



Personnel Policy

REVISED DECEMBER 15, 2015

Disclaimer

This Hanover Township Personnel Policy shall apply to all employees of Hanover Township. The Hanover Township Personnel Policy shall apply to employees of Hanover Township Appointing Authorities upon, and pursuant to, each Appointing Authority's letter of adoption. Upon adoption, all policies shall apply to the Appointing Authority's employees, unless specifically excluded by the terms of the Hanover Township Personnel Policy.

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Article I Employment

A. Equal Employment Opportunity

- 1.) It is the policy and practice of the Township to afford equal employment opportunity in all personnel practices to all employees and applicants for employment regardless of race, color, religion, sex, national origin/ancestry, sexual orientation, gender identity and/or gender expression, disability (mental or physical), age, marital status, military status, unfavorable discharge from military status, genetic information, arrest record, citizen status, pregnancy, and any other protected status under federal, state, and local law.

B. Anti-Discrimination Policy

- 1.) Hanover Township does not discriminate and does not tolerate discrimination against its employees and job applicants. Discrimination on the basis of race, color, religion, sex, national origin/ancestry status, sexual orientation, gender identity and/or gender expression, disability (mental or physical), age, marital status, military status, unfavorable discharge from military status, genetic information, arrest record, citizenship status, pregnancy, and any other protected status under federal, state, and local law is prohibited.
- 2.) Hanover Township will not condone any situation where an employee's or applicant's race, color, religion, sex, national origin/ancestry status, sexual orientation, gender identity and/or gender expression, disability (mental or physical), age, marital status, military status, unfavorable discharge from military status, genetic information, arrest record, citizenship status, pregnancy, and any other protected status under federal, state, and local law is used as a basis for an employment decision by anyone employed by this employer.
- 3.) Hanover Township will not tolerate discrimination towards its employees by those who are not employees, such as, but not limited to, vendors, clients, or volunteers. None of our employees, including but not limited to, officers, top management officials, supervisors, or any other employees are authorized to engage in illegal discrimination. This anti-discrimination policy applies to all aspects of employment, including but not limited to, recruitment, hiring, placement, promotion, separation, layoff, recall, transfer, leaves of absence, compensation, termination, and all terms and conditions of employment.

C. Reporting Discrimination

- 1.) Discriminatory actions are prohibited. There is an "open-door" policy. This means the employee has the right to make a complaint if: (i) he or she feels that he or she may have been or is subjected to discrimination; or (ii) he or she witnessed what is believed to be discrimination towards an employee by another employee, including but not limited to, supervisors and co-workers. This prohibition against discrimination applies to everyone.
- 2.) The following procedure should be followed by employees who wish to register a complaint regarding any job-related discrimination based on race, color, religion, sex, national origin/ancestry status, sexual orientation, gender identity and/or gender expression, disability (mental or physical), age, marital status, military status, unfavorable discharge from military status, genetic information, arrest record, citizenship status, pregnancy, and any other protected status under federal, state, and local law.

- 3.) If an employee feels that he or she is being discriminated against by, including, without limitation, a co-worker, a supervisor, a manager, a volunteer, a vendor, or a client, an employee may choose, but is not required to, make an effort to immediately tell the person who is believed to be discriminating to stop the discriminatory behavior.
- 4.) The employee is required to immediately and personally report incidents of what he or she believes to be discrimination, whether the discrimination is directed against the employee personally or another employee, to the employee's supervisor, department director, the Township Administrator or the Assistant Township Administrator.
- 5.) An employee is not required to first report discrimination to his or her supervisor. An employee may report discrimination to any of the people listed above. These alternative ways for making a complaint allow the employee to avoid using the ordinary chain of command and to bypass anyone who the employee believes cause or is responsible for the discrimination.
- 6.) If an employee witnesses what he or she believes to be discrimination against another person, that employee is required to report the discrimination to one of the people listed above.

D. Action Taken Against Illegal Discrimination

- 1.) Such reports are taken very seriously and will be investigated thoroughly and promptly. The facts of each case will determine the response to each allegation. Appropriate disciplinary action, up to and including termination, will be taken if it is determined that a violation of this policy against discrimination occurred.
- 2.) To the extent that is practicable, complaints, the investigations, and the terms of their resolutions will be kept confidential. Information regarding any specific incident will be released only on a need-to-know basis within the necessary boundaries of the investigation.

E. Anti-Harassment Policy

This policy is to maintain for all employees a safe and professional work environment free of illegal harassment. To that end, the following policy has been adopted:

- 1.) Hanover Township strictly prohibits harassment and does not tolerate harassment of any person on the basis of race, color, religion, sex, national origin/ancestry status, sexual orientation, gender identity and/or gender expression, disability (mental or physical), age, marital status, military status, unfavorable discharge from military status, genetic information, arrest record, citizenship status, pregnancy, and any other protected status under federal, state, and local law.
- 2.) Hanover Township will not condone any situation where an employee's race, color, religion, sex, national origin/ancestry status, sexual orientation, gender identity and/or gender expression, disability (mental or physical), age, marital status, military status, unfavorable discharge from military status, genetic information, arrest record, citizenship status, pregnancy, and any other protected status under federal, state, and local law is used

as a basis for harassment. Hanover Township is committed to the prevention of any and all illegal harassment. To that end, its position on harassment is one of "Zero Tolerance."

- 3.) All employees are advised that no member of management, regardless of his or her title, is authorized to condition tangible employment actions, such as, but not limited to, promotion, leaves of absence, and increased compensation upon submission to harassment of any kind, such as but not limited to, sexual advances. Employees are also advised that no member of management, regardless of his or her title, is authorized to deny tangible employment actions, such as, but not limited to, promotion, increased compensation, etc., because the employee refuses, for example, but not limited to, requests for sexual favors.
- 4.) This harassment policy applies equally to all persons employed here, including without limitation, its clients, volunteers or vendors. This prohibition against harassment applies to everyone, from top management on down. Harassment can occur between an employee and another employee; an employee and a non-employee; and an employee and a third-party, including without limitation, a volunteer, client, or vendor. Harassment can occur on the work site and outside the workplace while the employee is performing the obligations and responsibilities of his or her job.

F. Unlawful Harassment

- 1.) Harassment includes, but is not limited to, ethnic slurs or racial epithets, name-calling, jokes, cartoons, pictures, gestures, unwelcome physical touching, and other conduct based on a person's race, color, religion, sex, national origin/ancestry status, sexual orientation, gender identity and/or gender expression, disability (mental or physical), age, marital status, military status, unfavorable discharge from military status, genetic information, arrest record, citizenship status, pregnancy, and any other protected status under federal, state, and local law. This anti-harassment policy includes but is not limited to sexual harassment.
- 2.) Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, which interferes with another person's work performance or which creates an intimidating, hostile or offensive work environment.
- 3.) Sexual harassment can take, but is not limited to, the following forms:
 - a. Sexual remarks, jokes, or other sexual conduct that interferes with another person's work performance or creates an intimidating, hostile, or offensive work environment;
 - b. Display of sexually suggestive objects or pictures;
 - c. Submission or rejection of unwelcome sexual conduct by a supervisor or manager or other management/executive personnel, which is used as a basis, whether expressed in explicit or implicit terms, for employment decisions affecting the employee, such as, but not limited to, keeping or receiving a job, receiving a promotion or raise, scheduling or any other term or condition of employment.

G. Reporting Harassment

- 1.) Harassment is prohibited and will not be tolerated. Hanover Township has an “open-door” policy. This means the employee has the right to make a complaint if he or she feels that he or she: (i) was or may have been subjected to illegal harassment; or (ii) witness what is believed to be harassment of another employee by any other employee, including but not limited to, supervisors and co-workers and/or third-parties who are not employees, such as, but not limited to, vendors, clients, or residents.
- 2.) The following procedure should be followed by employees who wish to register a complaint regarding any harassment based on race, color, religion, sex, national origin/ancestry status, sexual orientation, gender identity and/or gender expression, disability (mental or physical), age, marital status, military status, unfavorable discharge from military status, genetic information, arrest record, citizenship status, pregnancy, and any other protected status under federal, state, and local law. Employees should report immediately any such behavior by a supervisor or member of management before, if possible, any tangible employment action takes place.
- 3.) All employees have a right to a work environment free of harassment. If any employee feels that he or she was or is being harassed by, including, without limitation, a co-worker, a supervisor, a manager, a volunteer, a vendor, or a client, an employee may choose, but is not required to, make an effort to immediately tell the person who is believed to be engaging in harassing conduct to stop the harassing behavior.
- 4.) The employee is required to immediately and personally report incidents of what he or she believes to be harassment, whether the harassment is directed against the employee personally or another employee, to: the employee’s supervisor, department Director, Township Administrator or Assistant Township Administrator.
- 5.) An employee is not required to first report harassment to his or her supervisor. An employee may report harassment to any of the people listed above. These alternative ways for making a complaint allow the employee to avoid using the ordinary chain of command and to bypass anyone who the employee believes cause or is responsible for the harassment.
- 6.) If an employee witnesses what he or she believes to be harassment of another person, that employee is required to report the discrimination to one of the people listed above.

H. Action Taken Against Reported Harassment

- 1.) Such reports are taken very seriously and will be investigated thoroughly and promptly. The facts of each case will determine the response to each allegation. Appropriate disciplinary action, up to and including termination, will be taken if it is determined that a violation occurred of this policy against harassment.
- 2.) To the extent that is practicable, complaints, the investigations, and the terms of their resolutions will be kept confidential. Information regarding any specific incident will be released only on a need-to-know basis within the necessary boundaries of the investigation.

I. Retaliation is Prohibited

- 1.) Reprisals or retaliation will not be tolerated against the employee engaging in protected activity, such as but not limited to, reporting the allegation of discrimination or harassment and/or participating in good-faith in the investigation as a witness or in any other capacity. If an employee: (i) made good-faith complaint of discrimination or harassment and/or participated in good-faith investigation as a witness or in any other capacity; and (ii) believes that he or she has been retaliated against for doing so, the employee is to inform the Township Administrator or Assistant Township Administrator promptly to make a complaint about retaliation.
- 2.) Hanover Township will act promptly to assure compliance with its policy prohibiting discrimination or harassment and/or retaliation and will take appropriate action, up to and including termination of employment, against those who have engaged in unlawful discrimination or harassment and/or retaliation.
- 3.) Employees making intentionally false claims of discrimination or harassment and/or retaliation will be subject to disciplinary action, including, without limitation, termination of employment.
- 4.) Each employee is required to read, acknowledge, and agree to comply with this anti-discrimination and anti-harassment policy, as part of the Township Personnel Policy Manual, as a condition of his or her employment. Any questions regarding these policies may be addressed with the Township Administrator or the Assistant Township Administrator. Further information may also be obtained from the Illinois Department of Human Rights, (312) 814-6200, or the Equal Employment Opportunity Commission (EEOC), (800) 669-4000.

J. Pregnancy Discrimination Policy

- 1.) The Township prohibits and does not tolerate discrimination against anyone on the basis of pregnancy. The Township will treat all applicants and employees who are pregnant in the same manner as any other applicant or employee with regard to job-related functions, benefits, opportunities, and purposes. No person or employee, no matter his or her title or position, has the authority, whether express, actual, and apparent or implied, to discriminate against a pregnant employee or applicant. The Township is committed to providing reasonable accommodations for medical or common conditions relating to pregnancy and childbirth. Any employee requiring such accommodations should direct their request to the Township Administrator or Assistant Township Administrator.
- 2.) If you have a question, complaint, or problem related to pregnancy discrimination, you should relay such question, complaint, or problem to your Department Head. If you feel uncomfortable doing so, or if you feel that your Department Head is the source of the problem, condones the problem, or ignores the problem, report your concern to the Township Administrator or the Assistant Township Administrator.

Article II Employee Relations

A. Employment at Will

- 1.) You should be aware that this manual is not intended to create a contract of employment. Rather, it is simply intended to describe the Township and its present personnel policies. These policies, which supersede all prior policies, may, and likely will be, changed from time to time, as the Township deems appropriate.
- 2.) Further, your employment can be terminated, with or without cause, and with or without notice, at any time at the option of the Township.
- 3.) No representative of the Township, other than the Township Board has the authority to enter into any agreement for a specified period of time or to make any agreement contrary to the foregoing. Any such agreement must be by individual agreement, in writing and signed by you and the Township Board. No one has the authority to make any verbal statements of any kind at any time which are legally binding on the Township.
- 4.) The policies outlined in this manual are in effect for all employees of the Township unless specifically noted otherwise. In addition, only full-time employees are eligible to participate in the Township's benefit programs unless specifically noted otherwise.

B. Authority, Purpose and Distribution

- 1.) The authority to approve, alter, modify and change personnel policy is vested in the Township Board. The Township Administrator may recommend alterations, modifications and changes in personnel policy to the Township Board for their consideration.
- 2.) The overall authority and responsibility to administer Township personnel policy rests with the Township Administrator. However, under direction of the Township Administrator, the Township Department Heads and designated staff are responsible for the day-to-day administration of the Township's personnel policies.
- 3.) This manual is being distributed to all of the Township Department Heads and employees as a means of providing an important personnel tool. All Township Department Heads and employees should read and become familiar with this manual in its entirety. It is designed to serve as a resource.

C. Employee Integrity and Honesty

- 1.) Township employees should be completely honest in their dealings with the public, elected officials, appointing authorities, supervisors, and fellow employees. Lying in any form, omitting some facts or exaggeration undermines the fundamental trust that must exist between employer and employee, and has no place in public service.
- 2.) The Township expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interest of the public. Employees must not use their position or knowledge gained because of their position for private or personal advantage.

- 2.) Unacceptable conduct may result in disciplinary action, up to and including, termination. If an employee needs clarification on a specific issue related to these standards, he or she should seek clarification from his or her Department Head or the Assistant Township Administrator.

E. Confidentiality of Township Documents and Records

- 1.) All Township documents, including, but not limited to, business or employee records, facsimiles, computer software, computer data files, emails, voice-mails, pamphlets, trade secrets and other information is strictly confidential.
- 2.) Unless express permission is provided, Township documents are not to be removed from the premises by any means, including facsimile, computer file transfer, computer storage device or e-mail transmission.
- 3.) Township documents should also not be duplicated for personal use or any purpose besides Township business
- 4.) Breach of confidentiality or the falsification or unauthorized alteration of Township documents or records is cause for disciplinary action.

F. Employee Ethics and Gift Ban Policy

- 1.) The Hanover Township Ethics Ordinance, (Ordinance 05-11-04E), is incorporated into this personnel policy.
- 2.) An Employee shall be held accountable for following all such established work rules, and to the standards of behavior outlined below:
- 3.) Employees may be a member of a political organization, may contribute money in support of individual candidates for elected office, but may not be coerced or forced in any way to make a contribution. The Township strictly prohibits any type of political activity on or during regular business hours, or with the use of Township resources.
- 4.) Whenever a Township employee is responsible for handling cash or other financial matters, the job of the employee is to document every aspect of the transaction fully and completely. All Township cash and bank accounts must be handled so as to avoid any question of illegal/improper payments or suspicion of any impropriety whatsoever.
- 5.) Employees are expected to report reasonable suspected fraud or other irregular activities. Township employees should be alert to situations in which other employees commit or are about to commit acts which violate the law or this policy. Illegal, unethical, or dishonest actions harm us all. Each Township employee, therefore, has a responsibility to report illegal or unethical conduct to his or her supervisor, Department Head or the Township Administrator.
- 6.) The Ethics Ordinance also prohibits officers and employees, their spouses and immediate family members living with the officer or employee, from soliciting or accepting gifts from prohibited sources as more fully explained in the Ethics Ordinance.

- 7.) The Ethics Ordinance establishes additional restrictions on employee conduct and violations of the ordinance may result in both fines and incarceration as set forth in Section Four of the Ethics Ordinance. In addition, any violation of the Ethics Ordinance may result in further disciplinary action up to and including termination.
- 8.) Should an employee have any questions regarding accepting or reporting the taking of gifts in violation of this policy, please contact the Township Administrator.

G. Reasonable Accommodation

- 1.) Hanover Township is committed to providing reasonable accommodation to enable qualified employees with disabilities to perform the essential functions of their jobs. The Township is also committed to providing reasonable accommodation when needed for pregnancy, childbirth or common conditions relating to pregnancy and childbirth. Depending on the circumstances, reasonable accommodation may include modifying the work environment, making facilities accessible, restructuring a job, adjusting work schedules, granting leave, or other measures.
- 2.) The Township is also committed to providing reasonable accommodation of an employee's sincere religious observances and beliefs that conflict with normal job requirements.
- 3.) Any employee who believes that he or she needs accommodation based upon a disability, pregnancy or religion is responsible for bringing the matter to the attention of their direct supervisor. In the case of disability or pregnancy, the employee may be required to provide medical documentation establishing the existence of the disability, any job-related restrictions, and the estimated length of time for which the accommodation is needed.
- 4.) All medical information will remain in the employee's medical & benefit (red) file.

H. Amendments

- 1.) The policies in this manual are subject to change and modification with or without notice. This manual is intended to generally describe the Township's policies and the benefits available to Township employees. Each employee can assist in keeping personnel policies current by notifying the Department Heads, Township Administrator or Assistant Township Administrator whenever problems are encountered or improvements can be made in administering personnel policies. The Department Heads may recommend changes to the Township Administrator.
- 2.) The Township Administrator will determine whether suggested changes to this manual are personnel policy amendments or administrative changes. Personnel policy amendments to this manual will be reviewed and decided upon by the Township Board. Administrative or procedural changes will be reviewed and decided upon by the Township Administrator.

I. Supplements and Review of the Personnel Policy

- 1.) From time to time, supplements to this manual may be issued. It is intended that these supplements will update and/or revise current policies and practices. Each employee is responsible for studying any supplements prior to placing them into his or her copy of this manual. Each employee must sign an acknowledgment form

recognizing receipt of the supplement or amendment.

- 2.) Additionally, from time to time, the Township Administrator or his designees will review the Township Personnel Policy to determine the need for updates or revisions.

Article III Employment Classifications

All Township employees have two (2) employee classifications. First, each employee will be classified as either a full-time or part-time employee, second, each employee will be classified as either an exempt or non-exempt employee as these terms are defined and interpreted under the Fair Labor Standards Act of 1938 (FLSA), 20 U.S.C.A. 2091, *et seq.* Additionally, all employees are subject to a one hundred and eighty (180) day orientation period.

A. Employee Classifications

- 1.) A full-time employee is one who is regularly scheduled to work (30) hours or more each week.
- 2.) A part-time employee is one who is regularly scheduled to work less than thirty (30) hours per week, temporary position or for seasonal work. Part-time employees do not participate in the Township's benefits programs unless specifically stated otherwise.

B. Non-Exempt and Exempt Employees

- 1.) An exempt employee is an individual employed in an executive, administrative or professional position as these terms are defined under provisions of the FLSA. Bona fide executive, administrative or professional employees are exempt from the minimum wage and overtime requirements of the FLSA. This manual and its treatment of exempt personnel will be interpreted in accordance with the provisions of the FLSA. 29 C.F.R. 541.118.
- 2.) A non-exempt employee is an individual not employed in an executive, administrative or professional position as these terms are defined under provisions of the FLSA. Non-exempt employees are paid at least the prevailing minimum wage rate and are paid at the rate of time-and-one-half for all hours worked in excess of forty (40) hours within a given work week or compensated with Compensatory Time Off.

C. Orientation Period

- 1.) New employees, promoted employees, and certain transferred employees will be subject to an orientation period of one hundred and eighty days (180).
- 2.) The purpose of the orientation period is to determine if the new, promoted or transferred employee is capable of performing his or her job duties satisfactorily under actual working conditions.
- 3.) During the orientation period such employees will be observed and evaluated by their Department Head or manager. After the period of one hundred and eighty days, (180), the relevant Department Heads or managers will submit a written performance evaluation for a full-time new employee to the Township Administrator.

- 4.) Thereafter, the Department Heads or manager will prepare an annual written performance evaluation, for all full-time employees, to be submitted to the Township Administrator upon completion.
- 5.) These evaluations should review the employee's progress, qualifications, goal attainment, and other pertinent factors and recommend appropriate action.
- 6.) An orientation employee, (similar to any other Township employee), may be discharged at any time during or after the orientation period with or without notice.

Article III Human Resource Administration

A. General Guidelines

- 1.) Human Resource Administration and interpretation of the Personnel Policy rests with the Township Administrator or his designee.
- 2.) The Township Clerk shall maintain personnel records for each Township employee. Personnel records to be maintained include the application for employment, results of reference checks, the beginning date of employment, earnings history, positions held while employed at the Township, attendance and vacation records, hours worked, disciplinary records and employee evaluations.
- 3.) All job related commendations, grievances, complaints, and warnings that are made in written form shall become part of the employee's personnel record.

B. Employee Information and Privacy Policy

- 1.) Township personnel records will be treated as confidential to the extent permitted by law.
- 2.) At no time during employment will a social security number, or portion of the social security number, be used to identify an employee.

C. Authorization to Work

- 1.) In accordance with federal law, each new employee is required to furnish documentation that he or she is legally authorized to work in the United States. Copies of this documentation will be attached to the employee's verified I-9 form and are kept separately from an employee's personnel file.

D. Record Keeping Requirements of the Fair Labor Standards Act

- 1.) The following records will be kept, at a minimum, in accordance with the requirements of the FLSA:
 1. Employee's full name and social security number;
 2. Address, including zip code;

3. Birth date, if younger than 19;
4. Sex and occupation;
5. Time and day of week when employee's workweek begins.
6. Hours worked each day and total hours worked each workweek
7. Basis on which employee's wages are paid;
8. Regular hourly pay rate;
9. Total daily or weekly straight-time earnings;
10. Total overtime earnings for the workweek;
11. All additions or deductions from the employee's wages;
12. Total wages paid each pay period;
13. Date of payment and the pay period covered by the payment.

E. Employee Medical Records

- 1.) Hanover Township has adopted a policy that protects the privacy and confidentiality of protected health information (PHI) whenever it is used by Township representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.
- 2.) PHI refers to individually identifiable health information received by Hanover Township's group health plans and/or received by a health care provider, health plan or health care clearinghouse that relates to past or present health of an individual or for payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, and evidence of disability.
- 3.) Hanover Township has designated the Township Administrator and his or her designee as the Health Plan Administrator, and any questions or issues regarding PHI should be presented to the Township Administrator for resolution. The Township Administrator, or his designee, is also charged with the responsibility for administering workers compensation claims, disability claims and any other related claim.
- 4.) Annually or as necessary, Hanover Township performs enrollment, changes in enrollment and payroll deductions, provides assistance in claims problem resolution and explanation of benefits issues, and assists in coordination of benefits with other providers. Some or all of these activities may require the use or transmission of PHI. Thus, all information related to these processes will be maintained in confidence and employees will not disclose PHI from these processes for employment-related actions.
- 5.) Any record containing protected health information will be kept in a separate file from the employee's personnel record, in compliance with the Health Insurance Portability Accountability Act and other federal law.
- 6.) Personnel record and disclosures of PHI will be maintained in accordance with federal law and the Local Records Act. Records that have been maintained for the maximum interval will be destroyed in a manner to ensure that such data is not compromised in the future.

F. Criminal Convictions and Background Checks

- 1.) In order to enhance the safety of the environment for residents and employees of the Township, and to reduce the potential of theft of and damage to Township property, criminal conviction background checks, in connection with any offer of employment, or continued employment with Hanover Township, may be obtained by Hanover Township from a consumer reporting agency.
- 2.) Criminal conviction background checks may be performed in accordance with the Illinois Uniform Conviction Information Act (20 ILCS 2635/1 et seq.), and may also include the search of other law enforcement agency conviction records, driving history records, and verification of name, identity and social security number by credit reporting agencies to the Township.

G. Promotion from Within

- 1.) When possible and appropriate, openings for Township employment positions may be filled from within the Township's current staff of employees. Employees will be notified through appropriate means when such openings arise. In awarding promotions, the Township may take into consideration all relevant factors, including but not limited to, the employee's qualifications, ability, past performance and experience, attendance, tardiness, discipline record and other business considerations.
- 2.) The Township may also consider outside applicants to fill any vacancies, promotions or transfers. No employee is guaranteed a promotion or transfer on the sole basis of his or her status as a Township employee.

H. Nepotism Policy

- 1.) The purpose of this policy is to establish consistent guidelines concerning the employment of relatives of employees of the Township. Relative is deemed to mean a spouse, parents, grandparents, children, siblings, in-laws and step relatives within these categories. It is the policy of the Township to provide all employees with equal employment opportunities for career advancement without fear of favoritism or penalty, actual or implied, based on family relations.
- 2.) No employee will be assigned or hired into a position where the employee would be required to supervise or be supervised by a relative, whether directly or indirectly. Job assignments affecting relatives which may jeopardize the Township's security or which may appear to present a potential or actual morale problem for the affected relatives or for other employees are prohibited. This policy is not intended to preclude employment of relatives in various levels of the Township.
- 3.) If employees in a supervisory relationship become related after employment, every effort will be made to transfer one of the employees to a position where no supervisory relationship exists. If neither employee volunteers for a transfer, the Township Administrator will arrange an involuntary transfer at his or her discretion. The same procedure applies in instances where potential security or morale issues arise during employment. Transfer decisions may be based on, but are not limited to, such factors as the grade of each affected employee's position, the availability of openings for which the

affected employees are qualified, and the availability of replacement candidates for the affected employees' positions.

- 4.) This policy is intended to comply with the requirements of all applicable federal, state and local laws.
- 5.) The Township Administrator or his or her representative is responsible for the coordination, administration and implementation of the provisions of this policy. Exceptions to this policy require approval by the Township Board. Prior to the application of this policy regarding employment or transfer decisions with respect to spouses, Department Heads must contact the Township Administrator to ensure compliance with applicable federal, state, and local laws.

Article IV Written Complaint Process

A. Written Complaint Policy

- 1.) Employees are encouraged to bring their complaints about work-related situations to the attention of management. Employees will be provided with an opportunity to present their complaints and appeal decisions by management through a formal complaint procedure. All complaints will be resolved fairly and promptly.
- 2.) A complaint may be defined as an employee's expressed feeling of dissatisfaction concerning conditions of employment or treatment by management, supervisors or other employees. Examples of actions which may be causes of complaints include, but are not limited to:
 - a. Application of Township policies, practices, rules, regulations and procedures believed to be to the detriment of an employee;
 - b. Treatment considered unfair by an employee, such as coercion, reprisal, harassment or intimidation;
 - c. Alleged discrimination because of race, color, religion, sex, national origin/ancestry status, sexual orientation, gender identity and/or gender expression, disability (mental or physical), age, marital status, military status, unfavorable discharge from military status, genetic information, arrest record, citizenship status, pregnancy, and any other protected status under federal, state, and local law; and,
 - d. Improper or unfair administration of employee benefits or conditions of employment such as vacations, promotions, retirement, holidays, performance review, salary or seniority.
- 3.) Managers are responsible for ensuring that the complaint is fully processed. Under no circumstances will an employee be penalized for using the Township's complaint procedure.

B. Complaint Process

- 1.) Any complaint filed will follow the procedure outlined below, refer to the provision or

provisions of Township policy, practice, procedure, rule or regulation alleged to have been violated and adequately set forth the facts pertaining to the alleged violation.

Step 1: The complainant shall present a complaint in writing to his or her immediate supervisor. Discussions shall be informal for the purpose of settling differences in the simplest and most direct manner. The immediate supervisor shall reach a decision, if possible, and communicate it in writing to the complainant within 3 working days from the date the complaint was presented.

Step 2: If the complaint is not settled in the first step, the complainant shall, within 3 working days, forward the written complaint to the Department Head. The Department Head will attempt to, within 5 working days, meet with the complainant to determine the facts of the case. The Department Head will attempt to notify the complainant of his decision, in writing, within 5 working days following the date of the meeting, unless such time is mutually extended in writing.

Step 3: If the complaint is not settled at Step 2, the complainant shall, within 5 working days, forward the written complaint to the Township Administrator. The Township Administrator will attempt to meet with the complainant and/or additional parties involved within 10 working days after receipt of the complaint, unless such time is mutually extended in writing. The Township Administrator will attempt to ascertain the facts and issue a decision in writing within 5 working days after the meeting, unless this period is extended in writing by mutual agreement.

Step 4: If the complaint is not settled at Step 3, and involves termination of a full-time employee after their probationary period, the complainant shall, within 5 working days, forward the written complaint to the Township Clerk or his designee for an appeal of the Township Administrator's decision to the Township Board. The employee's complaint will be addressed at the next regularly scheduled Township Board meeting, if submitted 72 hours prior to the meeting. Should the employee submit the complaint after the 72-hour window has passed, they must wait for the next regularly scheduled Board meeting.

Step 4 does not apply to employees who report to an Appointing Authority (Highway Commissioner, Assessor, Mental Health Board, or the Township Supervisor in his role as Supervisor of General Assistance). In this instance, the Appointing Authority has the final authority.

C. Other Stipulations

- 1.) The decision of the Township Board at Step 4 shall be final and binding on the parties, without further right to appeal.
- 2.) The time limit at any stage of the complaint procedure may be extended by written mutual agreement of the parties involved in that step.
- 3.) Any complaint presented shall be on the form prescribed by the Township Administrator. It must be dated and signed by the employee presenting it. Any decision rendered shall be

provided in writing to the employee and shall be dated and signed by the Township's representative at that step.

- 4.) When a written complaint is presented, the Township's representative shall provide a dated and signed receipt for it at that particular step.
- 5.) A complaint not advanced to the higher step within the time limit provided shall be deemed permanently withdrawn and as having been settled on the basis of the decision most recently given. Failure on the part of the Township's representative to answer within the time limit set forth in any step will entitle the employee to proceed to the next step.
- 6.) If the complaint involves a direct supervisor, or the employee feels they will be unfairly treated by their direct supervisor, the complaint process may begin with the complainant's next most senior management staff member.
- 7.) If the complainant reports directly to the Administrator and the complaint involves a suspension and/or termination, the complaint process may begin with the employee submitting in writing a complaint to the Township Clerk to be reviewed and decided by the Township Board at the next regularly scheduled meeting.
- 8.) If the complaint involves an official or Appointing Authority, then the complaint should be delivered in writing to the Township Administrator who will, upon review, forward the written complaint to the Township Board at the next regularly scheduled meeting.
- 9.) When a complaint is reduced to writing there shall be set forth:
 - a. A complete statement of the complaint and facts upon which it is based;
 - b. The section or sections of Township Policy claimed to have been violated; and
 - c. The remedy or correction requested.

Article V. Discipline of Township Employees

A. Grounds for Discipline

- 1.) The rules and regulations outlined in this policy, and others which may be established from time to time, are published to provide and promote understanding of what is considered appropriate conduct. These rules are not all inclusive and unacceptable conduct not specifically covered by this policy may result in disciplinary action depending upon the circumstances.
- 2.) Repeated violations of the same policy or rule; violations of more than one policy or rule in a single act; violation of any one policy or rule depending on the severity of the violation; violations of different policies or rules at different times and aggravating circumstances may be cause for accelerated, compound disciplinary action up to and including discharge.
- 3.) The list below are examples, but not limited to, violations that may result in discipline.
 1. Failure or refusal to follow the written or oral instructions of the Township

- Board, a member of the management staff, or their designee.
2. Insubordination.
3. Neglecting job duties and responsibilities.
4. Engaging in unauthorized personal business during work hours.
5. Intentionally falsifying records or documents, including time records.
6. Discourtesy in dealing with Township officials, employees of the Township, Township residents, and/or other members of the public.
7. Failure to give proper notice when unable to report for or continue work as scheduled.
8. Unexcused or excessive absenteeism
9. Abuse or misuse of Township property, materials or supplies.
10. Unauthorized use of Township property and equipment including telephones, copy machines and mail services.
11. Threatening, harassing or inflicting bodily harm to fellow employees.
12. Making false and malicious statements concerning employees or the Township.
13. Discriminating against employees in violation of applicable laws.
14. Unauthorized possession, use, purchase, consumption, transfer or sale of alcoholic beverages, controlled substances or illegal drugs during working hours, or while on or using Township property, or otherwise while representing the Township, or reporting to work under the influence of alcohol, controlled substances, or illegal drugs.
15. Accepting a free gift, gratuity, or other offering in the course of or in connection with Township work.
16. Possession of weapons during scheduled and/or paid hours of work, or while on or using Township property, except as specifically provided by state law. Weapons include any item whose primary purpose is to inflict injury to persons or damage to property.
17. Unauthorized disclosure of confidential records or information.
18. Failure to wear a uniform if required.
19. Gambling while on the job or performing services for the Township.
20. Theft, fraud or embezzlement of Township, citizen or employee property or funds.
21. Leaving the job during working hours without permission.
22. Violating Township policies, rules, regulations, or practices.
23. Unauthorized use of overtime.

B. Stages of Discipline

- 1.) A verbal warning is the first step in the disciplinary procedure. The Department Head or manager will discuss the violation with the employee and provide suggestions for correcting the problem. A disciplinary form, marked "verbal" will be placed in the employee's personnel file.
- 2.) A written warning may follow one or more verbal warnings issued to an employee for a repeated offense. Also depending on the severity of the act a written warning can be issued without a prior verbal warning. The Department Head or manager will discuss the situation with the employee along with suggestions for correcting the problem and a warning of what discipline may follow, up to and including discharge. A discipline form is issued and a copy is placed in the employee's personnel file.

C. Suspension

- 1.) Suspensions are unpaid, temporary separations for disciplinary purposes where the conduct is not sufficiently grave for dismissal or until such time as an investigation may be made and the matter resolved.
- 2.) The Department Head or Appointing Authority may suspend an employee without pay when lesser forms of disciplinary action have not corrected the employee's behavior or performance. An employee may also be suspended for a first offense of a more serious nature.
- 4.) The suspension shall be for a period not to exceed five (5) working days. Written notice of suspension including the reasons and extent shall be forwarded to the Employee within twenty-four (24) hours of the action and shall be placed in the employee's personnel file.

D. Termination

- 1.) The Township Administrator or Appointing Authority may discharge any employee with or without cause.
- 2.) The Township Board shall also be notified of the plan to discharge.
- 3.) The notice of discharge will be in writing and will state the specific charges. The employee will be able to answer the charges if he/she desires by following the Township Complaint Process. The written notice will be placed in the employee's personnel file.

Article VI Wage and Compensation Practice

A. Employment Position Descriptions

- 1.) It is the position of Hanover Township that equitable wage and salary administration requires an existing system of employment position titles. The duties and tasks, or job content, for each employment position must be adequately described and maintained in current form. Where possible, methods and techniques for measuring the value to the Township of quality performance in each employment position will be utilized in an effort to establish and maintain fairness in wages and salaries among Township employees.
- 2.) It is the responsibility of each Department Head, Township Administrator or appointing authority, to prepare and provide current employment position descriptions to be maintained in each employee's personnel record. Each employment description shall include, but not be limited to the following information:
 - a. Education level or background and prior experience deemed necessary to satisfactorily perform the duties and tasks and meet the responsibilities of the position;
 - b. Reporting relationship of the employee to his or her supervisor;
 - c. A complete and accurate statement of the essential functions of the employment position;

- d. Employment position title assigned to the position;
 - e. Any existing requirements for state and/or federal licenses or certificates required to perform all or part of the duties for employment positions;
 - f. The employment classification and status, i.e. full-time or part-time and exempt or non-exempt employee status.
- 3.) The Township Administrator shall determine when employment position titles and their descriptions, as well as major changes thereto, require approval of the Township Board or any other Township Official. The Township Administrator shall review the job description prior to filling vacant or newly created employment positions.

B. Wage and Salary Policy

- 1.) It is the intention of the Township and Township Board to develop methods and techniques to measure the value and quality performance of each employment position to the Township and to establish wage and salaries that are competitive with those of other employers.
- 2.) Any increase in salary or wages based upon merit should normally not be granted more frequently than once every twelve (12) months, customarily coinciding with the Township's new fiscal year.
- 3.) Merit increases in salary or wages shall be determined upon consideration of, but not limited to, the following factors:
 - a. The employee's quality or level of performance during the period being reviewed;
 - b. The number and extent of employment position objectives accomplished by the employee during the period being reviewed;
 - c. The employment position itself;
 - d. Consideration of the salary and employment position within the Township; and
 - e. Available funds.
- 4.) Increases in salary or wages may occur with an employee's promotion to a new employment position which calls for performance of significantly greater duties and responsibilities. All promotions must first be recommended by the employee's Department Head and approved by the Township Administrator. Final authority as to promotions and/or salary wage increases shall rest with the Township Board or Appointing Authority.
- 5.) In any instance where promotion to the new employment position calls for the employee to change status exempt from the minimum wage and over-time requirements of the FLSA, the Department Head will inform the employee of this exempt status and discuss how the employee's salary or wages may ultimately be altered if the employee pursues and accepts the promotion.

- 6.) Increases in salary or wages based upon merit and/or promotion to a new employment position shall not be paid retroactively to the date of the most recent employment review and/or promotion to a new employment position, except in special circumstances as determined by the Township Administrator.
- 7.) Employees that have worked less than sixty, (60), days before the beginning of the new fiscal year will not be eligible for a merit increases. Individuals employed for less than a year and who have worked more than sixty, (60), days before the beginning of the new fiscal year will be eligible for a prorated merit increase.

C. Performance Evaluations

- 1.) Performance evaluations are utilized on a regular and periodic basis to assess the various categories of strengths and weaknesses of each employee.
- 2.) Performance evaluations will normally be conducted at least once per year, prior to the beginning of the new fiscal year for all full-time employees and may be performed on a more frequent basis as directed by the Township Administrator.
- 3.) Performance evaluations for part-time employees may also be conducted from time to time.
- 4.) The Department Head or manager will complete a performance evaluation form which will be used to discuss all areas of the employee's job performance.
- 5.) The employee will be provided with an opportunity to review the form and receive a copy of the evaluation.
- 6.) A satisfactory or above performance evaluation does not entitle an employee to a pay increase, promotion or guarantee of continued employment.

D. Overtime Pay

- 1.) Overtime pay will be paid to all non-exempt employees at a rate of one and one-half times the non-exempt employee's regular rate of pay for each hour worked in a work week in excess of forty (40) hours.
- 2.) Overtime compensation will be paid for hours actually worked in excess of 40 hours in a seven (7) consecutive day workweek beginning at 12:01 a.m. Sunday and continuing through midnight Saturday, excluding sick leave.
- 3.) All non-exempt employees are required to get permission from their Department Head or manager before working overtime. Non-exempt employees who work unauthorized overtime may be subject to discipline.

E. Mileage Reimbursement

- 1.) Full-time and part-time Township employees will be reimbursed for mileage and other employment related expenses.
- 2.) Mileage expense reimbursement is not applicable for commuting to and from the

place of Township employment. All employees are required and expected to use the most economical form of transportation when traveling on Township business.

- 3.) When authorized by the employee's Department Head, employees may use their own vehicle while conducting Township business, provided the employee's vehicle is properly insured in accordance Illinois motor vehicle laws.
- 4.) All mileage expense requests must be submitted through the travel reimbursement form to the Department Head for review and approval. The rate of reimbursement may be changed by the Township Administrator and will be provided in accordance with such expenses and rates then allowable under the Internal Revenue Code.
- 5.) Township employees may also be reimbursed for necessary employment related expenses incurred while conducting Township business. Such expenses must be authorized in advance by the employee's Department Head. The Township Administrator may establish and amend these guidelines for other expenses, which include housing and meals at Township business related conferences.

F. Time Records

- 1.) Time records are the basis of all hourly employees' pay, it is essential that time records be accurate.
- 2.) Falsification of time records, including but not limited to, having another individual "punch in" or "punch out" for an employee is grounds for immediate termination.
- 3.) If any problems or discrepancies arise regarding a paycheck, it is the employee's responsibility to immediately bring it to the attention of the employee's supervisor or the Township Administrator or Assistant Township Administrator

Article VII Hanover Township Safety and Health Practices

A. Township Smoke-Free Policy

- 1.) In the interest of promoting health and safety and in accordance with Illinois law, the Township has enacted a smoke free policy which applies to all Township buildings and facilities (including rest rooms). Smoking is also prohibited within any Township vehicle.
- 2.) The use of smoking materials refers to the burning, inhaling, exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or any other lighted smoking equipment. This prohibition also extends to the use of smoke-free tobacco products such as chewing tobacco. Disregard for this policy may subject the violating employee to disciplinary action.

B. Drug and Alcohol Free Workplace

- 1.) The Township is a public agency and has the responsibility to uphold the public trust and maintain a positive image. The Township expects all personnel to report to work in a condition suitable to perform their duties at the highest level of efficiency.
- 2.) The impairing influence of drugs and alcohol during working hours is inconsistent with this

objective. Whenever employees are working, operating Township equipment, vehicles or are present on Township premises, they are prohibited from using, possessing, buying, selling, manufacturing or dispensing illegal drugs.

- 3.) Employees are further prohibited from being under the influence of alcohol or illegal drugs and possessing or consuming alcohol.
- 4.) This policy does not prohibit employees from the lawful use and possession of prescribed medications.
- 5.) Employees must, however, consult with their doctors about the medications' effect on their ability to work safely, and promptly disclose any restrictions to their Department Head (employees should not, however, disclose underlying medical conditions unless specifically directed to do so). Any violations of this policy will subject the employee to immediate discipline up to and including discharge.
- 6.) Certain employees are also covered by the Township's Illinois Department of Transportation Drug and Alcohol Policy. Covered employees will receive a copy of this policy from their Department Head.
- 7.) From time to time, as prescribed by the Township's Drug and Alcohol Policy, employees may be subject to initial and random drug and alcohol testing.

C. Workplace Violence

- 1.) The Township is concerned about violence in society, which has also filtered into many workplaces throughout the United States, and has taken steps to help prevent incidents of violence from occurring at the Township. It is the policy of the Township to expressly prohibit any acts or threats of violence by any Township employee or former employee against any other employee in or about Township's facilities or elsewhere at any time.
- 2.) The Township also will not condone any acts or threats of violence against Township employees, customers, or visitors on the Township's premises at any time or while they are engaged in business with or on behalf of the Township, or on or off the Township's premises.
- 3.) In keeping with the spirit and intent of this policy, and to ensure that the Township's objectives in this regard are attained, it is the intent of the Township:
 - a. To take prompt remedial action up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
 - b. To take appropriate action when dealing with guests, clients, former employees, or visitors to the Township's facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
 - c. To prohibit employees, former employees, guests, clients, and visitors from bringing unauthorized firearms or other weapons onto the Township's premises.

- d. To establish viable security measures to ensure that the Township's facilities are safe and secure to the maximum extent possible and to properly handle access to Township facilities by the public, off-duty employees, and former employees.
- 4.) In furtherance of this policy, employees are expected to notify their Department Heads, security personnel, or human resources representatives of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, clients, or visitors and that appear problematic. Employees are also encouraged to call 9-1-1 in case of emergency.
- 5.) This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The Township will not condone any form of retaliation against any employee for making a report under this policy.

Disclaimer: Hanover Township has in no way undertaken a duty to detect or prevent violence or protect employees from acts of violence.

E. Workplace Inspections

- 1.) The Township reserves the right to search any employee's office, desk, computer, equipment, files and records or other Township property issued to them.
- 2.) All offices, desks, computers, equipment and so forth, are the property of the Township and are issued for the use of employees only during their employment with the Township.
- 3.) Inspections may be conducted at any time at the discretion of the Township Administrator. The Township is not responsible for the loss of personal property.
- 4.) Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal drugs, will be sent immediately to their Department Head or manager and be subject to disciplinary action up to and including discharge.

Article VIII Attendance, Closings, and Leaves of Absence Policies

A. Attendance of Employees

- 1.) Employees are expected to report to work as scheduled and to be at their work stations at their starting times and again after their breaks and meal periods at the prescribed times. Failure to observe scheduled working hours reduces productivity and places an unfair burden on fellow employees. Excessive absenteeism or tardiness may result in discipline up to and including discharge.
- 2.) Whenever an employee is unable to report to work as scheduled because of an illness or emergency (i.e. unscheduled absence), the employee must notify his or her Department Head or manager, (or the Township Administrator if the Department Head or manager is not available), at least thirty (30) minutes prior to his or her starting time for each occasion of absence, or as soon as possible if the circumstances do not allow for such prior notice.

- 3.) The employee should advise the Department Head or manager of the reason for the absence and the anticipated length of the absence. If the employee does not indicate the expected duration of the absence, the employee must notify, daily prior to their starting time and notify the Department Head of the continued absence. Any employee who fails to report to work for three (3) consecutive workdays and fails to notify his or her Department Head (or Township Administrator) of the absence will be considered to have resigned his or her employment with the Township.
- 4.) The Department Head or manager, after consultation with the absent employee, will also determine if the absence is to be treated as vacation time, sick leave, FMLA leave, bereavement leave, personal leave, compensatory time off or an uncompensated absence.

B. Business Hours

- 1.) The regular business hours of the Hanover Township office shall be from Monday through Friday, 8:30 a.m. to 4:30 p.m. These regular business hours may be extended, reduced, or otherwise amended by the Township Board, or elected official that oversees a department.
- 2.) Employees that work more than 7 ½ hours in a day are entitled to one half hour for lunch and two fifteen-minute breaks or 1 hour for lunch, which may be scheduled by the employee's Department Head at his or her discretion.
- 3.) The regular hours of employment may vary from department to department.

C. Observed Holidays

- 1.) The Township will observe and compensate Township employees for holidays, as adopted annually by the Township Board and posted by the Clerk.
- 2.) Full-time employees are awarded one, (1) floating holiday that is added to an employee's allotted time off at the beginning of each calendar year.
- 3.) Full-time employees are compensated at a rate of one working day.
- 4.) Part-time employees are compensated on a rate based on their scheduled working hours, rate of pay, and status as an employee.
- 5.) The Township Board may add or remove holidays at its discretion.

D. Township Closing Information

- 1.) In the event that the Township should close for weather or emergency-related reasons the Supervisor and Township Administrator will confer to determine whether the Township shall open at 8:30 a.m., delay the opening until 12:30 p.m., or close for the entire day.
- 2.) The Township Administrator will inform Department Heads by 7:30 a.m. regarding emergency closings. Department Heads will be responsible for informing staff members.
- 3.) Should the decision be made to open at 12:30 p.m., any staff member who does not report

to work will be charged with one-half sick day.

- 4.) Should the decision be made to allow for a partial closure, the Township Administrator would confer with Department Heads to identify essential staff that would report to work.
- 5.) During partial closures, employees that report to work may be compensated personal days to be determined by the Township Administrator.

E. Leave of Absence Policy

- 1.) The Township recognizes that occasions arise where an employee may require a leave of absence. Employees must submit a written request to their Department Head within a reasonable time before the expected leave is to commence unless excused by an emergency situation. If an emergency situation arises, the employee must inform his or her Department Head within a reasonable time (but no later than two (2) days) after the emergency situation or first absence. If a Leave of Absence is approved, the employee must exhaust any paid leave (vacation, sick and personal time) prior to receiving unpaid leave.
- 2.) The Township is not obligated to hold that employee's position open if he or she is granted a personal leave unless otherwise necessary to provide a reasonable accommodation or otherwise required by law.
- 3.) The Township will assess its ability to hold the employee's position open after a predetermined period of time, and may have to fill the employee's position to enable the Township to maintain public services and efficient operations.

F. Illinois School Visitation Rights Act

- 1.) Eligible employees are granted eight (8) hours of unpaid parental leave each school year for an employee to attend school conference or class-room activities that cannot be scheduled during non-working hours.
- 2.) No more than four (4) hours may be taken in one day.
- 3.) Employees must provide written notice to their Department Head before the scheduled activity.
- 4.) The Township will make every effort to allow the employee to make up the leave at another scheduled time.

G. Military Leave

- 1.) Hanover Township recognizes that military service rendered by any Township employee in defense of this country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. Military service is recognized as a protected class under the Illinois Human Rights Act.
- 2.) Many state and federal laws provide job protection as well as salary and insurance protection to military members. The following is a summary of laws which offer protection to military members who are employed by public entities in Illinois:
 - a. The Uniformed Services Employment and Reemployment Rights Act of

- 1994(USERRA) – protects the right of an employee service member to re-employment if he or she gives advance notice to the employer prior to service, services 5 years or less, returns to work in a timely manner upon discharge and is not discharged for dishonorable reasons.
- b. The Local Government Employees Benefits Continuation Act (50 ILCS 140/1) – provides an employee of a unit of local government who is a member of any reserve component of the U.S. Armed Services or Illinois National Guard who is mobilized to active duty shall for each pay period continue to receive his or her regular compensation that he received from the local government plus health insurance minus the amount of base pay for military services for the duration of active military service.
 - c. The Military Leave of Absence Act (5 ILCS 325/0.01) – provides members of the U.S. Armed Forces or any reserve component of the Illinois State Militia shall be granted leave from his or her public employment for basic training, special or advanced training, annual training and any other training required by the U.S. Armed Forces. During annual training, employees are to receive their regular compensation. During basic training, special, or advanced training (for up to 60 days), and for any other training or duty, if the employee’s daily rate of compensation for the military is less than his or her daily rate of compensation as a public employee, he or she shall receive the difference from the Township.
 - d. The Public Employee Armed Services Rights Act (5ILCS 330/1) provides protection of active duty armed services members to insurance coverage and its immediate continuation upon return to public employment, the right to any promotional, employment, contractual or salary benefit, pension rights, or any other rights conferred on similarly situated public employees during the period of the employee’s active duty.
 - e. The Service Member’s Employment Tenure Act (330ILCS 60/1) provides for position restoration and seniority preservation of those who leave employment to enter military service.
 - f. The Family Military Leave Act (820 ILCS 151/1) provides up to 30 days of family military leave, job restoration benefits after leave and benefit continuation during leave at employee expense.
 - g. Municipal Employee Military Active Duty Act (50 ILCS 120/0.01) provides for leave position restoration without loss of seniority and pension payments during leave and authorizes the Township to make pension payments on behalf of the Township employee during periods of active duty in lieu of normal pension deductions from the Township employee’s salary.
- 3.) Under the Illinois Municipal Retirement Fund (IMRF), Township employees, which were drafted, enlisted for regular military service, or performed active duty in a reserve or national guard unit of the United States Armed Forces, can receive IMRF military leave service credit if the employee returns to an IMRF participation position within ninety (90) days of military discharge, the employee submits the appropriate documents to IMRF, and the Township submits a resolution to IMRF to grant the employee service credit for military leave.

Under IMRF, Township employees are permitted to receive prior service credit to IMRF if the employee served in the armed forces of the United States for all periods of such service prior to his or her participation in IMRF or whose participation was interrupted by military leave but the employee did not return to IMRF participation within ninety (90) days of discharge. Hanover Township permits such employees to receive prior service credit for those employees who served in the armed forces of the United States for up to four (4) years of service prior to his or her participation in IMRF.

Please contact Human Resources for further details about your uniformed or military leave rights.

H. Jury Service - Witness Judicial Proceeding

- 1.) Any employee whose service on a jury is summoned or appearance as a witness is subpoenaed causes the employee to be absent from work will be compensated at his or her normal rate for up to ten (10) consecutive workdays. In any fees received as a summoned juror or subpoenaed witness may be kept by the employee. If an employee is required to serve for over ten (10) consecutive workdays as a summoned juror or subpoenaed witness, the Appointing Authority of Township Bard (at a regularly scheduled Township meeting) will decide whether the employee will receive any further compensation for additional absences due to continued service as a juror or subpoenaed witness. This policy will be applied consistent with the provisions of the FLSA.

I. Bereavement Leave

- 1.) When a death occurs to a member of any full-time employee's immediate family, the employee will be allowed one (1) to three (3) days of compensated bereavement leave at the employee's full regular hourly rate, to be determined by the Department Head.
- 2.) All employees must notify their Department Heads of the need to utilize compensated bereavement leave as soon as possible.
- 3.) For purposes of compensated bereavement leave, immediate family members include the employee's spouse, children, parents, brother, sister, mother- or father-in-law, grandparents and other relatives by blood if such deceased relative of the employee lives with the employee.
- 4.) No more than ten (10) days of compensated bereavement leave will be allowed to any Township employee in any year of employment.
- 5.) Other requests for one (1) day of compensated bereavement leave in the case of the death of a close personal friend or other relative of the employee may be granted by the employee's Department Head.
- 6.) Compensated bereavement leave does not accumulate or carry over into the employee's succeeding year of employment.
- 7.) Under special circumstances additional time for bereavement leave may be granted by the Township Administrator.

J. Special Leave

- 1.) Any full-time employee who is or will be absent from Township employment for a predetermined period of time in excess of one (1) month, for a valid personal reason, may be granted an uncompensated special leave of absence.
- 2.) The Township Board retains the discretionary authority to grant special leaves to full-time employees. The employee must exhaust all accrued paid leave (vacation, sick and personal) before being granted unpaid leave. The granting of special leaves, and the length of the leave, will be determined by the Township Board or Appointing Authority upon the recommendation of the Township Administrator.

K. Maternity/Paternity Leave

- 1.) Maternity/paternity leave under this Policy is a leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care during which time an employee is paid 50% of his or her salary. Maternity/paternity leave is not charged against the employee's leave credits. Eligible employees may take up to 30 calendar days of maternity/paternity leave. In order to be eligible for said paid maternity/paternity leave, the employee must have worked for the Township as a full time employee (as defined herein) during the 12 months immediately preceding the maternity/paternity leave.
- 2.) Health insurance benefits will continue to be provided during the paid maternity/paternity leave under this Policy at the same rate as in effect before the leave was taken.
- 3.) The employee must provide 30 days prior notice (or as much notice as practicable if the leave is not foreseeable) to the employee's Department Head of the request for leave and complete the necessary forms and file said forms with the Township Administrator.
- 4.) After the 30 days of paid maternity/paternity leave has concluded, subsequent leave shall be covered under appropriate policies, including, but not limited to, leave under the Family Medical Leave Act (FMLA). The balance of FMLA leave beyond the 30 days of paid maternity/paternity leave for eligible employees shall be in accordance with Article IX of the Personnel Policy. Maternity/paternity leave is considered time used against the maximum twelve weeks of Family Medical Leave and runs concurrently with FMLA or any other leaves for which the employee is eligible. During the paid maternity/paternity leave, the employee may charge sick leave, vacation leave, and/or personal leave up to 100% of the employee's salary. However, if also utilizing FMLA during maternity/paternity leave, an employee must use any available paid time off, in concurrence with their leave.
- 5.) Employees who are not eligible for paid maternity/paternity leave may nevertheless be eligible for other leaves of absence and/or benefits provided under this Personnel Policy or as otherwise required by law, including, but not limited to Family Medical Leave, disability leave, and/or reasonable accommodations under the Americans with Disabilities Act. Nothing herein shall be construed as a limitation or denial of any benefits that an employee would otherwise be eligible for under the Township Personnel Policy and/or applicable law, including but not limited to any disability leave and continued health care coverage.

- 6.) The employee's right to reinstatement shall be as provided in this Personnel Policy and in accordance with applicable federal and state laws and regulations including but limited to the Pregnancy Discrimination Act.

Article IX. Family and Medical Leave Act and Military Leave (FMLA) Policy

A. Eligibility

- 1.) To be eligible for FMLA benefits, an employee must have worked for Hanover Township for a total of 12 months and have worked at least 1,250 hours over the previous 12 months.

B. Leave Entitlement

- 1.) A covered employee is entitled to up to a total of 12 workweeks of unpaid leave in a 12 month period for one or more of the following reasons.
 - a. For the birth of a son or daughter, and to care for the newborn child.
 - b. For the placement with the employee of a son or daughter for adoption or foster care.
 - c. To care for the employee's spouse, son or daughter or parent (but not parent-in-law) who has a serious health condition.
 - d. When the employee is unable to perform the functions of the employee's job because of a serious health condition, or because of incapacity due to pregnancy, prenatal medical care or child birth.
- 2.) Leave to care for a newborn child or for a newly placed child must conclude within 12 months after the birth or placement.
- 3.) Spouses employed by the same employer are limited to a combined total of 12 workweeks of family leave for the following reasons:
 - a. Birth or care of a child;
 - b. For the placement of a child for adoption or foster care, and to care for the newly placed child; and,
 - c. To care for an employee's parent who has a serious health condition.
- 4.) Eligible employees whose spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12 week entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending counseling sessions, and attending post-deployment reintegration briefings.
- 5.) An eligible employee who is the spouse, son, daughter, parent or next of kin of a

covered servicemember who is recovering from serious illness or injury sustained in the line of duty on active duty, is entitled to up to 26 weeks of unpaid leave in a single 12 month period to care for the servicemember. A covered servicemember is current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is on temporary disability retired list.

6.) An eligible employee entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the single 12-month period, but is entitled to no more than 12 weeks of leave for:

- a. The birth of a son or daughter of the employee and in order to care for such son or daughter;
- b. Because of the placement of son or daughter with the employee for adoption or foster care;
- c. In order to care for the spouse, son, daughter or parent with a serious health condition;
- d. Because of the employee's own serious health condition; or
- e. Because of qualifying exigency

7.) The terms "son or daughter" are defined as biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability. An employee stands in loco parentis to a child when the employee intends to assume the responsibility of a parent with regard to the child through either day-to-day care or financial support.

C. Intermittent FMLA Leave

- 1.) Under some circumstances, employees may take FMLA leave intermittently – which means taking leave in blocks of time, or reducing their normal weekly or daily work schedule.
- 2.) If FMLA leave is for birth or care of placement for adoption or foster care of a son or daughter, use of intermittent leave is subject to the employer's approval.
- 3.) FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or seriously ill or injured servicemember, or because the employee is seriously ill and unable to work.

D. Serious Health Condition

- 1.) A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee

from performing the functions of the employee's job or prevents the qualified family member from participating in school or daily activities.

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

E. Leave Availability Calculation

- 1.) Hanover Township has adopted the "rolling 12 month period" method of calculating available FMLA leave for all types of leave, with the exception of leave to care for a seriously ill or injured servicemember.
- 2.) Under the rolling 12-month period, in order to determine the amount of available FMLA leave, the calculation is made each time an employee commences FMLA leave. From that date, the preceding 12 month period is examined.
- 3.) Any FMLA leave used during the preceding 12 months is deducted from the 12 weeks annual leave granted by FMLA. The employee is entitled to take no more than the remaining FMLA balance.
- 4.) For FMLA leave requests made to care for a covered servicemember with a serious injury or illness, the single 12-month period begins on the first day the eligible employee takes FMLA leave.

F. Substitution of Paid Leave

- 1.) Any employee taking FMLA leave is required to substitute and use any remaining paid leave benefits which are available or become available during the FMLA leave. This includes vacation, personal, floating holiday and sick days.
- 2.) Such paid leave is substituted for the unpaid FMLA leave, and is not in addition to such FMLA leave.
- 3.) All other FMLA leave is unpaid.

G. Medical Insurance Benefits While On FMLA Leave

- 1.) During FMLA leave, Hanover Township will maintain the employee's health coverage under any group health plan, under the same terms as if the employee had continued work.
- 2.) If the employee was required to pay a portion of the premiums for coverage, that obligation continues while on leave. Payment is expected to be made in the same amounts, at the same time (i.e. each payroll date) as was made while working. If any payment is more than thirty (30) days late, medical coverage may be cancelled pursuant to the FMLA Rules and Regulations.

- 3.) An employee can elect not to continue medical coverage while on leave. If this election is made, Hanover Township will immediately place the coverage into COBRA.
- 4.) If coverage is continued while on FMLA leave, and the employee does not return to work at the end of the FMLA leave period, Hanover Township may bill the employee for the amount of premiums paid by Hanover Township during the leave period unless the employee does not return to work due to a reason exempted from this provision by FMLA Rules and Regulations.
- 5.) No other employment benefits provided by Hanover Township to employees are continued during FMLA leave. All such benefits are instead held in abeyance until the employee returns to work. Use of FMLA leave will not result in loss of any employment benefit that accrued prior to the start of an employee's leave.

H. Procedure for Requesting FMLA Leave

- 1.) An employee must provide Hanover Township with at least thirty (30) days advance notice before FMLA leave is to begin if the need for leave is foreseeable. If 30 days notice is not possible, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practical.
- 2.) Employees must provide sufficient information for Hanover Township to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include, but is not limited to, the following:
 - a. Employee is unable to perform job functions;
 - b. The family member is unable to perform daily activities
 - c. The need for hospitalization or continuing treatment by a healthcare provider; or
 - d. Circumstances supporting the need for military family leave
- 3.) Employees must inform Hanover Township if the requested leave is for a reason for which FMLA leave was previously taken or certified.
- 4.) Employees will also be required to provide certification as specified below, and may be required to provide periodic recertification supporting the need for leave.
- 5.) Any employee taking leave to care for the employee's covered family member with a serious health condition, or due to the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's position must be supported by a certification issued by the health care provider of the employee or the employee's family member.
- 6.) An employee taking leave because of a qualifying exigency or to care for a covered servicemember with a serious injury or illness must also be supported by certification, except that an employee taking leave to care for a covered service member may

provide an invitational travel order (ITO) or an invitational travel authorization (ITA) in lieu of certification for the leave taken through the expiration of the ITO or ITA.

- 7.) Copies of the certification form can be obtained from Human Resources. Employees are required to furnish the above-referenced certifications at the time the employee gives notice of the need for leave or within five (5) business days thereafter. In the case of unforeseen leave, certification must be provided within five (5) business days after the leave commences.
- 8.) FMLA leave may be denied in accordance with FMLA Rules and Regulations if appropriate certification is not provided.

I. Consequences for Taking FMLA Leave

- 1.) Any FMLA leave taken will be counted against the available leave allowed by statute. Any employee seeking to return to work after leave taken because of the employee's own "serious health condition" must submit a medical certification of fitness to return to duty, signed by the attending health care provider, before the employee will be allowed to return to work. Failure to comply with this requirement does not extend the leave.
- 2.) On return from FMLA leave, the employee is to be restored to the same position he or she would have held if he or she had not taken leave, or to a position that is equivalent and offers the same benefits, pay, terms and conditions of the position that he or she would have held if he or she had not taken leave.
- 3.) Hanover Township reserves the right to deny restoration to "key employees" as defined by the FMLA regulations where restoration will cause "substantial and grievous economic injury" to the operations of Hanover Township.
- 4.) If the employee is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers' compensation, the employee has no right to restoration to another position under FMLA. The employee may, however, fall under the Americans with Disabilities Act (ADA).

J. Employer Responsibilities

- 1.) Hanover Township must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information as well as the employees' rights and responsibilities. If they are not eligible, Hanover Township will provide a reason for ineligibility.
- 2.) Hanover Township must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's entitlement. If it is determined that the leave is not FMLA-protected, Hanover Township must notify the employee.

K. Unlawful Acts By Employers

- 1.) The FMLA makes it unlawful for any employer to:
 - a. Interfere with, restrain, or deny the exercise of any right provided under FMLA;
 - b. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

L. Enforcement

- 1.) An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.
- 2.) FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or Local law which provides greater family or medical leave rights.

M. Reference to FMLA Notice Poster

- 1.) Hanover Township has posted in each Township building, a notice setting forth the relevant provisions of the FMLA. The terms of the notice are incorporated in this policy document as if they were specifically set forth.
- 2.) Each employee is charged with familiarizing him/herself with the contents of the notice concerning all applicable employee rights and obligations under the FMLA.

Article IX Summary of Benefits

A. Eligibility

- 1.) Full-time employees are eligible for the insurance benefits outlined in this section. Part-time employees may be eligible for benefits if applicable by state, federal or local laws.

B. Major Medical Health Insurance

- 1.) Full-time employees and their eligible dependents will be offered the opportunity to participate in a health care insurance program.
- 2.) Coverage begins the first day of the month following the first thirty (30) days of full-time employment and continues through the last day of the month within which the employee's employment is terminated.
- 3.) A summary plan description (SPD) which explains coverage of your health insurance benefits in greater detail is available through the Human Resources office.
- 4.) The actual plan documents, which are available through the Human Resources office are the final authority in all matters relating to benefits described in this manual or in the summary plan description and will govern in the event of any conflict.
- 5.) Additionally, the Township reserves the right to change or eliminate any benefits at any time in accordance with applicable law.

- 6.) Employees who have existing major medical coverage may elect to waive the Township's group insurance. Those employees may then be eligible to receive the Health Waiver Reimbursement, the amount of which will be set by the Township Board.

C. COBRA Continuation of Major Medical Health Insurance

- 1.) The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to temporarily continue health insurance coverage under the Township's health plan when an event occurs which normally would result in the loss of eligibility.
- 2.) Generally, an employee will have the right to continue to participate in the Township's health plan for up to eighteen (18) months.
- 3.) Employees who elect COBRA continuation coverage must pay the entire premium for health insurance after employment separation.
- 4.) If a second qualifying event occurs during the 18-month period, the continuation period for the spouse and dependent children of the employee is extended so that these qualified beneficiaries may receive up to thirty-six (36) months of coverage from the date of the first qualifying event.
- 5.) Employees who retire before age 65 (55 or older) may, if they qualify, continue under the Illinois Insurance Code (215 ILCS 5/367j) to age 65. Spouses of such employees may also be continued to age 65. Employees who elect this continuation of coverage must pay the entire premium for health insurance after employment separation.
- 6.) The Township provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage. The notice contains important information about the employee's rights and obligations.

D. Life Insurance

- 1.) Full-time employees are eligible for group term life insurance at nominal, or no expense to such employees. Spouse and dependent coverage is also available, as well as the option to voluntarily purchase additional life insurance.
- 2.) All full-time employees become eligible for the group life insurance coverage the first day of the month following the first thirty (30) days of full-time employment.
- 3.) A summary plan description (SPD) which explains coverage of your life insurance benefits in greater detail is available. The actual plan documents are the final authority in all matters relating to benefits described in this manual or in the summary plan description and will govern in the event of any conflict.
- 4.) The Township reserves the right to change or eliminate any benefits at any time in accordance with applicable law.
- 5.) In addition, the Illinois Municipal Retirement Fund currently provides that in the event of death, the employee's beneficiary(ies) will receive an amount equivalent to one year's salary, plus a refund of all IMRF contributions with interest, made by the employee,

provided said employee has at least one year IMRF service credit or if death were work-related. If less than one year of IMRF credit has been accrued, a refund of all the employee's IMRF contributions is made.

E. Worker's Compensation

- 1.) All employees are protected by Workers' Compensation, as provided for by state statute, in the event of a work-related injuries and illnesses or death occurring in the course of employment.
- 2.) It is the responsibility of every employee to report any work-related illness or injury which occurs on the job, to his or her supervisor, Department Head and Township Administrator as soon as possible. Failure to report any injury, illness or incident may result in the possible forfeiture of the employee's rights under Workers' Compensation.

F. IMRF - Illinois Municipal Retirement Fund

- 1.) All employees who work 600 hours or more annually, as set by the Township board, are required to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF is established under Illinois Statute to provide a program of retirement annuities and disability and death benefits for employees of local governments. All participating employees contribute a percentage of their salary or wages to IMRF through payroll deduction in accordance with IMRF regulations.
- 2.) The Township Board, at its discretion, may at anytime approve a resolution setting a 1,000 hour annual requirement for participation in IMRF. At that time, any current employees will be grandfathered under the 600 hour or more requirement for IMRF participation as long as they remain employees of the Township. Any employees whose start date falls after the passage of said resolution, would be subject to the 1,000 hour or more annual requirement for IMRF participation.
- 3.) In accordance with the relevant state statutes, all participating employees may utilize unpaid sick leave for the purpose of accumulating up to one year of additional pension service credit upon retirement. The additional credit would be earned at the rate of one month extra service for every 20 days of unpaid sick leave. Sick leave credit of any fulltime employee accrues to a maximum of 240 days only for IMRF purposes.

G. Disability Coverage (Coverage through IMRF)

- 1.) After the first year of employment, an employee may be eligible for benefits from IMRF. While on approved IMRF disability leave, an employee receives the following benefits:
 - a. Continue to earn IMRF service credit as if working;
 - b. Continue to be covered by IMRF death benefit protection;
 - c. Receive monthly disability benefit payments equal to fifty percent (50%) of the employee's average monthly salary based on the employee's salary for the 12 months prior to the month he or she became disabled;

- 2.) An employee generally may be eligible for disability benefits through IMRF meets the following:
 - a. Has at least 12 consecutive months of service credit;
 - b. Is disabled for more than 30 days;
 - c. Is unable to perform assigned duties due to injury or illness;
 - d. Is not receiving any earnings from any IMRF employer;
- 3.) In the event of a work-related disability, the Township may pay 100 percent of the regular salary for the first thirty (30) days of disability, or until Worker's Compensation is granted within the (30) day period.

H. Paid Time Off

1.) Vacation Days

- a. Full-time employees, (those that are scheduled to work 30 or more hours per week), are eligible for paid time off.
- b. The number of a full-time employee's paid vacation days is based on the employee's number of completed continuous years of employment.
- c. No employee will be compensated for time spent on vacation unless the employee is using his or her accrued paid vacation days. Full-time employees are eligible for paid vacation days as follows:
 1. After the first 30 days of employment, an employee is eligible to use five (5) working days of vacation time within the first year of employment.
 2. On the one year anniversary to the completion of the fourth year of employment an employee will be eligible to use ten (10) working days of vacation time, annually.
 3. From the fifth year of employment to the completion of the ninth year of employment an employee will be eligible to use fifteen (15) working days of vacation time, annually.
 4. From the tenth year of employment and any subsequent year after that an employee will be eligible to receive twenty (20) working days of vacation time, annually.
- d. The anniversary date for full-time employees will be the same day on which full-time employment began.
- e. Accrued paid vacation days will not carry over from the current calendar year to the next. Full-time employees must use their accrued paid vacation days prior to the expiration of the current anniversary date or forfeit the paid vacation. In certain circumstances, a request may be made to the Township Administrator to extend unused vacation days up to two (2) months past the employee's anniversary date.

- f. The only exception to vacation day accrual is that any vacation days accrued prior to December, 31, 2001 by eligible employees may continue to accrue on an annual basis.
- g. Full-time employees who are terminating their employment will be paid for any unused, accrued vacation days.
- h. Vacations are provided to each full-time employee as a means of refreshing an employee's health, rest, relaxation and individual pleasure. As such, the Township does not pay employees vacation pay in lieu of time off, except with the prior approval of the Township Board, Appointing Authority or upon separation.
- i. Vacations must be scheduled far enough in advance to assure the smooth performance of Township governmental functions.
- j. Vacation schedules will be determined by the Department Head involved. In scheduling vacations, the Department Head should consider: the Township's work requirements; the employee's length of continuous employment; the employee's preferences; and other relevant business considerations.
- k. In the event of a scheduling conflict, the Department Head should give preference to employees based on seniority.
- l. Except in unusual circumstances, paid vacation days may not be used in increments of less than one (1/2) workday.

2.) Paid Sick Leave

- a. Full-time employees, (those employees who are scheduled to work more than 30 hours per week), will accumulate one (1) day of compensated sick leave for each completed month of employment totaling twelve (12) days per year.
- b. Part-time employees are not eligible to receive sick leave. Should a part-time employee be absent or sick from work, they will not be compensated for that day. The policies set forth for frequent absences and continuous days of time off will apply to part-time employees as well as full-time employees.
- c. Full-time employees may accrue paid sick leave up to 60 days.
- d. After accruing sixty (60) days of paid sick leave, employees may continue to accumulate up to 240 additional sick days solely for the purpose of receiving additional IMRF credits after retirement. These additional days cannot be used for time off of work.
- e. If sick leave has been exhausted, personal time and vacation time must be used, unless otherwise prohibited by law.
- f. Upon approval of the Department Head, employees may use accumulated days of paid sick leave to care for members of their immediate family. Immediate family members for purposes of this leave will include only the employee's spouse, children, parents and members of the employee's household living with the employee.

- g. If a full-time employee has suffered a work-related illness or injury and is receiving Workers' Compensation benefits, the employee is only eligible to receive accumulated sick leave pay for the difference between the Workers' Compensation benefits and employee's regular pay.
- h. All employees are required to provide written verification of an illness or injury from a licensed medical provider when they know or anticipate that they will be absent from work for any period in excess of three (3) consecutive workdays.
- i. In addition, when employees are absent from work due to illness or injury for any period in excess of three (3) consecutive workdays, the employee must provide the statement from a licensed medical provider verifying that they are able to return to work. This requirement applies to part-time and full-time employees regardless of whether the full-time employee's absence was compensated sick leave or not.
- j. A full-time or part-time employee who is frequently absent from work and who claims that such absences are due to illness or injury, may also be required to submit a medical certification for safety and health reasons.
- k. Upon separation, full-time employees will be compensated for any unused accumulated days of paid sick leave, up to sixty (60) days, at a rate of one half (1/2) their accumulated days of sick leave.
- l. In order to be compensated for unused sick leave, employees must provide two (2) weeks notice of their departure.
- m. Employees must notify their Department Head, or if the Department Head is unavailable or if the person requesting sick leave is a Department Head, the Township Administrator within thirty (30) minutes of their normal starting time before paid sick leave may be granted.
- n. This policy is intended to comply with the requirements of federal and state law.

3.) Personal Days

- a. Full-time employees are compensated with two (2) personal days in addition to sick and vacation time.
- b. Personal days are applied to an employee's time off, annually, on the date of their full time anniversary.
- c. New employees receive two (2) personal days upon the successful completion of the first thirty (30) days of continuous employment.
- d. Personal days do not accrue from year to year and must be utilized prior to the anniversary date of an employee.
- e. Additionally, in special circumstances the Township Administrator may compensate employees with additional personal days.

I. Ancillary Benefits

1.) Dental and Vision Insurance

- a. Full-time employees and their eligible dependents will be offered the opportunity to participate in a dental and vision insurance program.
- b. Coverage begins the first day of the month following the first thirty (30) days of full-time employment and continues through the last day of the month within which the employee's employment is terminated.
- c. A summary plan description (SPD) which explains coverage of your dental and vision insurance benefits in greater detail is available through the Human Resource office.
- d. The actual plan documents, which are available through the Human Resources office are the final authority in all matters relating to benefits described in this manual or in the summary plan description and will govern in the event of any conflict.
- e. Additionally, the Township reserves the right to change or eliminate any benefits at any time in accordance with applicable law.
- f. A summary plan description (SPD) which explains coverage of your dental and vision insurance benefits in greater detail is available through the Assistant Township Administrator's office.

2.) Employee Assistance Program

- a. Full-time employees and their eligible dependents may be offered the opportunity to participate in the Township's Employee Assistance Program at no cost to the employee or eligible dependents.
- b. Coverage begins the first day of the month following the first thirty (30) days of full-time employment and continues through the last day of the month within which the employee's employment is terminated.

3.) Employee Wellness Benefit

- a. The Township believes in promoting healthy lifestyles for all employees and in that effort has developed an Employee Wellness Benefit to be used for purposes of promoting wellness and healthy living to eligible full-time employees.
- b. The Wellness Benefit coincides with the Fiscal Year and must be used prior to the end of the Fiscal Year; otherwise, the value of the benefit will be forfeited.
- c. A listing of appropriate programs or services and instructions on how to redeem the benefit are available from the Human Resource office.
- d. The amount of the wellness benefit will be established by the Township Board.
- e. In addition to the wellness benefit, the Township may offer health focused educational programs as well as free screenings, including an annual wellness exam, through the Office of Community Health.

4.) Education and Training Opportunities for Employees

- a. Hanover Township believes that formal education has a positive impact on an employee's contribution to the Township, and the residents we serve. The Township supports professional and educational efforts by providing reimbursements for many of the expenses associated with continuing education courses.
- b. All full-time employees, who have been with the Township for one year or more are eligible for benefits under this policy. Full-time employees are defined as those that work more than 30 regular hours per week.
- c. The Township may allow for employees to, obtain a degree, or take individual courses at an approved and accredited educational institution under this program, provided that the courses of study are related to the employee's current position or probable future assignment at the Township. The Township must approve the courses, or reimburse employees for professional development costs related to the preparatory and continuing education courses related to licensure.
- d. Covered Expenses – Professional Development
 1. The Township may reimburse employees for professional development costs related to preparatory and continuing education courses related to licensure and other professional development opportunities. Requests must be approved by the immediate supervisor and the Department Head as well as be provided for in the budget, prior to registering for the classes or programs.
 2. With written permission from their Department Head, employees are allowed compensated time-off for professional development activities and/or licensing examinations. Any time taken in excess of the allowed time shall be reported as vacation.
 3. Additional certification programs or professional development seminars may be reimbursed by the Township, but require written approval from the employees Department Head and the Township Administrator.
 4. All related expenses, will be reimbursed to an employee or be processed via an invoice from the issuing agent.
- e. Covered Expenses – Continuing Education
 1. Expenses eligible for up to \$2,000.00 per fiscal year include tuition, registration and required fees, such as building use and lab fees. This policy will be administered on first come first serve basis contingent on available funds.
 2. Other miscellaneous expenses, such as parking, supplies, social dues, athletic fees, computer access charges, etc. are not reimbursable. Township reimbursements will be reduced by any other financial aid that does not have to be repaid (such as the GI Bill, scholarships, or grants). Reimbursement is limited to 100 percent of actual costs.
 3. If a required class is available only during regularly scheduled work hours, the

employee may submit a written request to his or her immediate supervisor and the Department Head explaining the circumstances. Recommendation from the immediate supervisor is required. Prior approval of the Township Administrator is needed before registering for or attending such a class. If approved, the employee can make up time away from work during the same workweek, deducting from the employee's available paid time off, or reducing hours and bi-weekly pay for the duration of the course.

f. Procedures and Approval

1. An Educational Assistance Request form with a cost estimate must be submitted to the employee's supervisor for approval. (Forms may be obtained from Human Resources.) The supervisor should assess the cost, course and /or degrees, taking into account the employee's current and future assignments and potential impact on the employee's work responsibilities. The request requires the approval of the Department Head and the Township Administrator.
2. The employee should initiate the approval process prior to enrolling in the course(s). The employee is responsible for all costs prior to requesting the reimbursement.
3. Reimbursable expenses must be submitted for payment within 90 days from end of the semester or term. Reimbursement will be made provided the employee has satisfactorily completed the course with a grade (or numeric equivalent) of "C" or better or a "P" if taken Pass/Fail. The official grade record and itemized receipts documenting all of the expenses must be provided to the Township Administrator.

Article XI Technology Use

A. Computer, Telephone, Electronic Equipment and Network Usage Policy

- 1.) All computer, electronic and telephonic communication and information storage systems and all communications and information transmitted by, received from, or stored in these systems are the property of the Township and as such are to be used for job related purposes.
- 2.) Computer, telephone, electronic equipment and network usage includes, but is not limited to, Hanover Township computers (including desktop, laptops, portable, servers, mainframes, local area networks, wide area networks, printers, software and removable storage media such as floppy disks, CD-ROMS, hard disks and tape); electronic mail ("e-mail"), including attachments; the internet; the phone systems; iPhones, smartphones, tablets, iPads, and other similar devices; and anything connected to or a part of the server, as well as any other computer-related or technology-related device that is or may be owned, rented, or leased by Hanover Township.
- 3.) Access to the Internet through the Township network is a privilege and carries responsibilities reflecting responsible and ethical use. Employee-users are expected to be knowledgeable of all Township policies with regards to acceptable use of all technological equipment.

- 4.) Further, employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized Township representative.
- 5.) All pass codes are the property of the Township. No employee may use a pass code that has not been issued to that employee or that is unknown to the Township. Employees who violate this policy are subject to disciplinary action, up to and including discharge.
- 6.) Employees cannot refuse to reveal work-related pass codes for Hanover Township computers or accounts.
- 7.) To ensure that the use of computer, electronic and telephonic communications and information storage systems and business equipment is consistent with the Township's legitimate business interests, the Township Administrator or his designee, may monitor the use of such equipment from time to time in accordance with applicable state and federal law. Employees have no expectation of privacy with respect to their use or pattern of usage of Township email, voice mail, computers, networks, internet, electronic and telephonic communications equipment, information storage systems or business equipment regardless of whether the use is for business or personal reasons. All forms of Township technology are subject to search.
- 8.) Employees are reminded that all property of the Township is primarily for the purpose of Township business. Any personal use of the Internet is expected to be on the employee's own time and is not to interfere with the employee's job responsibilities.
- 9.) Limited personal use of the Township technology is allowed. However, any viewing of lewd, suggestive, chance or gaming websites, or other site deemed inappropriate or abuse of the network or any and all Township property may result in disciplinary action.

B. Mobile/Cellular Phone Usage

- 1.) Employees that are assigned mobile/cellular phones have the responsibility to use all Township equipment with prudence and reasonable care.
- 2.) Department Heads will be responsible for issuing mobile/cellular equipment to employees.
- 3.) Department Heads will be responsible for reviewing mobile/cellular telephone invoices on a regular basis to ensure that telephones are used appropriately and that the Township is reimbursed for calls not identified as official use.

Article XII Dress Code

A. Dress Code Policy

- 1.) The image that the Township projects to the public is reflected in the professionalism of its employees. Appropriate attire is an important part of this professionalism.
- 2.) The Township promotes and wishes to project a professional image through its

employees while on Township premises, or while representing the Township during other Township-related or sponsored activities.

B. Appropriate Attire

- 1.) Attire, grooming, business-like conduct and maintaining a neat and orderly work place are important to projecting a professional image to the public.
- 2.) Shirts that are designed to be tucked in should be, and belts should be worn when belt loops are visible.
- 3.) Shoes or sandals should fit properly so that they can be worn safely to avoid personal injury.
- 4.) Employees should err on the side of caution; if an item is questionable, another item of clothing should be selected.
- 5.) Road workers, laborers, maintenance and certain other employees, identified by the Township Administrator, are exempt from this dress code. However, appropriate work clothing including any necessary safety attire should be worn.
- 6.) Under special circumstances, the Township Administrator may waive or modify the dress policy.

C. Enforcement

- 1.) It is the responsibility of all Department Heads to make sure the conduct and appearance of their staff is consistent with projecting a professional image.
- 2.) Wearing inappropriate attire shall be brought to the attention of the employee immediately.
- 3.) No employee shall be allowed to continue work until properly attired.
- 4.) Using accrued time-off shall not be allowed for the purpose of changing clothes.
- 5.) Failure to comply with this code shall result in disciplinary action, including but not limited to, warning, suspension and/or termination.

Article XIII Vehicle Fleet Safety and Usage

A. Driver Guidelines and Reporting Requirements

- 1.) Township vehicles are to be driven by authorized employees only.
- 2.) Any employee who is authorized to drive a Township vehicle who has a driver's license revoked or suspended shall immediately notify their Department Head and immediately

discontinue operation of the Township vehicle. Failure to do so may result in disciplinary action, up to and including termination.

- 3.) All accidents in Township vehicles, regardless of severity, must be reported to the police and to the employee's Department Head and the Township Administrator. Accidents are to be reported immediately, (from the scene), during the same day, or as soon as practicable if immediate or same day reporting is not possible.
- 4.) Accidents in personal vehicles while on Township business must follow these same accident procedures.
- 5.) Drivers must report all ticket violations received during the operation of a Township vehicle, or while driving a personal vehicle while on Township business to the employee's Department Head and the Township Administrator. It will be the responsibility of the driver to pay any and all fees for ticket violations when driving a vehicle on Township Business.
- 6.) Motor Vehicle Records will be obtained on all drivers prior to employment and at intervals to be determined by the Township Administrator. A driving record that fails to meet the criteria stated in this policy, or is considered to be in violation of the intent of this policy will result in a loss of the privilege of driving a Township vehicle.

B. Driver Criteria and Administration

- 1.) Employees must have a valid and current Driver's license to operate a Township vehicle, or a personal vehicle with auto insurance while on Township business.
- 2.) Employees are expected to drive in a safe and responsible manner and to maintain a good driving record.
- 3.) Criteria that may indicate an unacceptable driving record includes but is not limited to:
 - a. Reckless or negligent driving
 - b. Driving while impaired by or under the influence of alcohol or drugs
 - c. Homicide, negligent homicide, or involuntary manslaughter by vehicle
 - d. Fleeing or attempting to elude police officers
 - e. Driving without a license or while license is suspended or revoked
 - f. Hit and run or failure to stop after an accident
 - g. Using a motor vehicle for the commission of a felony
 - h. Operating a motor vehicle without the owner's authority (theft)
 - i. Speeding
 - j. "At fault" accident
 - k. Any moving violation

C. Driver Safety Rules

- 1.) The use of Township vehicles while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, up to and including termination.
- 2.) Use of any electronic communications device, including but not limited to, a handheld wireless telephone, handheld personal digital assistant, a portable or mobile computer,

and/or any other device capable of transmitting or receiving telephonic communications while operating any motorized vehicle or heavy equipment is prohibited. Exceptions to this rule are:

- a. Hands-free voice activated operational phones being used in that manner while driving a car or light truck and only for official Township business. However, such hands-free voice activated equipment use shall be suspended when heavy traffic or dangerous weather and/or other dangerous conditions are encountered, and shall also be suspended when operating a motor vehicle in a school speed zone established under Section 11-605 of the Illinois Vehicle Code or on a highway in a construction or maintenance speed zone established under Section 11-605.1 of the Illinois Vehicle Code.
- b. Communications between Emergency Services personnel while they are responding to emergency calls and/or other emergency purposes.
- c. Calling 9-1-1 to report an emergency situation. Calling 9-1-1 to call for help or to help others in an emergency is allowed in all situations where it is safe to do so.
- d. Use of an electronic communications device when necessary to conduct official Township business, provided that the vehicle is safely parked on the shoulder of a roadway or other safe location in compliance with applicable law at all times while using said device. It is important for all Township employees to remember that all other actions are secondary to driving safely.

In the event federal, state and/or local law imposes more stringent or restrictive prohibitions (e.g. ban on both handheld and hands-free devices), the employee must comply with the most stringent/restrictive prohibitions.

- 3.) Operating any motorized vehicle and/or heavy equipment while engaging in a distracting activity is prohibited. A distracting activity includes any activity that impairs the employee's ability to safely operate a motorized vehicle and/or heavy equipment and includes, but is not limited to eating, applying cosmetics, and use of an electronic communications device in violation of paragraph 2 above.
- 4.) No driver shall operate a Township vehicle when his or her ability to do so safely has been impaired by illness, fatigue, injury, or medication.
- 5.) All drivers and passengers operating or riding in a Township vehicle must wear seat belts.
- 6.) No unauthorized personnel are allowed to ride in Township vehicles.
- 7.) Drivers are responsible for the security of the Township vehicle assigned to them.
- 8.) All state and local laws must be obeyed.

D. Accident Procedures

- 1.) In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
 - d. Call for emergency assistance if necessary
 - b. Call the police. All accidents, regardless of severity, must be reported to the police.
 - c. Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
 - d. Complete the Vehicle Accident Report. Pertinent information to obtain includes: driver's license numbers of other drivers; insurance company names and policy numbers of other vehicles; make, model, and year of other vehicles; date and time of accident; pictures of damage and overall road and weather conditions.
- 2.) Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident.
- 3.) Provide the other party(ies) with your name, address, drivers license number and insurance information.