSION:** There might be times when an investigation is necessary to determine the facts pertinent to a particular employee situation (i.e. -- charges of harassment, illegal activity or law enforcement issues). When such a situation occurs, an employee will be placed on suspension (either paid or unpaid) and will not be allowed to work until the investigation has been completed and the County has made a determination. A supervisor will complete a Record of Employee Disciplinary Action and meet with the employee to discuss the issue and the terms of suspension. The form becomes a part of the employee's official personnel records.

Employees seeking reassessment of the disciplinary action must do so in accordance with the County's Appeal process and/or their contracted Union grievance procedures.

## **D) PERSONNEL APPEALS**

Monroe County places both responsibility and trust in department heads and supervisors who manage departmental operations and activities. Decisions made by department heads and supervisors regarding the County's workforce are based on County policies and actions taken with other individuals under similar circumstances. Department heads are encouraged to seek assistance when handling employment issues which have potential legal consequences, particularly medical leaves of absence and disciplining and terminating employees.

Employees are encouraged to speak with their supervisors regarding any issues they have with their work or their actions before pursuing other resources. The County Board will only become involved with such issues at the request of the department head or as a result of procedures outlined for addressing union grievances.

## **D) PAYROLL**

Employees are paid bi-weekly on Thursday. (26 payrolls per year) If a regular payday falls on a holiday, paychecks will be issued on the working day nearest the regular pay date. If an employee is not at work to receive the paycheck and the employee is not paid through direct deposit, it will be mailed, unless the employee has previously requested otherwise in writing.

All mandatory federal and state withholdings will be made from employee wages according to information on tax forms submitted by the employee.

The County does not provide pay advances on unearned wages to employees.

Non-exempt employees must keep accurate time records of the actual hours worked. Falsifying or altering time records will result in termination.

## **E) OVERTIME**

In accordance with the Fair Labor Standards Act, exempt employees receive a salary and are not compensated for overtime for working more than forty (40) hours in a work week.

Non-exempt employees are compensated for overtime at the rate of 1½ times their regular hourly rate for all hours **actually worked** beyond forty (40) hours in a work week. Emergency Medical Services employees engaged in fire protection or law enforcement may be paid overtime on a "work period" basis as permitted by law. Holidays, vacation and other time off are not counted in determining the actual hours worked. Nonexempt employees must receive permission and approval to work overtime. Working overtime without permission can lead to disciplinary action, up to and including termination. Compensatory time may be substituted for overtime pay at the County's discretion. Emergency Medical Services employees are not eligible for compensatory time, except for non-scheduled overtime. (See the Compensatory Time policy below.)

Based on budgetary constraints and concern for an employee's work/life balance, the County will avoid overtime hours whenever possible. However, there will be times when overtime will be necessary, due to workload requirements and it will be an essential function of the job when necessary. Normally, overtime will be assigned to individuals whose job description entails the responsibility of the duty.

There will be times when certain departments will be required to work overtime due to emergency situations, including Sundays and holidays. This compensation structure will be addressed in the department's collective bargaining agreement.

## **SCHEDULED OVERTIME**

Work requiring overtime hours to be completed, and which is foreseeable, will be distributed fairly and equitably to employees by supervisors. Hours worked will be recorded on the employee's timesheet for the week in which the time is worked. If an employee has personal commitments which cannot be avoided, they must notify their supervisor **at least three (3) days prior to the time they are scheduled to work** to enable the supervisor to make schedule changes. If the supervisor cannot make the change without negatively impacting the performance of the work, the employee will be required to work.

## **UNSCHEDULED OVERTIME**

Sometimes, overtime hours will be required to handle an unforeseen or emergency work situation. Under those circumstances the assignment of overtime will be made to the employees best qualified to perform the work. The supervisor or the supervisor's designee will assign the overtime schedule and the schedule will not be subject to change. For Emergency Medical Service employees if additional employees are needed to fill a shift full time employee will be asked if they would like to volunteer to fill the shift. If no one volunteers a full-time employee will be required to work the unscheduled overtime. Emergency Medical Service full time employees who volunteer or are assigned to work unscheduled overtime will be permitted to accumulate compensatory time in lieu of overtime pay.

## **F) COMPENSATORY TIME**

The County has a compensatory (comp) time policy which applies to employees in non-exempt job classifications. Emergency Medical Service employees are not eligible for compensatory time, except in instances of non-scheduled overtime. Compensatory time may be used in lieu of overtime pay. Following are the guidelines of the policy:

1. Compensatory time must be pre-approved by a supervisor prior to scheduling, but not by the employee who is taking the compensatory time.
2. Compensatory time should be scheduled at the earliest possible date after the work is performed. The date should be agreeable to the employee and approved by the supervisor.
3. Compensatory time must be taken within the twelve (12) month period following being earned. It cannot be carried over into the following twelve (12) month period and accumulated. If the time is not taken within that period, it will be paid out as compensation.
4. Compensatory time that has not been used at the time an employee leaves employment with the County shall be paid out at the employee's current hourly rate of pay.

## **G) TIME REPORTING**

1. As stated in the Payroll section, employees are paid bi-weekly (i.e. -- every other Thursday). There is a cut-off date prior to each payroll by which time pay data must be submitted in order to pay employees by the pay date. Therefore, all pay information must be received by the County Clerk's office no later than the Monday of payroll week. New employees will receive their first paycheck on the Thursday following their first week of work, **if it is a payroll week**.

2. Non-Exempt employees should complete a timecard on a daily basis detailing time on and time off the job for work hours, lunch, training and paid time off (i.e. -- vacation, illness). Paychecks are prepared based on hours recorded on the timecards. Therefore, timecards must be complete and accurate. If an employee makes an error on the timecard or forgets to record hours, the employee should speak with their supervisor for assistance in making corrections. The timecard must be signed by the employee and their supervisor prior to submission to payroll to indicate approval of time to be paid.

3. If non-exempt employees have taken time off during a work week, the time off must be detailed on their timecard. The timecard should detail what type of time off was taken (i.e. -- vacation, sick, holiday) and whether the time off should be paid or unpaid. For example, sick hours without accrued sick time would be unpaid, whereas accrued vacation time would be paid. Supervisors shall keep and submit approved timecards to the County Clerk's office prior to each payroll. Excepting for the Highway Department, these timecards will be used to calculate unused sick time at year's end and will serve as the ultimate authority. For employees of the Highway Department the tracking system currently in use will be used to calculate unused sick time, and vacation/comp time for Highway Department employees and will service as the ultimate authority for those employees.

4. Any entry on an employee's timecard that does not follow normal procedures should be explained and initialed by the employee and the supervisor.

5. Documenting another employee's timecard or falsification of an employee's own timecard is extremely serious and will be cause for counseling action, up to and including termination.

## **H) EXPENSE REIMBURSEMENT**

The County has a policy for reimbursing employees for expenses that result from approved business activities such as travel, training, errands, etc. Prevailing rates and guidelines will be determined by the County Board. The policy details expenses related to:

- Lodging, airfare, rental vehicles and vehicle expenses
- Business meals (excluding alcoholic beverages)
- Other – Approved expenses incurred in relation to business purposes

Requests for reimbursement shall be submitted on a travel voucher form and must be submitted within thirty (30) days of the incurred date. Internal Revenue Service guidelines for reimbursement require that expenses meet the following criteria:

- Ordinary and necessary in business
- Supported by the original receipt
- Documented and approved for the business purpose

## **SECTION IV ---- POLICIES REGARDING BENEFITS**

For County employees who are subject to a collective bargaining agreement the benefits provided to those employees will be set forth in the applicable collective bargaining agreement. For those employees the terms of the applicable collective bargaining agreement shall control.

## A) INSURANCE BENEFITS

The County sponsors various group insurance plans. Eligible participants include full-time elected officials and regular full-time employees. Dependent coverage is an option for some of the insurance plans. All of the insurance plans are at the employee's option and require that the employee pay a portion of the premium, if they wish to be covered by the plan. Payroll deductions for the employee portions of premiums are made under a Federal 125 filing, which means deductions are made on a pre-tax basis, thus lowering an employee's taxable gross income. Specifics of coverage, prior continuous service requirements, employee contributions, etc. are included in benefit information provided to new employees, or upon meeting eligibility. The County reserves the right to change insurance plans and benefits as business needs necessitate.

## B) DEFERRED COMPENSATION PLAN

The County offers a deferred compensation plan to provide eligible employees an opportunity to make investments toward their future financial security for retirement. Details of the plan are described in the Summary Plan Description (SPD) provided to eligible employees. Because an employee's contribution to the plan is automatically deducted from the paycheck before federal and state tax withholdings are calculated, an employee saves tax dollars now by having their current taxable gross income reduced.

## C) IMRF BENEFITS

As an employee of Monroe County working more than 12 hours per week (or 600 hours per year), you are required to participate in the County's defined benefit pension plan under the Illinois Municipal Retirement Fund (IMRF). Enrollment in IMRF is automatic if your position is anticipated to meet the hourly requirement. IMRF is funded through employee/employer contributions, not by the State of Illinois.

There are two types of "Plans" in which an employee may be enrolled. Most employees will be enrolled in the Regular Plan (REG), wherein an employee contributes 4.5% of their wages. County employees who are specifically hired as a full-time Sheriff's Deputy are required to participate in the Sheriff's Law Enforcement Plan (SLEP) and are required to make an employee contribution of 7.5% of their wages. Monroe County also contributes to your retirement at an annual employee rate set by IMRF. Retirement benefits and vesting requirements vary depending upon the Plan you are enrolled in.

## D) PAID TIME OFF BENEFITS

### VACATION POLICY

**FULL-TIME REGULAR EMPLOYEES:** Accrue (earn) paid vacation according to the following schedule:

#### PERIOD OF CONTINUOUS SERVICE

#### NUMBER OF DAYS EARNED

Date of hire to one year	10 days
2 <sup>nd</sup> year through 6 <sup>th</sup> year	10 days per year
7 <sup>th</sup> year through 11 <sup>th</sup> year	15 days per year
12 <sup>th</sup> year forward	20 days per year

A “day” of vacation for full-time employees is calculated as eight (8) hours.

**PART-TIME REGULAR EMPLOYEES:** Accrue (earn) paid vacation according to the following schedule:

<u>PERIOD OF CONTINUOUS SERVICE</u>	<u>NUMBER OF DAYS EARNED</u>
Date of hire to one year	5 days
2 <sup>nd</sup> year through 6 <sup>th</sup> year	5 days per year
7 <sup>th</sup> year through 11 <sup>th</sup> year	7 1/2 days per year
12 <sup>th</sup> year forward	10 days per year

A “day” of vacation for part-time employees is calculated as the average number of hours worked per day when the employee is scheduled. In other words, if an employee is regularly scheduled to work six-hour schedules, five days per week, their vacation “day” would be calculated as six hours of vacation pay, whereas, if an employee is regularly scheduled to work seven and one half hour schedules, three days per week, their vacation “day” would be calculated as seven and one half hours of vacation pay.

A year of service is calculated based on the employee’s date of hire. An employee completes one year of service on the anniversary of their date of hire and an additional year of service on their anniversary date every year thereafter.

An employee’s hours of vacation are accrued (earned) in the current year of service and available to be taken in the following year of service. Vacation hours are not available to be taken by the employee until they have been earned. An employee must be employed on the last day of the pay period to accrue for that pay period. Accrued, but unused, vacation time will be paid out when an employee leaves employment with the County.

If a situation arises for which an employee needs time off and does not have time accrued, the employee may request time off without pay. For information regarding the Time Off Without Pay policy, refer to that policy in the handbook.

Vacation time, by policy, must be taken before the end of the year in which it becomes available. If the vacation time is not taken, **due to an employee’s workload**, a maximum of ten (10) days may be carried over to the next service year. Any unused days exceeding ten (10) will be paid out to the employee in the first payroll period of the following service year. Vacation time may not be accumulated from year to year, meaning that the amount of vacation time an employee may have at the beginning of any service year shall not exceed the total of the current year’s available vacation time plus ten (10) or less days carried over from the prior service year. This policy will be followed for all employees unless otherwise addressed in a collective bargaining agreement.

To assist the County in maintaining a consistent workforce and for employees to have the best selection of vacation time, it is highly recommended that the employee request vacation time from their supervisor as far in advance as possible. All vacation time must be scheduled with the employee’s supervisor or supervisor’s designee and is subject to approval. Supervisors are aware of the appropriate staffing levels required to maintain departmental operations and will not be able to approve vacation time, if it results in staffing below that appropriate level.

## **TIME OFF WITHOUT PAY**

The County realizes there may be circumstances whereby an employee needs additional personal time off during a given year. Employees may request up to an additional two (2) days of unpaid time off per year with the prior approval of their supervisor. (Example: Funerals not included in Bereavement policy.)

## PAID TIME OFF FOR SICKNESS

**FULL-TIME REGULAR EMPLOYEES:** Accrue (earn) paid time for sickness according to the following schedule:

<u>PERIOD OF CONTINUOUS SERVICE</u>	<u>NUMBER OF HOURS ACCRUED PER PAY PERIOD</u>
Date of hire to 6-month anniversary	0 hours
6-month anniversary to end of first year	2 hours per pay period (3 days total)
Subsequent years	3.08 hours per pay period (10 days total)

Paid time for sickness is not available to be used by the employee until it has been accrued and it is accrued by pay period. An employee must be employed on the last day of the pay period to accrue sick time for that pay period and it becomes available for use in the following pay period. The County expects good attendance and believes in rewarding employees who make every effort to be on the job consistently. Therefore, unused sick time may be carried over and accumulated from one year to the next as a benefit for medical hardships. However, accumulated sick time will not be paid out upon termination, resignation or retirement, unless otherwise addressed in a collective bargaining agreement.

## DEFINITION

Paid time off for sickness is a benefit given to employees under the following circumstances:

- An employee cannot perform their duties or might infect other individuals.
- For the illness or injury of the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.
- For medical or dental appointments of the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. Time must be used in increments of one (1) hour or more.

For time off for the employee's child, stepchild, spouse, domestic partner sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent in excess of five (5) days will be granted when the employee's care is required and other arrangements have been attempted but cannot be made.

This time off is provided as a "financial buffer" for an employee who is injured or too ill to work, but is not to be used as additional time off work.

## NOTIFICATION

In order to be paid for time off due to sickness, an employee must notify their supervisor or the supervisor's designee as soon as feasible for planned procedures. (i.e. -- minor elective surgery, medical testing and medical or dental appointments) For **unplanned sickness, (i.e. -- colds, flu, accidents, etc.) the employee should notify their supervisor as soon as possible, but no less than one (1) hour prior to their scheduled start**

**time.** Employees who do not report unplanned sickness per the County’s attendance policies may not qualify for paid time for sickness.

If an employee is off work three (3) or more consecutive days due to illness, they must supply medical certification verifying that they have been unable to work and that they have been released by their health care provider to return to work. This certification should be submitted to the supervisor upon the employee’s return to work and before beginning work.

## **IMRF SERVICE CREDITS**

Sick time that an employee has accumulated, but has not used at the time of retirement, may be counted and converted to service credit towards IMRF retirement only as permitted under IMRF rules and consistent with IMRF rules. Employees should refer to their IMRF plan documents regarding conversion of sick pay to service credit for IMRF purposes.

## **POLICY ABUSE**

The County will not deny an employee the right to use personal sick leave benefits as required or discharge, threaten to discharge, demote, suspend, or in any manner discrimination against an employee for using personal sick leave benefits, attempting to exercise the right to use personal sick leave benefits or asserting a claim based on the use of personal sick leave benefits. However, in order for Monroe County to meet operational obligations to the public, it is imperative that the County has a dependable and consistent workforce. Work priorities are more easily managed around scheduled time off, whereas unscheduled and unplanned time off makes it extremely difficult for the County to meet its operational obligation to the citizenry. Subsequently, good attendance is an expectation of employment, regardless of the amount of paid time the employee has accumulated. Therefore, abuse of the sickness policy is taken very seriously by Monroe County and will be subject to disciplinary action, up to and including termination.

Time off under this Policy for a reason that qualifies for any other mandated leave entitlement by an employee eligible for the mandated leave will count against the employee’s mandated leave entitlement.

## **E) FAMILY MEDICAL LEAVE**

Monroe County complies with the federal Family Medical Leave Act (FMLA) and provides eligible employees up to twelve (12) weeks of unpaid leave in a rolling twelve (12) month period, measured backwards from the date of leave, for designated family and medical reasons. FMLA is granted for one or more of the following reasons:

1. The birth of a child or the placement of an adopted child or foster child in the family (limited to the first year after the birth or placement).
2. To care for the employee’s spouse, child or parent who has been diagnosed with a serious medical condition. (as defined by federal regulations)
3. Due to an employee’s own diagnosed serious medical condition that has rendered the employee unable to perform the functions of their position under normal working conditions. (as defined by Federal regulations).
4. The need to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in



“outpatient status,” or is otherwise on the temporary disability retired list, for a “serious injury or illness” or a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the five (5) years before the date on which the veteran undergoes that medical treatment, recuperation or therapy (Covered Service Member) who is the employee’s spouse, son, daughter, parent or “next of kin.”

5.A "qualifying exigency" as defined by law, arising from the fact that a spouse, child or parent of the employee is a military member on “active duty” )or has been notified of an impending call or order to “active duty”) in the Armed Forces in support of a “contingency operation.” a member of a reserve military force and is called to active duty status in support of a contingency operation. An employee whose family member is on active duty or called to active duty status in support of a contingency operation as a member of the regular armed forces is not eligible to take leave because of a "qualifying exigency."

To be eligible for FMLA Leave, the employee must meet both of the following conditions:

1. Have been an employee of the County for a minimum of twelve (12) months. (Need not be consecutive except for breaks in service of seven (7) years or more)
2. Have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of a requested leave.

## **EMPLOYER NOTIFICATION**

The standard advance notification to the employer for **foreseeable** leave is thirty (30) days. If leave is necessitated by an emergency, notification to the County is required on the day of the emergency or on the next business day. If the leave is requested for a “qualifying exigency,” the employee must notify the employer of their request for leave as soon as is “reasonable and practicable” upon learning of the necessity for leave. When the employee seeks leave due to a FMLA qualifying reason for which the County has previously provided FMLA protected leave, the employee must specifically reference the qualifying reason for leave when reporting the absence or the need for FMLA leave or the absence may not be protected. In most circumstances, the employee is required to follow the County’s absence reporting procedures when reporting the need for FMLA leave for a chronic condition. Failure to give notice as required may result in delay or denial of leave and may subject the employee to disciplinary action up to and including termination for any unauthorized absences. In the case of foreseeable leaves, the County may delay the leave for up to 30 days from the date the employee notified the County of the need to take FMLA leave and may subject the employee to disciplinary action up to and including termination for any unauthorized absences.

## **LEAVE CERTIFICATION**

If the leave is necessitated by the serious health condition of the employee or their spouse, child or parent, then medical certification is required prior to the commencement of the leave or as soon as is practical after the leave begins. (A maximum of fifteen (15) working days from receipt of Notice of Rights and Responsibilities). The employee will be requested to recertify the condition consistent with applicable regulations. If the employee is requesting leave to care for a service member the employee must provide a certification that the employee is needed to care for a covered service member of the armed forces who is undergoing medical treatment, recuperation, or therapy, or is in “outpatient status” or on the temporary disability retired list for a “serious injury or illness.” The employee may be requested to provide certification of the employee’s relationship to the covered service member. If the leave is for a "qualifying exigency," the employee shall be required to provide certification that the service member is on, or has been called to, active duty. If the leave is to meet with a third party the County may also contact the third party to verify the meeting and its purpose.

## **BENEFITS**

The employee's health and dental insurance coverage will be maintained on the same basis as if they were not on leave. The employee will continue to pay their contributory amount where applicable. Employees who are members of IMRF should speak with Human Resources in regard to maintaining their service credits while on unpaid leave. Coverage of all insurance may stop if the employee fails to pay the employee's portion of the premiums or if the County learns the employee does not intend to return to employment or does not return to employment. In these cases, the County may request the employee to reimburse it for any premiums it has paid on the employee's behalf during the leave unless the reason the employee did not return was because of a continued serious health condition or for other reasons beyond the employee's control as defined by the Family and Medical Leave Act.

## **USE OF PAID TIME OFF**

Employees who qualify for FMLA Leave might be required to use accrued vacation, sick or compensatory time or other accrued paid time off as part of the leave, dependent on their departmental policy and applicable collective bargaining agreement. This provision is enacted to provide as consistent a workforce as possible upon completion of leaves. Any unused paid time off benefits (such as vacation, sick or compensatory time) that were accrued prior to taking the leave will be retained by the employee, but the employee will not earn any benefit time while on leave. Paid time off benefits will resume being earned when the employee returns to work. Leaves that qualify for FMLA status will be counted toward the twelve (12) month benefit, regardless of the employee's request.

## **AMOUNT OF LEAVE**

An eligible employee may take up to 12 workweeks of unpaid leave (or 26 workweeks for military Caregiver Leave). For all leave other than Military Caregiver Leave the County uses a rolling twelve-month period. Accordingly, a request for leave will not be approved if you have already used the maximum leave under this policy during the 12 months preceding the date leave would begin. For Military Caregiver Leave, the 12-month period begins upon the first date of the need for Military Caregiver Leave. If you do not take all of your 26 weeks of leave during the 12-month period the remaining part of the 26 weeks of leave entitlement for Military Caregiver Leave is forfeited.

## **MARRIED COUPLES WORKING FOR MONROE COUNTY**

A husband and wife who both work for Monroe County are permitted to take a combined total of twelve (12) weeks or twenty-six (26) weeks of leave during any twelve (12) month period for the following circumstances:

- 1) Birth of a child (12 weeks)
- 2) Placement of an adopted or foster child (12 weeks) 3) Military Caregiver Leave (26 weeks)

## **INTERMITTENT LEAVE OR REDUCED WORK SCHEDULES**

When leave is necessitated by the employee's or eligible family member's serious health condition, a "qualifying exigency" or a military caregiver circumstance, the leave may be taken intermittently or on a reduced schedule at the employee's request and upon submission of proper certification. (i.e. -- weekly dialysis treatments, reduced work schedules while recovering from a heart attack or surgery or intermittent leave while acting as a caregiver). It is the employee's obligation to make a reasonable effort to schedule treatments so as

not to unduly disrupt the County's operations. Therefore, employees should discuss options with their supervisor prior to scheduling appointments or treatments to devise a mutually acceptable schedule.

Intermittent or Reduced Schedule leave will be counted on an hourly basis to apply toward the maximum leave entitlement. The County may require the employee to work in a different position or on a different schedule during the period of an intermittent or reduced schedule leave that will better accommodate the necessities of the employee's foreseeable schedule. The alternative position will have the same pay and benefits as the position held prior to the beginning of leave. The County retains the right to deny an intermittent or reduced schedule leave when leave is taken for the birth, placement or adoption of a child.

## **REINSTATEMENT**

According to FMLA requirements, an employee will be able to return to the same job or a job with equivalent status, pay, benefits and other employment terms upon return from FMLA Leave.

An employee returning from FMLA leave due to the employee's serious health condition must provide a fitness for duty medical certification that the employee is able to resume working. Prior to returning to work, the employee must contact Human Resources to submit the medical clearance to return to work and to determine when to report for duty. Failure to follow these procedures may result in delay when the employee is ready to come back to work and may subject the employee to disciplinary action for any unauthorized absence up to and including discharge.

Failure to return to work at the end of the leave or upon exhaustion of the employees leave entitlement under this Policy may be considered a resignation. The employee is responsible for contracting Human Resources if the employee cannot return to work upon the expiration of the employee's leave, or the exhaustion of the employee's leave entitlement and to explain why the employee cannot return to work. Failure to do so or report to work as expected upon the end of the leave may be considered a resignation.

## **CONCURRENT BENEFITS**

Leaves which qualify as FMLA, Short-Term Disability or Worker's Compensation may, and frequently do, run concurrently with paid time for vacation, sick, personal or compensatory time. However, these leaves are governed independently by each one's specific policy. FMLA's specific purpose is to provide job protection, job restoration and insurance protection.

The specific purpose of Short-Term Disability or Worker's Compensation leaves is to provide reimbursement of medical expenses and/or replacement of wages. Thus, leaves that qualify must be granted FMLA protection while concurrent with other benefits that provide medical reimbursement and/or wage replacement, but which do not protect job restoration or insurance continuance.

## **FMLA AND WORKER'S COMPENSATION**

Time taken for an injury or illness that is covered under Workers' Compensation that also qualifies as a serious health condition under this Policy will count against the employee's maximum leave entitlement under this Policy. If the employee is released to return to modified duty and the employee accepts modified duty the time the employee is on modified duty will not count against the employee's leave entitlement under this Policy. The time the employee is on modified duty will also not count against the employee's right to reinstatement, however, the employee's right to reinstatement will expire at the end of the applicable FMLA period (one year from the date leave was taken for the employee's injury or illness).

The employee may also decline the modified duty and continue to remain on a leave of absence under this Policy for the time period the employee continues to have a serious health condition that prevents the employee from performing the essential functions of the employee's position until the employee can either perform the employee's position or the employee exhausts the employee's leave entitlement under this Policy, whichever occurs first. The employee's rejection of modified duty and election to continue to remain on a leave of absence under this Policy may cause the employee to lose Workers' Compensation temporary total disability payments. If the employee loses temporary total disability payment the County may require the employee to substitute paid leave (such as vacation) for any remaining period that the employee remains on leave.

## **FAILURE TO COMPLY WITH THIS POLICY**

If an employee fails to follow the guidelines in the policy or falsifies any information related to the certifications, the employee's leave may be delayed or denied and discipline, up to and including discharge, may result.

Engaging in gainful employment during a leave of absence under any of the County's leave policies will be considered a voluntary resignation unless prior written approval was obtained.

## **F) EXTENDED LEAVES FOLLOWING FMLA**

### **NON-WORK-RELATED**

When an employee has exhausted FMLA Leave for a non-work related health issue and is not released by a physician to return to their job, the employee may request an Extended Leave. In that situation, the employee must complete a new "Request for Leave of Absence" form and submit it to the County for approval. The employee will also be given a Certification to be completed by their health care provider and returned to the County. Extended Leave, if approved, will be granted for up to a maximum of three (3) months and may be used for intermittent or reduced schedules, if needed, within the three (3) month period.

### **INSURANCE CONTINUATION**

Extended Leave is a qualifying event for purposes of Insurance Continuation. Eligible employees will be offered continuation coverage under IMRF and/or the Consolidated Omnibus Budget Reconciliation Act (COBRA). All rights and obligations pertaining to these programs will be communicated to the employee at that time. Continuation is at the employee's option, and the employee will be obligated to pay the full insurance premium plus any applicable administrative fee.

### **USE OF PAID TIME OFF**

Employees granted an Extended Leave may be required to concurrently use any earned vacation, sick or compensatory time. Additional vacation time or sick time will not accrue while an employee is on such a leave. After vacation and sick time has been exhausted, the remainder of the leave will be unpaid by the County.

### **INABILITY TO RETURN TO WORK**

An employee who is not released by a physician to return to work at the end of the maximum three (3) month Extended Leave period will be placed on "Inactive" status. An employee on "Inactive" status is removed from the County's payroll, will not be eligible to accrue any additional benefits and will no longer be entitled to job restoration rights, but is considered "in good standing." Inactive status will end at the earliest of the following:

- 1) The individual resigns from their position.
- 2) The individual is released by their health care provider and is capable of returning to the job.
- 3) The individual begins to receive total or permanent disability from IMRF or Social Security Disability.
- 4) The individual has been on leave for a maximum of one (1) year.

If the individual is released by a physician and requests to return to work, they may apply for any open position for which they are qualified. An inactive employee who applies for an open position must meet the minimum qualifications for the position and will be given the same consideration for employment afforded to other candidates with similar qualifications. An inactive employee who is re-hired within one (1) year of being placed on “Inactive” status will retain all seniority rights to which they were entitled in their previous position.

## **WORK-RELATED**

When an employee has exhausted his/her FMLA leave for a work-related incident that is covered by Workers’ Compensation insurance and they are not released by a health care provider to return to their job, they may request Extended Leave. The employee must complete a “Request for Leave of Absence” form and submit it to the County for approval. They will also be given a Certification to be completed by their health care provider and returned to the County. Such Extended Leaves, if approved, will be granted for up to a maximum of forty (40) weeks.

## **INSURANCE CONTINUATION**

Extended Leave is a qualifying event for purposes of Insurance Continuation. Eligible employees will be offered continuation coverage under IMRF and/or the Consolidated Omnibus Budget Reconciliation Act (COBRA). All rights and obligations pertaining to these programs will be communicated to the employee at that time. For work-related health issues, the County will pay a portion of the premium (similar to that paid for active employees) for the first six (6) months of continuation coverage, if elected. After that six (6) month period, the employee will be obligated to pay the full insurance premium plus any applicable administrative fees. Continuation is at the employee’s option.

## **USE OF PAID TIME OFF**

Employees granted an Extended Leave may be required to concurrently use any earned vacation, sick or compensatory time. Additional vacation or sick time will not accrue while an employee is on such a leave. After vacation and sick time has been exhausted, the remainder of the leave will be unpaid by the County.

## **INABILITY TO RETURN TO WORK**

An employee who is not released by a physician to return to work at the end of the forty (40) week Extended Leave period will have been granted total leave of one (1) year (12 weeks of FMLA Leave plus 40 weeks Extended Leave) and will have exhausted all leave under this policy and will be placed on “Inactive” status. An employee on “Inactive” status is removed from the County’s payroll, will not be eligible to accrue any additional benefits and will no longer be entitled to job restoration rights, but is considered “in good standing.” “Inactive” status will end at the earliest of any of the following situations:

- 1) The individual resigns from his/her position.
- 2) The individual is released by his/her health care provider and is capable of returning to the job.

- 3) The individual begins to receive total or permanent disability from IMRF or Social Security Disability.
- 4) The individual has been on leave for a maximum of one (1) year.

If the individual is released by his/her health care provider and requests to return to work, the inactive employee may apply for any open position for which they are qualified. An inactive employee that applies for an open position must meet the minimum qualifications for the position and will be given the same consideration for employment afforded to other candidates with similar qualifications. An inactive employee who is re-hired within one (1) year of being placed on “Inactive” status will retain all seniority rights to which he/she was entitled in their previous position.

## **G) NON-FMLA LEAVES OF ABSENCE**

There may be instances when a leave is requested and either the employee or the circumstances do not qualify for FMLA Leave. When such a situation occurs, the County has the following policies pertaining to leaves of absence which do not qualify under FMLA.

### **NON-WORK-RELATED**

An employee who has been employed with the County for a minimum of one (1) year, but has not worked sufficient hours in the prior twelve (12) month period to qualify for FMLA Leave may request a Non-FMLA Leave of Absence for health-related issues. The standard advance notification to Human Resources for foreseeable leave is thirty (30) days. However, in the case of an emergency, the request should be made on the day of the emergency or on the next business day. The employee must complete a “Request for Leave of Absence” form and submit it to Human Resources for approval. The employee will also be given a Certification to be completed by their health care provider and returned to Human Resources. Such a leave, if approved, will be granted for up to a maximum of eight (8) weeks.

### **INSURANCE CONTINUATION**

Non-FMLA Leave is a qualifying event for purposes of Insurance Continuation. Eligible employees will be offered continuation coverage under IMRF and/or the Consolidated Omnibus Budget Reconciliation Act (COBRA). All rights and obligations pertaining to these programs will be communicated to the employee at that time. Continuation is at the employee’s option, and the employee will be obligated to pay the full insurance premium plus any applicable administrative fee.

### **USE OF PAID TIME OFF**

Employees granted a Non-FMLA Work-Related Leave may be required to concurrently use any earned vacation and/or sick time. Additional vacation or sick time will not accrue while an employee is on such a leave. After vacation and sick time has been exhausted, the remainder of the leave will be unpaid by the County.

### **INABILITY TO RETURN TO WORK**

An employee who is not released by a physician to return to work at the end of the maximum of eight (8) weeks of Non-FMLA Leave will be placed on “Inactive” status. An employee on “Inactive” status is removed from the County’s payroll, will not be eligible to accrue any additional benefits and will no longer be entitled to job restoration rights, but is considered “in good standing.” “Inactive” status will end at the earliest of any of the following situations:

1. The individual resigns from his/her position.
2. The individual is released by his/her health care provider and is capable of returning to the job.
3. The individual begins to receive total or permanent disability from IMRF or Social Security Disability.
4. The individual has been on leave for a maximum of one (1) year.

If the individual is released by his/her health care provider and requests to return to work, the inactive employee may apply for any open position for which they are qualified. An inactive employee that applies for an open position must meet the minimum qualifications for the position and will be given the same consideration for employment afforded other candidates with similar qualifications. An inactive employee who is re-hired within one (1) year of being placed on “Inactive” status will retain all seniority rights to which he/she was entitled in their previous position.

## **WORK-RELATED**

If an employee does not meet the eligibility requirements of FMLA because he/she has not been employed by the County for a sufficient period of time (1 year) or has not worked at least 1,250 hours during the twelve (12) month period immediately preceding the start of a requested leave and requires a leave for a work-related incident covered by Worker’s Compensation insurance, he/she may request a Non-FMLA Work-Related Leave. The employee will be required to complete a “Request for Leave of Absence” form and submit it to the County for approval. The employee will also be supplied with a Certification to be completed by their health care provider and returned to the County. Such a leave, if approved, will be granted for up to a maximum of fifty-two (52) weeks.

## **INSURANCE CONTINUATION**

Non-FMLA Work-Related Leave is a qualifying event for purposes of Insurance Continuation. Eligible employees will be offered continuation coverage under IMRF and/or the Consolidated Omnibus Budget Reconciliation Act (COBRA) Continuation. All rights and obligations pertaining to continuation under these programs will be communicated to the employee at that time. For work-related health issues, the County will pay a portion of the insurance premium (similar to that paid for active employees) for the first six (6) months of continuation coverage, if elected. After that six (6) month period, the employee will be obligated to pay the full insurance premium plus any applicable administrative fees. Continuation is at the employee’s option.

## **USE OF PAID TIME OFF**

Employees granted a Non-FMLA Work-Related Leave may be required to concurrently use any earned vacation and/or sick time. Additional vacation or sick time will not accrue while an employee is on such a leave. After vacation and sick time has been exhausted, the remainder of the leave will be unpaid by the County.

## **INABILITY TO RETURN TO WORK**

An employee who is not released by a physician to return to work at the end of the fifty-two (52) week period will have had a total leave of one (1) year and have exhausted all leave under this policy and will no longer have job restoration rights. The employee will be placed on “Inactive” status. An employee on “Inactive” status is removed from the County’s payroll, will not be eligible to accrue any additional benefits and will no

longer be entitled to job restoration rights, but is considered “in good standing.” “Inactive” status will end at the earliest of any of the following situations:

- 1) The individual resigns from his/her position.
- 2) The individual is released by his/her health care provider and is capable of returning to the job.
- 3) The individual begins to receive total or permanent disability from IMRF or Social Security Disability.
- 4) The individual has been on leave for a maximum of one (1) year.

If the individual is released by his/her health care provider and requests to return to work, the inactive employee may apply for any open position for which they are qualified. An inactive employee who applies for an open position must meet the minimum qualifications for the position and will be given the same consideration for employment afforded other candidates with similar qualifications. An inactive employee who is re-hired within one (1) year of being placed on “Inactive” status will retain all seniority rights to which he/she was entitled in their previous position.

## **RELEASE TO RETURN TO WORK**

Employees returning from any of the above leaves will be required to submit to their supervisor a physician’s “Release to Return to Work” no less than three (3) days prior to returning to the job. Without a physician’s release, the employee will not be allowed to return to work.

Nothing in this policy shall be construed to prohibit the County from assigning an employee to light duty.

## **H) EMPLOYEES INELIGIBLE FOR LEAVE**

An employee who has worked for the County for less than one (1) year is ineligible for a leave of absence unless it is work-related and subject to worker’s compensation. An employee may resign and when they are subsequently released by a physician to return to work, they may apply for any open position for which they are qualified. A former employee that applies for an open position must meet the minimum qualifications for the position and will be given the same consideration for employment afforded other candidates with similar qualifications. If an employee chooses not to resign, they will be discharged.

## **I) VICTIM’S ECONOMIC SECURITY AND SAFETY ACT (VESSA)**

The County recognizes that an employee who has been the victim of domestic or sexual violence or who has a family or household member who is a victim of domestic or sexual violence may need to take time away from work to attend to needs caused by domestic or sexual violence. This VICTIMS’ ECONOMIC SECURITY AND SAFETY ACT LEAVE policy is designed to meet those needs in a manner that is beneficial to employees, their families and the County. It also represents the intent of the County to comply with the requirements of the Illinois Victims’ Economic Security and Safety Act (“VESSA”).

## **REASONS FOR LEAVE**

An employee who is a victim of domestic or sexual violence or has a family or household member (spouse, parent, son, daughter, and persons jointly residing in the same household) who is a victim of domestic violence or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence may take unpaid leave from work to address domestic or sexual violence by:



- Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member; □ Obtaining services from a victim services organization for the employee or the employee's family or household member;
- Obtaining psychological or other counseling for the employee or the employee's family or household member;
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

Requests for leaves of absence in situations other than those governed by the VESSA, such as personal leave, are not addressed in this Policy.

## **AMOUNTS OF LEAVE**

An eligible employee may take up to a total of twelve (12) workweeks of leave during any twelve (12) month period. Leave under this policy is not in addition to any leave entitlement that the employee has under the County's FMLA policy. The total amount of leave that an employee may take under County's FMLA policy and this policy shall not exceed twelve (12) workweeks/26 workweeks if leave has been taken under County's FMLA Policy for an injured Service Member.

## **COMPENSATION AND BENEFITS DURING LEAVE**

Leaves of absence under this Policy are generally without pay, where permitted by law. An employee who is entitled to take paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) from employment under law or the County's policies may elect to substitute any period of such paid or unpaid leave for an equivalent period of leave under this policy.

The employee will not lose any employee benefit accrued before the date on which the employee's leave is to begin. The County will continue coverage for the employee and any family or household member under any group health plan during the employee's leave under this policy. The employee is responsible for paying the employee's benefits, including health insurance, during this leave. Payments must be made to the County on the first day of the month.

## **NOTIFYING THE COUNTY**

The employee shall provide the County with at least forty-eight (48) hours' advance notice of the employee's intention to take leave under this policy. If such notice is not practicable then the employee must notify the County that the employee's absence was for a reason that qualifies for leave under this policy within one to two business days following the employee's absence. Failure to give notice as required may result in a delay or denial of leave and may subject the employee to disciplinary action up to and including termination for any unauthorized absences.

## **CERTIFICATION**

The employee must provide certification to the County that:

- The employee or the employee's family or household member is a victim of domestic or sexual violence; and
- The leave is for a reason specified in this policy.

Such certification must be provided within fifteen (15) days of the County's request for such information.

### **RESTORATION OF SAME OR EQUIVALENT POSITION**

When the employee returns from a leave under this Policy, the employee will be returned to the same position or a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment. The employee will not lose any seniority or benefits because of leave under this Policy, although the employee will not accrue any additional vacation, sick or other benefits during the period of leave. The County may deny the employee restoration due to conditions unrelated to the employee's exercise of leave under this Policy.

### **FAILURE TO RETURN TO WORK UPON EXPIRATION OF LEAVE**

The County will treat the employee's failure to return to work as expected upon expiration of leave under this Policy as the employee's voluntary resignation. The employee is responsible to contact the County before the expiration of the employee's leave under this Policy if the employee learns that the employee will not be able to return as expected to determine whether there are any other forms of leave available to the employee or to seek an extension of leave under this Policy. If there are no other forms of leave available to the employee and/or the employee is not entitled to an extension of leave under this Policy then the employee will be expected to return to work and will be treated as having resigned if the employee fails to do so.

If the employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of domestic or sexual violence that would qualify for leave under this Policy or other circumstances beyond the employee's control, the County may seek to recover the premium that it paid for maintaining coverage for the employee and the employee's family or household member during the employee's leave. The County may require certification of the reason for the employee's failure to return from leave.

### **DESIGNATION OF FMLA LEAVE**

The County has the right to designate as FMLA leave all leave time taken under this Policy for reasons that qualify for leave under the County's FMLA policy.

### **NON-DISCRIMINATION**

The County prohibits any discrimination or retaliation against any employee because the employee:

- Is or is perceived to be a victim of domestic or sexual violence;
- Attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a court proceeding relating to an incident of domestic or sexual violence where the employee or a family or household member of the employee was a victim;
- Requested accommodation in response to actual or threatened domestic or sexual violence, regardless of whether the request was granted; or
- Because the workplace was disrupted or threatened by the action of a person whom the employee states has committed or threatened to commit domestic or sexual violence against the employee or the employee's family or household member.

## **REASONABLE ACCOMMODATION**

The County will make reasonable accommodation to the known limitations resulting from circumstances relating to being a victim of domestic or sexual violence of an otherwise qualified individual who is an applicant or employee who is:

- A victim of domestic or sexual violence; or
- With a family or household member who is a victim of domestic or sexual violence whose interests are not averse to the employee or applicant as it relates to the domestic or sexual violence; unless the accommodation would impose an undue hardship on the County's operations.

## **FAILURE TO COMPLY WITH THIS POLICY**

If the employee fails to follow the guidelines in this Policy or falsifies any information related to the leave under this Policy, the employee's leave may be delayed or denied. In addition, the employee may be disciplined, up to and including discharge.

Engaging in gainful employment during a leave of absence will be considered a voluntary resignation.

## **J) VOLUNTEER EMERGENCY WORKER JOB PROTECTION ACT**

Monroe County will fully comply with all the regulations of the Volunteer Emergency Worker Job Protection Act. The definition of a "volunteer emergency worker" is a firefighter, licensed EMT, ambulance driver or attendant, ESDA or "First Responder," according to the EMT System's Act, who provides services to a fire department, fire protection district or other governmental entity without receiving compensation. If a Monroe County employee is involved in such a role, the County employee must provide verification of their role per the County's request. If an employee is going to be absent or late for an assigned shift due to volunteer emergency duties, it is the employee's responsibility to make a reasonable effort to notify their supervisor. The employee will be requested to provide documentation of their volunteer service, which resulted in their absence or tardiness. The employee will not be subject to discipline for absence or tardiness due to their service, however, their time off the job will not be paid.

## **K) BEREAVEMENT LEAVE**

### **UNPAID CHILD BEREAVEMENT**

Employees are entitled to use a maximum of 2 weeks (10 work days) of unpaid bereavement leave to:

- Attend the funeral or alternative to a funeral of a child;
- Make arrangements necessitated by the death of the child;
- Grieve the death of the child

Leave must be completed within 60 days after the date on which the employee receives notice of the death of the child.

In the event of the death of more than one child in a twelve (12) month period the employee may take up to a total of six (6) weeks of bereavement leave during the twelve (12) month period.

Leave under this policy is not in addition to any leave entitlement that the employee has under the County's FMLA policy. The total amount of leave that an employee may take under County's FMLA policy and this policy shall not exceed twelve (12) workweeks/26 workweeks if leave has been taken under County's FMLA Policy for an injured Service Member.

### **COMPENSATION AND BENEFITS DURING LEAVE.**

Leaves of absence under this Policy are generally without pay, where permitted by law. An employee who is entitled to take paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) from employment under law or the County's policies may elect to substitute any period of such paid or unpaid leave for an equivalent period of leave under this policy.

The employee will not lose any employee benefit accrued before the date on which the employee's leave is to begin. The County will continue coverage for the employee and any family or household member under any group health plan during the employee's leave under this policy. The employee is responsible for paying the employee's benefits, including health insurance, during this leave. Payments must be made to the County on the first day of the month.

### **NOTIFYING THE COUNTY**

The employee shall provide the County with at least forty-eight (48) hours' advance notice of the employee's intention to take leave under this policy. If such notice is not practicable then the employee must notify the County that the employee's absence was for a reason that qualifies for leave under this policy within one to two business days following the employee's absence. Failure to give notice as required may result in a delay or denial of leave and may subject the employee to disciplinary action up to and including termination for any unauthorized absences.

### **CERTIFICATION**

The County may require reasonable documentation of the employee's need for leave. Such certification must be provided within fifteen (15) days of the County's request for such information.

### **RESTORATION OF SAME OR EQUIVALENT POSITION**

When the employee returns from a leave under this Policy, the employee will be returned to the same position or a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment. The employee will not lose any seniority or benefits because of leave under this Policy, although the employee will not accrue any additional vacation, sick or other benefits during the period of leave. The County may deny the employee restoration due to conditions unrelated to the employee's exercise of leave under this Policy.

### **FAILURE TO RETURN TO WORK UPON EXPIRATION OF LEAVE**

The County will treat the employee's failure to return to work as expected upon expiration of leave under this Policy as the employee's voluntary resignation. The employee is responsible to contact the County before the expiration of the employee's leave under this Policy if the employee learns that the employee will not be able to return as expected to determine whether there are any other forms of leave available to the employee or to seek an extension of leave under this Policy. If there are no other forms of leave available to the employee

and/or the employee is not entitled to an extension of leave under this Policy then the employee will be expected to return to work and will be treated as having resigned if the employee fails to do so.

If the employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of domestic or sexual violence that would qualify for leave under this Policy or other circumstances beyond the employee's control, the County may seek to recover the premium that it paid for maintaining coverage for the employee and the employee's family or household member during the employee's leave. The County may require certification of the reason for the employee's failure to return from leave.

## **DESIGNATION OF FMLA LEAVE**

The County has the right to designate as FMLA leave all leave time taken under this Policy for reasons that qualify for leave under the County's FMLA policy.

## **NON-DISCRIMINATION**

The County prohibits any discrimination or retaliation against any employee because the employee has requested or used leave under this policy.

## **FAILURE TO COMPLY WITH THIS POLICY**

If the employee fails to follow the guidelines in this Policy or falsifies any information related to the leave under this Policy, the employee's leave may be delayed or denied. In addition, the employee may be disciplined, up to and including discharge.

Engaging in gainful employment during a leave of absence will be considered a voluntary resignation.

## **PAID BEREAVEMENT**

Full time employees who have completed their Introductory period are entitled to up to three (3) consecutive work days of paid bereavement leave for the loss of the employee's immediate family member (parent, stepparent, stepchild, siblings, stepsiblings, parent-in-law, son or daughter-in-law, grandparent or grandchild) or up to five (5) work days of paid bereavement leave for the loss of a spouse, domestic partner, or child. The next to last day may be the day of the funeral or other form of memorial or rite except for the case of a spouse, domestic partner or child where two days of leave may be taken after the funeral or memorial. Part-time employees who have completed their Introductory period are entitled to up to two (2) consecutive scheduled work days of paid bereavement leave for the loss of the employee's spouse, domestic partner, parent, stepparent, child, stepchild, sibling, parent-in-law, son or daughter-in-law, grandparent or grandchild. Once day may be taken after the funeral or memorial. Supplemental employees are ineligible for paid bereavement leave.

Full time employees may receive one (1) day of paid bereavement leave to attend the rite of non-immediate relative (brother and sister-in-law, aunt, uncle and spouses' or domestic partner's grandparent) with prior Supervisory approval.

To receive bereavement, pay supporting documentation must be submitted to the Payroll Manager and Human Resources within two (2) days of the employee's return to work. Examples of documentation would be a death certificate, obituary, or statement from a funeral home.

## **L) JURY DUTY**

The County recognizes an employee's obligation as a citizen to serve on jury duty. An employee must notify their supervisor promptly and provide them a copy of the jury duty notice to report. The employee will be required to report to work when released from jury duty, if more than one-half (1/2) of their workday remains. While serving jury duty, the County will pay an employee the difference between the employee's regular pay and jury duty pay up to a maximum of thirty (30) days. The employee must submit their record of appearance statement from the jury duty jurisdiction to their supervisor upon returning to work before pay will be issued. Any other reimbursements which an employee receives from the Courts will be retained by the employee.

## **M) SCHOOL VISITATION**

Monroe County will grant employees unpaid time off to attend school conferences or classroom activities pursuant to the Illinois School Visitation Act. To be eligible, an employee must have exhausted all other accrued time off with the exception of accrued sick time. In that event, the employee is eligible for a maximum of eight (8) hours in a given school year, of which no more than four (4) hours may be taken at a time. To qualify, the employee must submit a written request for the time off to their supervisor at least seven (7) working days prior to the time off, unless it is an emergency situation and, in that case, twenty-four (24) hours' notice shall be required. For regularly scheduled and non-emergency events, the employee is expected to schedule school visitations during non-working hours.

## **N) VOTING**

Pursuant to Illinois Voting Leave, the County permits an employee up to two (2) hours of paid time from their scheduled workday to vote in primary, general and special elections or elections which are submitted to a popular vote in the State of Illinois, if polls are not open at least two (2) hours before or after the employee's regular scheduled hours. The employee must notify their supervisor at least the day prior to the election to be eligible for excused time, and the supervisor may specify what time the employee can utilize. (i.e. -- at the start, end or during the scheduled work hours) If notification is provided by the employee, they will experience no negative repercussions for the time away from their job. However, if notification is not provided, an employee is subject to counseling action, up to and including termination.

## **O) MILITARY LEAVE**

A military leave of absence will be granted in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) to employees who are absent from work due to service in the United States uniformed services. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. A copy of the employee's duty orders should also be provided to the employee's supervisor and will be forwarded to Human Resources for placement in the employee's personnel file.

The military leave will be unpaid. However, employees may use accrued vacation time and/or compensatory time for the absence. The employee will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Employees who are members of a national or state reserve unit and who must complete annual duty commitments will be allowed to do so up to a maximum of two (2) weeks. It is the employee's responsibility to provide duty orders to their supervisor at the earliest possible date for departmental scheduling purposes.

Such time off shall be unpaid, unless the employee chooses to take all or part of their earned vacation time or compensatory time as part of the time off.

## **P) FAMILY MILITARY LEAVE**

The County recognizes that employees occasionally need to take time away from work to spend time with spouses or children who are called to military service either under federal or State deployment orders. This FAMILY MILITARY LEAVE policy is designed to meet those needs in a manner that is beneficial to employees, their families and the County when you or your need for leave does not qualify for SERVICE MEMBER LEAVE or MILITARY EXIGENCY LEAVE under the County's FMLA Policy. You will not be permitted to use this leave to exceed 12 workweeks or 26 workweeks (in case of an injured service member) within a 12-month period... It also represents the intent of the County to comply with the requirements of the Illinois Family Military Leave Act of 2005 ("FMLA").

### **REASONS FOR LEAVE**

An eligible employee may be entitled to take an unpaid leave of absence when the employee's spouse or child is called to military service lasting longer than thirty (30) days with the State or United States pursuant to the orders of the Governor or the President of the United States.

Requests for leaves of absence in situations other than those governed by the FMLA, such as personal leave, are not addressed in this Policy.

### **ELIGIBILITY**

To be eligible for a leave of absence under this Policy, an employee must:

- be the spouse or parent of an individual who is called to military service lasting longer than thirty (30) days with the State or United States pursuant to orders of the Governor or the President of the United States;
- have been employed by the County for at least twelve (12) months;
- have worked at least 1,250 hours during the twelve (12) months before the beginning of the requested leave;
- have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to you, *except* sick leave, disability leave and leave for which you are eligible under the County's FMLA policy.
- The County may require that an employee provide certification from the proper military authority to verify the employee's eligibility for leave under this Policy.

### **AMOUNTS OF LEAVE**

An eligible employee may take up to:

- Fifteen (15) days of unpaid family military leave during the time Federal or State deployment orders are in effect if the County employs between fifteen (15) and fifty (50) employees; or
- Thirty (30) days of unpaid family military leave during the time Federal or State deployment orders are in effect if the County employs over fifty (50) employees.

### **COMPENSATION AND BENEFITS DURING LEAVE**

Leaves of absence under this Policy are generally without pay, where permitted by law. The employee will not lose any employee benefit accrued before the date on which the employee's leave is to begin. However, the continuation of the employee's benefits, including health insurance, during this leave is at the employee's expense. Payments must be made to the County on the first day of the month.

### **NOTIFYING THE COUNTY**

Leaves of Five (5) or More Consecutive Days. The employee must notify the County at least fourteen (14) days in advance of the intended date for leave to begin under this Policy.

Leaves of Less Than Five (5) Days. The employee must notify the County of the intended date of leave as soon as it is practical to do so. In most cases, the employee should notify the County at least orally within one (1) day of when the employees learn when the employee will need the leave.

### **SCHEDULING LEAVE.**

Regardless of the length of leave the employee is required to consult with the County regarding the scheduling of leave under this Policy so as not to unduly disrupt the County's operations.

### **FAILURE TO COMPLY**

Failure to give notice as required may result in delay or denial of leave and may subject the employee to disciplinary action up to and including termination.

### **RESTORATION OF SAME OR EQUIVALENT POSITION**

When the employee returns from a leave under this Policy, the employee will be returned to the same or a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment. The employee will not lose any seniority or benefits because of leave under this Policy, although the employee will not accrue any additional vacation, sick or other benefits during the period of leave. The County may deny the employee restoration due to conditions unrelated to the employee's exercise of leave under this Policy.

### **FAILURE TO RETURN TO WORK UPON EXPIRATION OF LEAVE**

The County will treat the employee's failure to return to work as expected upon expiration of leave under this Policy as the employee's voluntary resignation. The employee is responsible to contact County before the expiration of the employee's leave under this Policy if the employee learns that the employee will not be able to return as expected to determine whether there are any other forms of leave available to the employee or to seek an extension of leave under this Policy. If there are no other forms of leave available to the employee and/or the employee is not entitled to an extension of leave under this Policy then the employee will be expected to return to work and will be treated as having resigned if the employee fails to do so.

### **DESIGNATION OF FMLA LEAVE**

The County has the right to designate as FMLA leave all leave time taken under this Policy for reasons that qualify for leave under the County's FMLA policy.

### **FAILURE TO COMPLY WITH THIS POLICY**



If the employee fails to follow the guidelines in this Policy or falsify any information related to the leave under this Policy, the employee's leave may be delayed or denied. In addition, the employee may be disciplined, up to and including discharge.

## **Q) WORKER'S COMPENSATION**

All work-related injuries are insured through Worker's Compensation Insurance according to State of Illinois law. All employees are covered under this plan. All work-related accidents or illnesses, regardless of how minor, should be reported to a department head or the department head's designee.

Coverage includes payment for medical treatment and, in qualifying cases, partial income replacement. There is a waiting period (dictated by State of Illinois law) that must expire before employees are eligible to receive benefits for lost work time and/or income. The amount of this benefit is established by State of Illinois law and depends on the nature and extent of the injury.

Employees returning to the job from an injury that qualified under Worker's Compensation must submit a written release from the attending health care provider before returning to normal duties. To assure maximum coverage, an employee's responsibilities include:

- Making an immediate report about the injury to their supervisor.
- Cooperation in completing a "First Report of Injury Form" for submission to the County's insurance carrier.

Failure to report to work after being released by the attending health care provider will result in counseling action, up to and including termination.

## **R) HOLIDAYS**

Monroe County observes the following paid holidays for Full-Time Regular and Introductory employees. Except for Paramedics and EMT Basic employees, holidays falling on Saturday will be observed on the Friday prior to the holiday and holidays falling on Sunday will be observed the Monday following the holiday. Holidays falling on Saturday or Sunday are observed on the actual holiday for Paramedics and EMT Basic employees. A County holiday schedule will be provided to employees annually. The holiday schedule is subject to change by the County Board.

- |                               |                       |
|-------------------------------|-----------------------|
| ● New Year's Day              | ● Labor Day           |
| ● Martin Luther King, Jr. Day | ● Columbus Day        |
| ● President's Day             | ● Veteran's Day       |
| ● Good Friday                 | ● Thanksgiving Day    |
| ● Memorial Day                | ● Thanksgiving Friday |
| ● Independence Day            | ● Christmas Eve       |
| ● Christmas Day               |                       |

## **ELIGIBILITY**

To qualify for holiday pay, an employee must be present for work on the last scheduled workday before the holiday and the next scheduled workday after the holiday, unless on approved vacation or approved leave of absence. If an employee is not present on one of the aforementioned days, yet can supply a medical certification (physician or dentist) verifying illness, the employee will qualify for holiday pay.

## **24/7 OPERATIONS**

Due to the nature of County business, the Sheriff's Department and Ambulance Service operate 24 hours per day and 7 days per week. Therefore, staffing in these departments will require working on holidays. Such work assignments will be made by the department heads or their designees and apply to all employees.

## **S) EMPLOYEE TRAINING**

The County believes in assisting employees in their job training to the fullest extent possible. To meet that objective, the County will provide training opportunities by offering;

- In-house training
- Seminars

All external training seminars must be pre-approved by management. Reimbursement for a particular training class or seminar will not be made unless the employee's attendance has been approved prior to the class or seminar and appropriate documentation is submitted upon completion of the training.

## **SECTION V ---- ACKNOWLEDGEMENTS/AGREEMENTS**

### **HANDBOOK ACKNOWLEDGEMENT**

I have received a copy of the Monroe County Employee Handbook. I agree I will follow its guidelines in my conduct on the job. I understand that the handbook is not an employment contract and does not bind the County in any way. The County can change or depart from any provision at any time at its discretion. I understand that my employment is "At-Will," meaning either party (employer or employee) may terminate the relationship at any time, with or without cause, so long as there is no violation of applicable federal or state law. I agree that my employment is for no definite time period and regardless of the time and manner of payment of my wages or salary, may be terminated without any previous notice aside from proper notification of resignation, excepting as provided for in any applicable collective bargaining agreement. I also understand that all final decisions on any matter, including any continued employment and the terms thereof rest solely with the County.

Excepting as provided for in any applicable collective bargaining agreement, no person other than the County Board has the authority to make an enforceable agreement or understanding, and any such agreement or understanding must be in writing signed by members of the County Board to be enforceable.

I understand and agree that the County might monitor and review email messages and logs of accessed Internet websites to insure that these media are being used in compliance with the law and with the County's policy. I understand and agree in advance that I will not be notified when this monitoring is taking place and that the County has the sole discretion to determine the time, place and manner of all monitoring. This document is meant to be specific consent pursuant to 18 U.S.C. § 2511(2)(d).

I authorize the County to deduct from my final paycheck monies necessary to cover the cost of any County property I do not return when I leave employment, pursuant to the regulations of the State of Illinois.

The policies in this handbook are in alignment with federal and state regulations and employer’s rights. Refusal to sign this acknowledgement does not release an employee from their obligation to abide by the policies of Monroe County.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Refusal to Sign Witness**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

## **NON-DISCLOSURE / CONFIDENTIALITY / CONFLICT OF INTEREST AGREEMENT**

In compliance with Monroe County’s Non-Disclosure, Confidentiality and Conflict of Interest policies, I hereby state that I agree with, and will abide by, the following statements:

**1. Non-Disclosure of Confidential Information**

Pursuant to the County’s Non-Disclosure/Confidentiality policy, I will not, while employed or after leaving employment, disclose or use personal, proprietary or confidential information relating to the County’s business, County employees or the public either for profit or not for profit. I will faithfully fulfill any responsibilities I have for the safekeeping of all such information.

**2. Financial Integrity**

I will not maintain or establish any undisclosed or unrecorded funds, make false or artificial entries on the books or records of the County or its subsidiaries or make, or cause to be made, any payments on behalf of the County or its affiliates to be used for something other than the stated purpose.

**3. Gifts, Gratuities, and Entertainment**

I will not accept gifts, excessive entertainment or other favors valued at over \$100.00 or any items or services prohibited by the Illinois Gift Ban Act from any outside concern that does, or to my knowledge is seeking to do, business with the County under circumstances that might be inferred that such action is intended to influence me in the performance of my duties. This does not include the acceptance of items of nominal value that are clearly tokens of respect or friendship and not related to any particular transaction or activities of the County or its business.

**4. Outside Interests**

If I hold, directly or indirectly, a position of material financial interest (other than investments) in outside concerns which I have reason to believe provides to or secures from goods or services from Monroe

County, (including services of buying or selling stocks, bonds or other securities) I will fully disclose such interests to the County Board.

**5. Outside Activities**

If I render directive, managerial or consultative services to outside concerns that do business with or render other services to Monroe County, I will fully disclose such activities to the County Board.

I hereby agree to report to my department head or supervisor, or their designee, any situation that might develop, which will modify any statements related to these issues.

The policies in this handbook are in alignment with federal and state regulations and employer’s rights. Refusal to sign this acknowledgement does not release an employee from their obligation to abide by the policies of Monroe County.

**Signature** \_\_\_\_\_

\_\_\_\_\_  
**Refusal to Sign Witness**

**Print Name** \_\_\_\_\_

\_\_\_\_\_  
**Title**

**Date**  
\_\_\_\_\_

\_\_\_\_\_  
**Date**

**HARASSMENT  
ACKNOWLEDGEMENT**

By signing this form, I acknowledge that I have received a copy of Monroe County’s Harassment Policy and realize the gravity of such behavior and the seriousness with which the County takes reports of such inappropriate activity. I understand that Monroe County will not tolerate harassment or other inappropriate conduct described in the handbook policy by any person and will deal severely with anyone who engages in such conduct based on race, color, gender, age, national origin, religion, ancestry, citizenship status, disability, marital status, sexual orientation, military or discharge status or qualified as having physical or mental disabilities or any federal or state classification when involved in any Monroe County business activities.

I agree that if an individual tells me that they are offended by my conduct, I will discontinue such conduct immediately. Likewise, I should inform others if I am offended by their conduct.

If I become aware of someone conducting himself or herself inappropriately in relation to this policy or someone being the victim of such harassment, I will notify the State’s Attorney or a supervisor or call the posted Employee Helpline, so that the County can take immediate action.

I understand that if Monroe County becomes aware of alleged activity, a full and confidential investigation will be initiated, and if involved, I will fully cooperate and be honest and forthcoming regarding the matter.

I understand that anyone found responsible for harassment or inappropriate conduct will be subject to appropriate discipline, since such activity meets the definition of “just cause” for disciplinary purposes.

I understand that I will not experience any retaliation as a result of reporting or participating in the investigation of any such complaint under this policy.

Finally, I understand that employees who knowingly make false accusations under this policy will be subject to disciplinary action up to and including termination.

The policies in this handbook are in alignment with federal and state regulations and employer's rights. Refusal to sign this acknowledgement does not release an employee from their obligation to abide by the policies of Monroe County.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Refusal to Sign Witness**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

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**MONROE COUNTY HEALTH DEPARTMENT  
SUPPLEMENTAL EMPLOYEE POLICIES**

The policies of the Monroe County Employee Handbook are modified by the following information that pertains exclusively to the Health Department. Any statements or policies contained in the County Employee Handbook that are not modified by this supplement apply, as written, to employees of the Health Department. However, to the extent that any policy contained herein conflicts with the terms of a collective bargaining agreement to which Monroe County is a party, the terms of the collective bargaining agreement will apply to employees covered by the collective bargaining agreement.

**INTRODUCTION AND WELCOME TO**  
**THE MONROE COUNTY HEALTH DEPARTMENT**

## **EMPLOYMENT CATEGORIES P. 1**

**Full-time Employees:** Those employees who have completed their Introductory Period and are regularly scheduled to work at least 37.5 hours per week. Appointed Officials are in this category unless otherwise specified by an employment contract. They are eligible for the Department's full benefits, unless otherwise stated in this Handbook or provided in the benefit plan. Part time employees working 40 hours per week on a temporary basis (such as filling in for an employee who is on leave) are not eligible for benefits unless they are permanently placed in a full-time status.

**Part-time Employees:** Those employees who have completed their Introductory Period and are regularly scheduled to work a minimum of 22.5 hours per week but less than 40 hours per week. They are eligible for the Department's part time benefits, unless otherwise stated in this Handbook or provided in the benefit plan. Employees who are regularly scheduled to work less than 22.5 hours per week are ineligible for Department benefits, unless otherwise stated in this Handbook or provided in the benefit plan.

**Introductory Employees:** Those employees who are within their Introductory Period. They are ineligible for the Department's benefits, unless otherwise stated in this Handbook or provided in the benefit plan.

**Temporary/Seasonal Employees:** Individuals who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. They are hired for a limited duration of time. They are ineligible for the Department's benefits, unless otherwise provided in the benefit plan.

**Department Administrator:** The Administrator of the Health Department is in effect the "Department Head" for purposes of this Handbook. The Administrator is appointed by the Board of Health.

## **OVERTIME P. 6**

Per the Fair Labor Standards Act exempt employees receive a salary and are not compensated for overtime for working over 40 hours in a workweek.

Conversely non-exempt employees are compensated for overtime at the rate of 1 ½ times their regular hourly rate for all hours actually worked beyond 40 in a workweek. Holidays, vacation and other time off are not counted in determining the actual hours worked. Non-exempt employees must receive permission and approval to work overtime; working overtime without permission can lead to disciplinary action, up to and including termination. Compensatory Time may be substituted for overtime pay at the Department's discretion. (See the Compensatory Time policy below).

Due to the nature of their work Health Department non-exempt employees are compensated for time they work beyond 38.75 hours in a work week at the same rate at their regular hourly rate, exceeding FLSA requirements.



Based upon budgetary constraints and concern for an employee’s work/life balance the Department will avoid overtime hours whenever possible. However, there will be times when overtime will be a necessity due to workload requirements and it will be an essential function of the job when necessary. Normally it will be assigned to the individual(s) whose job description(s) entails the responsibility of the duty.

There will be times when the Department will be required to work overtime due to an emergency situation, including Sundays and Holidays. This compensation structure will be addressed in the Department’s Collective Bargaining Agreement(s).

### **COMPENSATORY TIME**

The Department has a compensatory time policy which applies to employees in non-exempt job classifications. Compensatory Time may be utilized in lieu of overtime pay. The following are the guidelines of the policy:

- A. The compensatory time must be pre-approved by an Immediate Supervisor prior to scheduling other than the employee who is taking the compensatory time.
- B. Compensatory time should be scheduled at the earliest possible date after the work is performed that is agreeable to the employee and meets the approval of their Immediate Supervisor.
- C. Compensatory time may be carried over into the next calendar year but at no time may an employee have more than two weeks (77.5 hours) of compensatory time accrued.
- D. Compensatory time that has not been utilized at the time the employee severs employment with the Department shall be paid out at a rate of 1 ½ times the employee’s current hourly rate of pay.

### **PAID TIME OFF BENEFITS**

#### **VACATION POLICY**

**Full Time Regular Employees:** Accrue (earn) paid vacation according to the following schedule, unless superseded by an applicable Collective Bargaining Agreement:

<b><u>PERIOD OF CONTINUOUS SERVICE</u></b>	<b><u>NUMBER OF DAYS EARNED PER YEAR</u></b>
Date of Hire to One Year	5 Days
2 <sup>nd</sup> Year – 3 <sup>rd</sup> Year	10 Days per Year
4 <sup>th</sup> Year – 9 <sup>th</sup> Year	15 Days per Year
10 <sup>th</sup> Year – 15 <sup>th</sup> Year	20 Days per Year
Over 15 <sup>th</sup> Year	22 Days per Year

A “day” of vacation for full time employees is calculated as 7.75 hours.

**Part Time Regular Employees:** Accrue (earn) paid vacation according to the following schedule:

**PERIOD OF CONTINUOUS SERVICE**

**NUMBER OF DAYS EARNED PER YEAR**

Date of Hire to One Year	2.5 Days
2 <sup>nd</sup> Year – 3 <sup>rd</sup> Year	5 Days per Year
4 <sup>th</sup> Year – 9 <sup>th</sup> Year	7.75 Days per Year
10 <sup>th</sup> Year Forward	10 Days per Year

A “day of vacation for part time employees is calculated as the average number of hours worked per day when the employee is scheduled; in other words if an employee is regularly scheduled to work six hour schedules, five days per week, their vacation “day” would be calculated as six hours of vacation pay whereas if an employee is regularly scheduled to work seven and an half hour schedules, three days per week, their vacation “day” would be calculated as seven and a half hours of vacation pay.

A year of service is calculated based on the employee’s date of hire. An employee completes one year of service upon the anniversary of their date of hire and an additional year upon their anniversary date every year thereafter.

An employee’s hours of vacation are accrued (earned) in the current year of service and available to be taken in the following year of service. Vacation hours are not available to be taken by the employee until they have been accrued. An employee must be employed on the last day of the month to accrue for that period. Accrued but unused vacation time will be paid out upon termination.

If a need arises for which an employee needs time off and does not have time accrued they may request time off without pay. For the guidelines of that policy refer to Section IV of the Handbook.

Vacation time, by policy, is to be taken within the service year it becomes available to be taken. If it is not taken in that period a maximum of 5 days may be carried over into the following year.

To assist management to maintain a consistent work force and for employees to have the best selection of vacation time it is highly recommended that the employee request vacation time from their Immediate Supervisor as far in advance as possible. All vacation time must be scheduled with the employee’s Immediate Supervisor, or designee, and is subject to approval. Immediate Supervisors are aware of the appropriate staffing levels required to maintain departmental operations and will not be able to approve vacation time if it draws their staffing below that appropriate level. Vacation time taken for a reason that qualifies for mandated unpaid leave such as VESSA or FMLA leave by an employee eligible for such leave will count against the applicable mandated leave entitlement, except as provided for in an applicable collective bargaining agreement.

**PERSONAL DAYS**

The Health Department wishes to provide employees with additional time off for “life issues” which really are not categorized as “vacation” or “illness.” For example Parent/Teacher conferences, scheduled car repairs, legal hearings, etc. Therefore we provide additional time off through the Department’s Personal Day policy. Time off taken for a reason that qualifies for mandated unpaid leave such as VESSA or FMLA leave by an employee eligible for such leave will count against the applicable mandated leave entitlement, except as provided for in an applicable collective bargaining agreement.

Full time permanent employees are eligible for personal days according to the following schedule:

**PERIOD OF CONTINUOUS SERVICE NUMBER OF DAYS GRANTED PER YEAR**

Date of Hire Prior to June 30 <sup>th</sup>	3 ½ Days
Date of Hire after July 1 <sup>st</sup>	1 ¾ Days
1+ Years	3 ½ Days per Year

The employee must schedule the days with the employee’s Immediate Supervisor, just as the employee is expected to schedule vacation. The days may be scheduled in increments of 4 or 8 hours. Any days, or portion thereof, not utilized by the employee during the calendar year will be paid to the employee through payroll no later than the end of the first quarter of the following year. Unused personal days will not be paid to an employee who terminates employment prior to the end of the current calendar year.

**PAID TIME OFF FOR SICKNESS P. 5**

**Full Time Regular Employees:** Accrue (earn) paid time for illness according to the following schedule:

**PERIOD OF CONTINUOUS SERVICE NUMBER OF HOURS EARNED PER MONTH**

Date of Hire to One Year	7.75 Hours per Month
Subsequent Years	7.75 Hours (12 Days Annual Total)

Paid time for sickness is not available to be used by the employee until it has been accrued (earned) and it is accrued by month. An employee must be employed on the last day of the month to accrue for that month and the time becomes available for use in the following month. The Department has the right to expect good attendance and wishes to reward those employees who make every effort to be on the job consistently. Therefore, unused sick time may be carried over and accumulated from one year to the next as a benefit for medical hardships. However, the maximum amount of accrued sick time an employee may accumulate is one hundred (100) days and not greater than the maximum one hundred (100) days will be paid out upon termination, resignation, or retirement.

**DEFINITION**

Paid time off for sickness is a benefit given to employees under the following circumstances:

- An employee cannot perform the employee's duties or may infect others within the workforce.
- For the illness or injury of the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.
- For medical or dental appointments of the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. Time must be used in increments of one hour or more.

For time off for the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent in excess of 6 days will be granted when the employee's care is required and other arrangements have been attempted but cannot be made.

This time off is provided as a "financial buffer" for an employee who is injured or too ill to work but is not to be used as additional time off work.

### **NOTIFICATION**

In order to be paid for time off due to sickness an employee must notify their Immediate Supervisor, or designee, as soon as feasible for planned procedures (i.e. minor elective surgery, medical testing, and medical or dental appointments). **For unplanned sickness (i.e. colds, flu, accidents, and the like the employee is to notify their Immediate Supervisor as soon as possible but no less than one (1) hour prior to their scheduled start time.** Employees who do not report unplanned sickness per the County's Attendance policies may not qualify for paid time for sickness. (Refer to the Attendance Policies in Section II of the County Handbook for further policies regarding reporting).

If an employee is off work three (3) or more consecutive days due to illness the employee must supply medial certification verifying that they have been unable to work and that they have been released by their health care provider to return to work. This certification should be provided to the Immediate Supervisor upon their return and before beginning work.

### **POLICY ABUSE**

The Department will not deny an employee the right to use personal sick leave benefits as required or discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an employee for using personal sick leave benefits, attempting to exercise the right to use personal sick leave benefits or asserting a claim based on the use of personal sick leave benefits. However, in order for the Department to meet the obligations of the public it is imperative that we have a dependable and consistent workforce. Work priorities are more easily managed around scheduled time off whereas unscheduled, unplanned time off makes it extremely difficult for the Department to meet its obligation to the citizenry. Subsequently, good attendance is an expectation of employment, regardless of the amount of paid time the employee has accumulated. Therefore, abuse of this policy is taken very seriously by the Health Department and employees will be subject to disciplinary action, up to and including termination for fraudulent use or abuse of sick leave.

Time off under this policy for a reason that qualifies for any other mandated leave entitlement by an employee eligible for the mandated leave will count against the employee's mandated leave entitlement.

## **HOLIDAYS**

The Department recognizes the following paid holidays for Full Time Regular and Introductory employees. Holidays falling on Saturday will be observed on the prior Friday, whereas holidays falling on Sunday will be observed on the following Monday. A holiday schedule will be provided to employees annually and this list is subject to change by the Board of Commissioners.

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Good Friday	Thanksgiving Friday
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve (1/2 Day)

## **ELIGIBILITY**

To qualify for holiday pay an employee must be present for work on the last scheduled workday before and the next scheduled workday after the holiday unless on an approved vacation, or approved leave of absence. If the employee is not present on one of the aforementioned days yet can supply a medical certification (MD or Dentist) verifying illness they will then qualify for holiday pay.

## **24/7 OPERATIONS**

Due to the nature of County business, the Sheriff's Department and Ambulance Service operate 24 hours per day and 7 days per week. Therefore, staffing in these departments will require working on holidays. Such work assignments will be made by the department heads or their designees and apply to all employees.

## **T) EMPLOYEE TRAINING**

The County believes in assisting employees in their job training to the fullest extent possible. To meet that objective, the County will provide training opportunities by offering;

- In-house training
- Seminars

All external training seminars must be pre-approved by management. Reimbursement for a particular training class or seminar will not be made unless the employee's attendance has been approved prior to the class or seminar and appropriate documentation is submitted upon completion of the training.



# **SECTION V ---- ACKNOWLEDGEMENTS/AGREEMENTS**

## **HANDBOOK ACKNOWLEDGEMENT**

I have received a copy of the Monroe County Employee Handbook. I agree I will follow its guidelines in my conduct on the job. I understand that the handbook is not an employment contract and does not bind the County in any way. The County can change or depart from any provision at any time at its discretion. I understand that my employment is "At-Will," meaning either party (employer or employee) may terminate the relationship at any time, with or without cause, so long as there is no violation of applicable federal or state law (this At-Will statement may be altered by an applicable Labor Agreement). I agree that my employment is for no definite time period and regardless of the time and manner of payment of my wages or salary, may be terminated without any previous notice aside from proper notification of resignation, excepting as provided for in any applicable collective bargaining agreement. I also understand that all final decisions on any matter, including any continued employment and the terms thereof rest solely with the County.

Excepting as provided for in any applicable collective bargaining agreement, no person other than the County Board has the authority to make an enforceable agreement or understanding, and any such agreement or understanding must be in writing signed by members of the County Board to be enforceable.

I understand and agree that the County might monitor and review email messages and logs of accessed Internet websites to insure that these media are being used in compliance with the law and with the County's policy. I understand and agree in advance that I will not be notified when this monitoring is taking place and that the County has the sole discretion to determine the time, place and manner of all monitoring. This document is meant to be specific consent pursuant to 18 U.S.C. § 2511(2)(d).

I authorize the County to deduct from my final paycheck monies necessary to cover the cost of any County property I do not return when I leave employment, pursuant to the regulations of the State of Illinois.

The policies in this handbook are in alignment with federal and state regulations and employer's rights. Refusal to sign this acknowledgement does not release an employee from their obligation to abide by the policies of Monroe County.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Refusal to Sign Witness**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

# NON-DISCLOSURE / CONFIDENTIALITY / CONFLICT OF INTEREST AGREEMENT

In compliance with Monroe County's Non-Disclosure, Confidentiality and Conflict of Interest policies, I hereby state that I agree with, and will abide by, the following statements:

### 3. Non-Disclosure of Confidential Information

Pursuant to the County's Non-Disclosure/Confidentiality policy, I will not, while employed or after leaving employment, disclose or use personal, proprietary or confidential information relating to the County's business, County employees or the public either for profit or not for profit. I will faithfully fulfill any responsibilities I have for the safekeeping of all such information.

### 4. Financial Integrity

I will not maintain or establish any undisclosed or unrecorded funds, make false or artificial entries on the books or records of the County or its subsidiaries or make, or cause to be made, any payments on behalf of the County or its affiliates to be used for something other than the stated purpose.

### 3. Gifts, Gratuities, and Entertainment

I will not accept gifts, excessive entertainment or other favors valued at over \$100.00 or any items or services prohibited by the Illinois Gift Ban Act from any outside concern that does, or to my knowledge is seeking to do, business with the County under circumstances that might be inferred that such action is intended to influence me in the performance of my duties. This does not include the acceptance of items of nominal value that are clearly tokens of respect or friendship and not related to any particular transaction or activities of the County or its business.

### 6. Outside Interests

If I hold, directly or indirectly, a position of material financial interest (other than investments) in outside concerns which I have reason to believe provides to or secures from goods or services from Monroe County, (including services of buying or selling stocks, bonds or other securities) I will fully disclose such interests to the County Board.

### 7. Outside Activities

If I render directive, managerial or consultative services to outside concerns that do business with or render other services to Monroe County, I will fully disclose such activities to the County Board.

I hereby agree to report to my department head or supervisor, or their designee, any situation that might develop, which will modify any statements related to these issues.

The policies in this handbook are in alignment with federal and state regulations and employer's rights. Refusal to sign this acknowledgement does not release an employee from their obligation to abide by the policies of Monroe County.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Refusal to Sign Witness

\_\_\_\_\_ Title



Date

Date

## HARASSMENT ACKNOWLEDGEMENT

By signing this form, I acknowledge that I have received a copy of Monroe County’s Harassment Policy and realize the gravity of such behavior and the seriousness with which the County takes reports of such inappropriate activity. I understand that Monroe County will not tolerate harassment or other inappropriate conduct described in the handbook policy by any person and will deal severely with anyone who engages in such conduct based on race, color, gender, age, national origin, religion, ancestry, citizenship status, disability, marital status, sexual orientation, military or discharge status or qualified as having physical or mental disabilities or any federal or state classification when involved in any Monroe County business activities.

I agree that if an individual tells me that they are offended by my conduct, I will discontinue such conduct immediately. Likewise, I should inform others if I am offended by their conduct.

If I become aware of someone conducting himself or herself inappropriately in relation to this policy or someone being the victim of such harassment, I will notify the State’s Attorney or a supervisor or call the posted Employee Helpline, so that the County can take immediate action.

I understand that if Monroe County becomes aware of alleged activity, a full and confidential investigation will be initiated, and if involved, I will fully cooperate and be honest and forthcoming regarding the matter.

I understand that anyone found responsible for harassment or inappropriate conduct will be subject to appropriate discipline, since such activity meets the definition of “just cause” for disciplinary purposes.

I understand that I will not experience any retaliation as a result of reporting or participating in the investigation of any such complaint under this policy.

Finally, I understand that employees who knowingly make false accusations under this policy will be subject to disciplinary action up to and including termination.

The policies in this handbook are in alignment with federal and state regulations and employer’s rights. Refusal to sign this acknowledgement does not release an employee from their obligation to abide by the policies of Monroe County.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Refusal to Sign Witness

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

