

RESOLUTION ADOPTING REVISED PERSONNEL POLICY MANUAL

Village of Chapin, Morgan County, Illinois

BE IT RESOLVED by the President and Board of Trustees of the Village of Chapin, Morgan County, Illinois:

That the attached revised *Personnel Policy Manual*, marked as **Appendix A**, is hereby approved and adopted for the management of all Village employees, including the Police Department. Said Manual will be effective from and after the approval date. All prior employee manuals or employee handbooks are no longer in force and effect.

Passed and Approved by the President and Board of Trustees of the Village of Chapin, Morgan County, Illinois, on the 9th day of March, 2022. The Village Clerk is hereby directed to place a copy of this Manual in the permanent files of the Village and to provide a copy to all current employees.



Village President

Attest:



Village Clerk

Ayes: 5

Nays: 0

Absent: 1

**VILLAGE OF CHAPIN
MORGAN COUNTY, ILLINOIS**

PERSONNEL POLICY MANUAL

Revised and adopted by Resolution on 3/9, 2022

Appendix A

VILLAGE OF CHAPIN

PERSONNEL POLICY MANUAL

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INTRODUCTORY STATEMENT OF PURPOSE AND OBJECTIVE

This Personnel Policy Manual is designed to establish uniform rules and regulations governing the personnel policies and practices of the Village of Chapin. This Manual is designed to provide Village employees with general information about working conditions, employment benefits, and some of the policies affecting employment with the Village of Chapin.

This Manual is designed as a guideline for Village employees so as to provide a work environment that is fair and impartial and provide employees with expectations for job performance and maintenance of high-quality work standards.

NO MANUAL CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION ABOUT POLICY AND PROCEDURE. THE VILLAGE OF CHAPIN, THEREFORE, RESERVES THE RIGHT TO REVISE, SUPPLEMENT, OR RESCIND THIS MANUAL OR ANY PORTION OF THE MANUAL FROM TIME TO TIME AS IT DEEMS APPROPRIATE, IN ITS SOLE AND ABSOLUTE DISCRETION.

Should any provision in this Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Manual, but only that particular provision. The guidelines in this Manual supersede prior guidelines and any additions or amendments thereto.

Employees shall be employed by the Village President, by and with the consent of the Board of Trustees. The Village President, by and with the consent of the Board of Trustees, may designate one employee of each department as the head or chief of that department. While the Village President is responsible for supervising all Village employees, the Board of Trustees is ultimately responsible for making all hiring and firing decisions, promotions, and discipline, as well as determinations regarding pay scales and salaries, except as otherwise specifically provided in this Manual.

Such duties as are enumerated in this Manual to be the responsibility of the Village President may be assigned to other Trustees or employees, but such designation should be done in writing.

The Village Clerk is directed to provide a copy of this Personnel Policy Manual to all current employees of the Village and to new employees hired hereafter and to secure a signed acknowledgement form from all employees.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 101

NATURE OF EMPLOYMENT

This Manual is intended to provide employees with a general understanding of the personnel policies of the Village of Chapin. It is the responsibility of all employees to review this Manual and to become familiar with the policies set forth in this Manual.

THIS MANUAL IS NOT AN EMPLOYMENT CONTRACT AND IS NOT INTENDED TO CREATE CONTRACTUAL OBLIGATIONS OF ANY KIND. EMPLOYMENT WITH THE VILLAGE IS CONSIDERED "AT-WILL" WHICH MEANS THAT EITHER THE EMPLOYEE OR THE VILLAGE MAY END THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT NOTICE AND WITH OR WITHOUT A REASON.

Only the Village Board of Trustees, by majority vote, may alter the at-will status of an employee, and only then by means of a written agreement approved by resolution of the Board. Employees may not rely on any oral or written agreements or promises of anyone else, since such promise or agreements are unenforceable.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 102

STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY

The Village provides equal employment and advancement opportunities to all individuals based on merit, qualifications, and abilities. It is the policy of the Village of Chapin to provide equal employment opportunities to all persons without regard to race, age, color, sex, marital status, religion, national origin, disability, genetic information, marital status, sexual orientation, gender identity/reassignment, citizenship, pregnancy or maternity, arrest or conviction record, veteran status, or any other basis protected by applicable federal law or the laws of the State of Illinois. The Village will take steps to ensure that job applicants and employees are free from discrimination and are provided a workplace free from harassment based on any of the foregoing factors. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, discharge, and access to benefits and training. The only exception is where specific requirements constitute a bonafide occupational qualification necessary for proper and efficient administration.

If an employee is a qualified individual with a disability who can perform the essential functions of his or her job but needs an accommodation, the employee should advise the Village President. The Village President will provide the employee with proper forms to complete in order to determine whether the Village can make the accommodation under the guidelines established by law.

Employees may raise concerns, file complaints, or make reports concerning discrimination in employment without fear of reprisal. Employees may raise concerns through the formal complaint procedure as set forth in Policy #402 of this Manual entitled "Grievance Procedure". Any employee found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Village President, who is responsible for monitoring all equal opportunity activity and for assuring compliance with this policy of non-discrimination in employment.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 103

OUTSIDE EMPLOYMENT

Full-time employees are expected to make the Village of Chapin their primary vocational interest. In the event a full-time employee desires additional employment outside their employment with the Village, said employee must receive approval from the Board of Trustees. Approval will be given if the employment does not interfere with the efficient performance of the employee's duties with the Village, does not involve or constitute a conflict of interest or jeopardize Village confidentiality, and does not occur during the employee's regular or assigned working hours with the Village. Approval requires a majority vote of a quorum present of the Board of Trustees.

Part-time Village employees are not required to obtain prior approval except in those cases where the other employment may create a conflict of interest or result in a breach of Village confidentiality; in which case prior approval is required.

An approved leave of absence from the Village may not be used for the purpose of engaging in other employment unless prior, written authorization is obtained from the Board of Trustees. If outside employment interferes with an employee's work for the Village the employ may be asked to quit the other job or resign from the Village. Violation of this provision may result in discipline, up to and including termination of employment.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 201

EMPLOYEE CODE OF CONDUCT

Village employees are expected to conduct themselves in a professional manner while at work, make maximum use of working time, and be courteous and helpful to people they may encounter during their work. Village employees are expected to represent the best of the Village of Chapin, thereby modeling behavior reflective of honest, hardworking and reputable citizens. As such, employees that do not reflect this model may be subject to disciplinary action, up to and including termination of employment.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 202

VILLAGE DEPARTMENTS AND JOB DESCRIPTIONS

The Village has two departments; namely the Water/Street Department and the Police Department. Each Village department may develop a job description, as needed, for each job position, outlining the main responsibilities and the essential functions of the particular job. The Village President, or his/her designee, shall keep said descriptions and shall request amendments to the descriptions as needed.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 203

PUBLIC INFORMATION INQUIRIES

To assure that the media and the public receives accurate and timely information, any inquiries from representatives of the news media or the public regarding Village programs, policies, services, or actions, shall be directed to the Village President or Village official designated by the President as the responsible official for contacting the media and publicly releasing any and all information.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 204

REPORTING OF ACCIDENTS AND INJURIES

All accidents or illnesses occurring in the workplace, no matter how minor, must be reported immediately to the employee's supervisor or to the Village President. The supervisor or Village President will provide the employee with an appropriate form to complete. If the employee's illness or injury is determined to be work-related, the employee will be eligible for any workers' compensation benefits as allowed by law.

Providing false, untrue, or misleading information in connection with a workplace accident or illness will be considered serious misconduct and may result in disciplinary action, up to and including discharge, in addition to other legal remedies the Village may pursue, if applicable.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 205

USE, STORAGE, AND INVENTORY OF VILLAGE EQUIPMENT

All Village equipment, supplies, and tools shall be secured and properly stored at the end of each work day. No Village equipment is to be left sitting on Village streets unless a job for which the equipment was being used was not completed at the end of the preceding working day and is to be completed the next working day. In that case, Village equipment may be left sitting on Village streets provided that barricades are erected around the equipment with operable flashing lights and the equipment is placed in such a position to provide for the safe flow of traffic. Village equipment is not to be left sitting on Village streets over any weekend without approval of the Village President or the Trustee in charge of Public Safety.

No employee shall use any property of the Village for personal use without submitting a request to the Village Board and obtaining the Trustees' approval. Personal equipment not belonging to the Village may not be stored on Village property.

Each Village department shall maintain an inventory of all equipment, supplies, and tools used by that department and shall provide a copy of the inventory to the Village Clerk by March 30 of each year. The Village Clerk shall present all inventories to the Village Board for its review as soon thereafter as possible.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 206

PROHIBITION AGAINST HARASSMENT

As part of our commitment to providing equal employment opportunity, the Village prohibits acts of harassment by or to employees on the basis of sex, color, race, ancestry, religion, national origin, age, disability, physical or mental handicap, marital status, genetic information, sexual orientation, gender identity/reassignment, citizenship, pregnancy or maternity status, veteran status, or any other protected group status or characteristic, whether protected by state or federal law.

Sexual Harassment Both state and federal laws prohibit sex discrimination, one aspect of which is sexual harassment in the workplace. The Village of Chapin is firmly committed to compliance with these laws.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature in situations where:

- Submission to such conduct is an explicit or implied term of condition of employment;
- an individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

The Village of Chapin prohibits its employees from engaging in any such actions or using words which may be construed as sexual harassment or any other form of harassment. This includes all unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as sex, color, race, ancestry, religion, national origin, age, disability, physical or mental handicap, marital status, or any other protected group status or characteristic. The conduct specifically forbidden by this policy includes, but is not limited to, epithets, slurs, body language, negative stereotyping, kidding, teasing, joking, or intimidating acts that are based on a person's protected status and written or graphic material circulated within or posted within the workplace that shows hostility toward a group or person because of his or her protected status or characteristic.

If an employee has witnessed harassment or feels he or she has been subjected to any harassment of this nature, he or she is to report such an incident to the employee's supervisor immediately. The Village President, or his designee, will promptly investigate all complaints.

If reporting to the employee's supervisor would prove to be uncomfortable, an employee may directly contact the Village President or the chairman of the standing committee of the Village Board designated to deal with grievance issues. Every effort will be made by the Village to promptly investigate all allegations of harassment in as confidential a manner as possible and appropriate corrective action will be taken, if warranted. Any employee not satisfied with resolution of the matter should follow the grievance procedure set forth in Policy #402 of this Manual.

Any employees determined to have engaged in acts of sexual harassment or other harassment which violate this policy will be subject to discipline, up to and including termination.

The Village of Chain prohibits any punishment, reprisal, or retaliation against an employee who has reported an incident of discrimination or harassment in good faith or who has participated in the reporting or investigating of an incident of discrimination or harassment. Such retaliation will result in discipline up to and including termination. Likewise, anyone knowingly filing a false, frivolous, or malicious complaint will also be subject to discipline, up to and including termination.

VLLAGE OF CHAPIN

PERSONNEL POLICY NO. 207

DRUG AND ALCOHOL POLICY

It is the desire of the Village of Chapin to provide a drug-free, healthy, and safe workplace. To promote this goal, employees of the Village are expected to follow the procedures set forth herein.

Employees shall not report to work under the influence of alcohol, cannabis, controlled substances, or illegal drugs. Employees shall not possess or consume alcohol, cannabis, controlled substances, or illegal drugs while on Village property or on Village time. This prohibition includes possession of alcohol, cannabis, controlled substances, or illegal drugs in an automobile brought onto Village property or used for Village business. Employees shall not have their ability to work in a safe, efficient, and effective manner impaired as a result of the use of alcohol, cannabis, controlled substances, or illegal drugs. Employees shall not sell or provide, directly or indirectly, alcohol, cannabis, controlled substances, or illegal drugs to any person while the provider or the recipient is on Village property or performing Village business. "Illegal drug" is defined as any drug described in the Illinois Criminal Code as subject to criminal prosecution or prescribed drugs taken in doses exceeding the prescription.

This policy does not prohibit the possession or use of prescription drugs in a manner approved by a health care provider when that usage does not impair the employee's ability to perform the employee's job duties safely, efficiently, or effectively. Employees are required to advise their supervisor or the Village President that they are taking any such prescription medication which may impair the employee's ability to perform their job.

The Village considers employees impaired or under the influence of cannabis when there is a good faith belief that an employee manifests specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or task of the employee's job description. The term "articulable symptoms" include: the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.

When a supervisor or the Village President has a reasonable suspicion and good faith, objective belief of impairment, he/she on behalf of the Village may require the employee submit to a drug and alcohol test. An employee who refuses to submit immediately to a drug and alcohol test when requested based on a reasonable suspicion or good faith objective belief of impairment, will be subject

to discipline, up to and including immediate termination. Employees are required to consent to the release of the drug and alcohol test results to the Village.

An employee who tests positive for the presence of alcohol, controlled substances, or illegal drugs or is found to be "under the influence" of alcohol, controlled substances, or illegal drugs as defined by Illinois state criminal statutes, or where an inspection reveals alcohol, cannabis, controlled substances, or illegal drugs, may be subject to discipline, up to and including immediate discharge. An employee who refuses to submit immediately to a drug or alcohol test or an inspection when requested by the employee's supervisor or the Village President is subject to discipline, up to and including immediate discharge.

All costs of testing will be paid by the Village. From the time of the initial testing and until test results are received and reviewed by the Village, an employee will be placed on an unpaid leave. In the event the test results are negative, the Village will pay the employee for the leave period, so long as there are no other independent circumstances or behavior justifying the unpaid leave due to misconduct by the employee. If the employee's test results are positive, then the Village will not pay the employee for the leave period.

Employees are required to consent to the release of the alcohol or drug test results to the Village. The employee must agree to execute any forms necessary to accomplish this disclosure. Illegal drugs discovered in an inspection pursuant to this policy will be turned over to law enforcement personnel.

Within 5 days after a conviction of any federal or state criminal drug statute, an employee shall notify the Village President of the conviction. Within 30 days of receiving notice of an employee's conviction, the Village will take appropriate disciplinary action against the employee, up to and including discharge, or require that the employee participate in a drug abuse assistance or rehabilitation program approved by the Village.

If discharge does not occur based on mitigating factors such as length of service, employee attitude, or work performance, the employee will be required to enroll in a Village approved treatment program and placed on a non-occupational leave of absence. The employee shall consent to the release of information to the Village by the treatment program. Failure to participate in and complete a rehabilitation program, where necessary, may result in discharge. If an employee is not discharged after the first positive testing, a second positive testing will result in discharge.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 208

NO SMOKING POLICY

Smoking and the use of tobacco products, including but not limited to cigarettes, e-cigarettes, vaping tools, or smokeless tobacco, is prohibited in any Village-owned buildings or within fifteen feet of any entrance, or while operating or using Village-owned equipment or inside Village-owned vehicles. Any employee wishing to smoke or use tobacco products must do so outside of Village-owned building or vehicles and not while operating Village equipment. As part of our commitment to providing equal employment opportunity, the

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 209

COMPUTER, INTERNET AND E-MAIL USAGE

Computers, computer files, the e-mail system and software furnished to employees by the Village are Village property intended for business use only. Employees should not use this equipment for personal use or use another employee's password, access a file, or retrieve any stored communication without authorization from the Village President unless it is clearly within the employee's job responsibility to do so.

The Village also wishes to maintain a workplace free from harassment and sensitive to the diversity of its employees and citizenry. Therefore, the Village prohibits the use of its computers and the e-mail system in ways that are disruptive, offensive, disrespectful or harassing in any way. The Village purchases and licenses the use of various computer software for business purposes and does not own a copyright to this software or related documentation. The Village prohibits the illegal use or duplication of software and its related documentation.

To insure compliance with this policy, computer and e-mail usage may be monitored. Village employees should have no expectation of privacy related to any information accessed, saved, sent from, or otherwise utilized on Village computers, computer files, e-mail systems or software.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 210

WORKPLACE SAFETY POLICY

The Village of Chapin is committed to maintaining a safe work environment. Workplace violence will not be tolerated. Workplace violence includes, but is not limited to, threats, intimidation, fighting, creating a disturbance, horseplay, repeatedly telephoning a person at work, repeatedly following a person while working, or other conduct that may be dangerous to others or perceived by others to be threatening, intimidating, coercive, or dangerous.

Firearms, weapons, and other dangerous or hazardous devices are prohibited from being brought onto or used on the premises. The one and only exception to this policy is in regard to the *Firearm Concealed Carry Act (430 ILCS 66/1, et seq.)* which permits those persons with a properly issued and valid Firearm Concealed Carry License to store a firearm or ammunition within their vehicle provided that the vehicle is locked, or the firearm and ammunition is kept in a locked container out of plain view within the vehicle. A licensee under the Act may carry a concealed firearm only in the immediate area surrounding their vehicle and only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk. Any such firearm must be unloaded prior to the licensee exiting their vehicle for this limited purpose.

All threats of violence or actual violence are to be reported immediately to the Village President. This includes threats by employees, as well as threats by clients, vendors, or other members of the public. Employees should not place themselves in peril. If an employee sees or hears a commotion or disturbance in or around the workplace, the employee should not try to intercede or see what is happening but should report same to the Village President or to law enforcement.

Any employee found to be responsible for making threats of violence or actual violence or other conduct that is in violation of this policy will be subject to prompt disciplinary action, up to and including termination.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 211

INSPECTIONS AND SEARCHES

In order to maintain a work environment that is free of illegal drugs, alcohol, cannabis, firearms, explosives, weapons, or other improper materials, including material that may be considered harassment, the Village of Chapin prohibits the possession, transfer, sale, or use of any such materials on its premises.

To facilitate enforcement of this policy, the Village President, or his/her designee, reserves the right to conduct searches and inspections, at his/her sole discretion, of the contents of all packages, bundles, boxes, tote bags, purses, suitcases, briefcases, or other containers taken into or out of the workplace. A refusal to permit a search requested by the Village President may result in disciplinary action, up to and including immediate termination. Because a search might result in the discovery of an employee's personal possessions, all employees are encouraged to avoid bringing into the workplace any personal property they do not wish to reveal to the Village or be subject to search.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 301

COMPENSATION, PAY SCHEUDLE AND WORK WEEK

All compensation and pay determinations will be made by the Village Board of Trustees. All Village employees will be paid bi-weekly. If the established pay date falls on a recognized holiday, the Village employees will receive their pay on the preceding work day.

The work week begins on Friday and ends the following Thursday. Deductions will be made from the employee's paycheck as required by state or federal law or as requested and authorized by the employee.

In order to ensure accurate timekeeping and compensation, employees are required to submit properly completed timesheets and obtain approval by the Village President. Failure to do so may result in disciplinary action, up to and including termination of employment.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 302

OVERTIME

Employees may not begin working prior to the employee's scheduled time, nor may employees work overtime or take compensatory time without prior approval of the Village President or his/her designee except in emergency situations.

It is recognized that overtime is sometimes necessary. However, the use of overtime will be closely monitored by the Village President. Village employees are required to use their good judgment and common sense when requesting or requiring overtime.

From time to time, there may be emergency situations and an employee may be required to work overtime. In addition, all on-call individuals may be required to work overtime. In non-emergency cases, overtime must be approved, in advance, by the Village President. The Village President will determine situations in which an emergency occurred and advance approval for overtime is unnecessary.

In the event a Village employee (other than an employee engaged in law enforcement) works overtime (in excess of 40 hours in a work week), the employee will be given compensatory time off at 1 ½ times the overtime worked, subject to the employee's written overtime compensation agreement with the Village. Otherwise, the employee will be paid 1 ½ times the regular rate for all overtime worked.

Employees that work overtime in non-emergency situations in which the overtime has not been approved by the Village President will be subject to discipline, up to and including discharge.

EMERGENCY OVERTIME FOR HOURS WORKED IN EXCESS OF EIGHT (8) HOURS

Notwithstanding the foregoing, if an employee is required to work in excess of eight (8) hours on any day as a result of an emergency situation, the employee shall have a choice of being paid 1 ½ times the regular rate for the time worked OR given compensatory time off at 1 ½ times the overtime worked. For purposes of this paragraph, "emergency situation" means circumstances involving the imminent risk of harm to persons or property requiring the Village to act promptly to abate or alleviate the situation in an expeditious manner. Whether an "emergency situation" exists shall be determined by the Village President or his/her designee on a case-by-case basis.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 303

PERSONNEL RECORDS

Personnel records will be maintained on all Village employees. These records are considered confidential. Access to personnel files is restricted. Only persons with a legitimate reason to review information in the file are allowed to do so with the express permission or direction of the Village President.

Employees who wish to review their own file should contact the Village President. With reasonable advance notice, employees may review their own personnel file as permitted by state law.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 304

EMPLOYEE WORK DAY, TIME KEEPING, AND PUNCTUALITY

Work schedules may be set from time to time by the Village President or the Police Chief (for police officers). The work week for full-time employees will normally consist of 36 hours. Village employees are expected to report to work on time and may be subject to discipline if tardy, up to and including discharge.

Employees are expected to keep accurate time records as prescribed by the Village President. Every employee of the Village, either full-time or part-time, shall prepare a daily work report accounting for all the time for which the employee is scheduled to work and turning the same in to the Village President or the employee's supervisor at the end of each working day. Daily work reports should sufficiently describe the work done during that work day and the hours or fractions thereof consumed in doing each job.

All employees are required to keep time cards. No time card entry by an employee on behalf of another employee is permitted. Time off for lunch is to be noted on the time card. Employees are not paid for lunch breaks. Full-time employees are allowed at least 30 minutes for a lunch break which should be taken no later than five hours after the start of the work day.

Some Village employees may be required to be on call outside the employee's normal working hours. Employees that are on call must have a means of communication with them and be capable of reacting and responding to an emergency. Further requirements may be noted in the employee's job description. Anytime an employee is called to work during the employee's off hours, it shall be the responsibility of the employee to note such work on his or her time card.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 305

PERFORMANCE EVALUATIONS

During the first year of employment, all employees will receive a written performance evaluation following the first three months, six months, and at the end of one full year. Thereafter, employees will be annually evaluated by their immediate supervisor or the Village President, as the case may be. Ideally, all annual employee evaluations will take place in November of each year, but the Village President may vary that schedule as needed.

The purpose of any performance evaluation is to measure employee performance and to provide a basis for employee promotion, retention, discipline, and compensation. The employee will be allowed individual input on the performance evaluation after it is completed and before it is submitted to the proper standing committee of the Village Board. All evaluations will be submitted to a standing committee of the Board of Trustee designated to deal with personnel issues. After the standing committee has reviewed the employee performance evaluations, the committee will report to the entire Village Board concerning that employee and make recommendations to the Village Board which will take whatever action is warranted. Standing committees are established in May of each year by the Village President.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 306

REIMBURSEMENT OF EXPENSES

Village employees will be reimbursed for travel outside the Village of Chapin on Village business at the rate recognized by the Internal Revenue Service. This will be paid if the employee uses his or her privately owned vehicle and has provided written documentation to the Village President verifying the date(s) and time(s) the vehicle was used, the driving route(s) taken, the reason(s) for the use of the privately used vehicle, and the purpose of the trip(s).

Whenever possible, the Village employee must receive advance written authorization from the Village President to incur travel expenses. When authorized, the employee will be reimbursed for necessary, out-of-pocket expenses incurred while conducting Village business. Any and all out-of-pocket expenses must be validated with a receipt. At the discretion of the Village President, expenses may be advanced if necessary.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 307

SICK DAYS, GRIEF DAYS, HOLIDAYS AND VACATION AND OTHER BENEFITS

As defined in this Section, a full-time employee is an employee who regularly works at least 36 hours per week for the Village of Chapin. Part-time employees are defined as those employees who work less than 36 hours per week, perform short-term functions, or are employed to perform full-time functions on an irregular basis. Part-time employees are not entitled to any of the benefits set forth in this Section; however, the Board of Trustees may, in the exercise of its discretion and presented with unusual circumstances, approve exceptions and provide some benefits to part-time employees under this Section.

All time off under this Section is calculated based on the employee's anniversary date. Unless otherwise required by applicable law, with regard to sick days and grief days, "immediate family" is defined as father, mother, child, spouse, sibling, in-laws in the same relationship, or a grandparent.

A. Sick Days

Full-time employees shall accrue paid sick leave at the rate of one day per month of service beginning with the month following the first 90 days of employment. In other words, the employee earns no sick days during the first 90 days (three months) of employment. Thereafter, the employee earns one day for each completed month of employment. For example, if an employee begins work on April 1, the employee is entitled to one paid sick day as of August 1.

Sick days may not be used until earned. An employee may accumulate up to a maximum of 90 sick days. Beyond the maximum of 90 days, sick days not used are forfeited. Upon termination of employment for any reason, unused but accrued sick days are forfeited and no payment will be made for said days.

Sick days may be used for illness or injury of the employee; appointments with doctors, dentists, or other professional medical practitioners. Sick days may also be used in the event of illness, injury, or medical appointment of the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent. Sick days must be taken in increments of not less than one-half day.

Unless the circumstances make it impossible or impracticable to do so, when an absence due to illness or injury exceeds 3 consecutive work days, verification from a medical provider is required before sick day payments will be authorized. An employee returning to work after sick leave of more than 5 consecutive work

days must present a doctor's release to return to work if the reason for the sick leave is the employee's own illness or injury.

If the employee is to be out on sick leave, the employee is required to notify the Village President before 8:30 a.m. on each day the employee cannot work. If circumstances make it impossible or impractical for this notification to be made, notification must be made as soon as is reasonable possible. The requirement for reporting on a daily basis will not be necessary in the event the employee applies for and receives a formal leave of absence under Policy #309 of this Manual.

B. Grief Days

In the event of a death in the immediate family, a full-time Village employee will be allowed 3 days of paid leave in close proximity to the death. The employee shall notify the Village President as soon as practicable after learning of the death.

C. Holidays

Full-time employees will be given time off and will be paid their regular rate of pay for the following holidays:

- New Year's Day
- Memorial Day
- Labor Day
- Christmas Day
- 4th of July
- Veterans Day
- Thanksgiving
- Employee's birthday

In the event the holiday falls on a weekend, the Village may designate the day before or after as the holiday for purposes of this benefit. In the event an employee is required to work one of these holidays, the employee will receive equal compensatory time off during the work week in which the holiday occurs. Time off for the holiday or compensatory time off for the holiday is not considered "hours worked" for purposes of overtime compensation. In the event an employee is not able to take compensatory time off during the week of the holiday because the Village President has requested said postponement, the employee will be given another paid day off at some later time mutually agreed by the employee and the Village President.

D. Vacation

Paid vacation is available to all full-time employees of the Village. No vacation benefits are earned until the employee has completed one full year of employment with the Village. If the employee is terminated or terminates employment with the Village before completing one full year of employment, no paid vacation is due. Reasonable advance approval of vacation time off requests in the amount of less than five days by the Village President is required. Thirty days advance notice is required if the employee wishes to take five days or more at one time and requires approval by the Village President.

Full-time employees will receive five days of paid vacation after completing one year of service to the Village to be used in the second year of employment. After completing two years of service, the full-time employee will receive ten days paid vacation to be used in the following year. After completing seven years of employment, the employee will receive fifteen days of paid vacation to be used in the following year.

Vacation time must be taken in no less than one-half day increments. Vacation may not be accumulated from year to year, unless the employee was unable to take vacation within the year it is awarded because of a written request made by the Village President to postpone vacation.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 308

OTHER EMPLOYEE BENEFITS

From time-to-time, the Village may offer health insurance, retirement benefits or other benefits for full-time employees. Should such an offer be made, said benefit must be approved by the Board by resolution. The Board of Trustees may, in the exercise of its discretion and presented with unusual circumstances, approve exceptions and provide some benefits to part-time employees under this Section.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 309

LEAVES OF ABSENCE

Leaves of Absence may be granted to a full-time employee not to exceed 90 days in any year, said year beginning with the first day of leave. All requests for leave must be made in writing to the Board of Trustees. Subject to any applicable legal restrictions, requests for leaves will be evaluated based on the employee's work record, length of service, workload requirements and staffing considerations as well as the best interest of the Village. All leaves are unpaid except for that portion of the leave that may be covered by sick days or vacation days.

If an employee is granted leave, length of service and benefit accruals, such as vacation, holiday pay and sick leave will be suspended during the unpaid portion of the leave. Employees will not lose any length of service or accrued benefits because of time off for an approved leave.

The Village requires employees to first use accrued applicable vacation and sick leave during a period for which leave is requested, unless stated otherwise in this policy or prohibited by law. During the approved leave, the Village will continue to offer any health insurance benefits provided to the employee when the employee was actively working. However, the employee will be responsible for payment of any premium due or owing during any portion of the leave that is unpaid, unless the Village is required to make such payments on behalf of the employee by applicable law.

Employees on leave are required to keep the Village President updated on their status and intent to return to work and are required to give reasonable advance notice of the intended return to work date. If the leave of absence is for the employee's own medical condition, the Village reserves the right to require a Fitness for Duty Certification from the employee's treating healthcare provider before returning the employee to work.

Failure to follow any leave requirements or to return to work following the expiration of the leave will be considered a voluntary resignation. When the leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. Leaves of absence are subject to change at any time, either to meet the operating needs of the Village or to comply with any changes in law or statute.

Employees may not sue any leave to work at another job without the express consent of the Village President. Should that occur, the employee will be subject to discipline, up to and including discharge.

Exceptions to this leave policy may be available to those qualified employees subject to the provisions of the Americans with Disabilities Act. Employees with a disability who wish to request an exception to this policy in order to accommodate a disability should apply writing to the Village President who will take the matter up with the Board.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 401

DISCIPLINARY ACTION AND TERMINATION

A. Basis for Discipline

The Village has an employee Code of Conduct and some basic rules relating to unacceptable conduct. These rules have been established so that all employees may know what is expected of them and to help define unacceptable behavior that could result in disciplinary action and/or discharge from employment.

Although Village employees are employed "at will", there may be times when the Village may use discipline short of termination in order to give the employee an opportunity to correct a problem or to assist the employee in returning to satisfactory performance if it is possible or desirable. Progressive discipline is left to the discretion of the Village President and nothing in this Manual requires the Village to use progressive discipline prior to discharging any employee. Should progressive discipline be used, this does not bind the Village in any way to using progressive discipline in any or all situations. If progressive discipline is used, disciplinary measures taken will be documented and placed in the employee's personnel file. However, employees may be discharged after the first offense.

Village employees are subject to the direct supervision of the Village President, or his designee. The Village President will report any misconduct or unsatisfactory performance to the Village Board. The Village President is responsible for documenting discipline in the employee's file. Any discipline involving a suspension in excess of 10 days or discharge, shall be brought to the Village Board and is subject to majority approval. Discipline involving a suspension of 10 days or less may be given by the Village President without Board approval. The Village President may suspend an employee pending an investigation either with or without pay for up to 10 days without Village Board approval.

The following list provides examples of conduct that is unacceptable. This list is by no means exhaustive.

- 1) Failure to follow reasonable, lawful directions of the employee's supervisor or the Village President
- 2) Unsatisfactory job performance or conduct
- 3) Repeated or excessive tardiness or absenteeism
- 4) Theft or misuse of Village property, falsification of records or claims for reimbursement
- 5) Unauthorized access to or sharing of confidential Village information

- 6) Violence or threatening violence in the work place
- 7) Failure to work cooperatively with co-workers, supervisors, or members of the public
- 8) Possession of an unauthorized firearm or deadly weapon
- 9) Boisterous or disruptive activity in the work place
- 10) Making false statements or reporting false information in connection with work for or on behalf of the Village
- 11) Releasing confidential Village records or information to unauthorized individuals
- 12) Violation of any Village policies or policies set forth in this Manual
- 13) Conviction of a felony or conviction of a misdemeanor involving dishonesty, as permitted by applicable law
- 14) Engaging in conduct contrary to the Employee Code of Conduct (Policy #201)
- 15) Acts of retaliation against co-workers for exercising their rights under this Personnel Policy, under Village ordinances, or under applicable law.

B. Separation from Employment

By definition, the "separation" shall refer to any and all terminations of the relationship between the employee and employer. Separations are categorized as either voluntary or involuntary. Employees shall be paid for earned, but unused, vacation pay when the final paycheck is issued or at the next scheduled payday when separation occurs.

1. Voluntary Separation

Voluntary separation is a decision freely made by an employee to terminate his or her working relationship with the Village. While employment with the Village is "at will" employment and no notice of resignation is required, employees are requested to provide written notice of resignation with as much advance notice as possible.

2. Involuntary Separation

Involuntary separation is the decision made by the Village to end the work relationship between an employee and the Village. Involuntary separation may be necessitated by a reduction in work force or a dismissal.

a. Reduction in Work Force

Involuntary separation may be imposed upon employees as a result of economic necessity, operational and/or program changes, reorganization, or other reasons which require a reduction in the

present work force. When such a reduction is deemed necessary, consideration of such factors as seniority and performance within the affected department will be used to determine those employees to be laid off. The Village will try to give some advance notice to employees when a lay-off is necessary. This may not always be practical.

b. Dismissal

Dismissal is when an employee is involuntarily separated or discharged with or without cause.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 402

GRIEVANCE PROCEDURE

For purposes of this Manual, a grievance is a complaint/conflict concerning implementation of enforcement of a policy, procedure, or practice. This procedure applies to all employment matters except dismissal or discharge. **ANY DISMISSAL OR DISCHARGE ACTION TAKEN BY THE VILLAGE IS FINAL AND NOT SUBJECT TO A GRIEVANCE.**

Employees should follow this formal grievance procedure in seeking a resolution of any conflict or problem if they cannot resolve the grievance on an informal basis. The recommended order to resolve grievances on a formal basis is as follows:

- A. The employee should submit a written complaint to the Village President within a reasonable time after the event. The Village President shall make every attempt to resolve the grievance as soon as possible thereafter with a written decision. In the event the grievance is not resolved, or the employee is unhappy with the resolution, the employee should proceed immediately to the procedure set forth in Paragraph B hereafter.
- B. If the employee is not satisfied with the Village President's handling of the grievance, the employee may submit a grievance to the Chairman of the standing committee of the Board of Trustees assigned to handle grievances within ten (10) days of receiving the Village President's response. Upon receipt of such grievance, the standing committee will hear the grievance and will render a decision or attempt to resolve the grievance. In the event the grievance is still not resolved, or the employee is unhappy with the resolution, the employee shall proceed immediately to the procedures set forth in Paragraph C hereafter.
- C. If the employee is not satisfied with the standing committee's handling of the grievance, the employee may submit a grievance to the full Village Board of Trustees within ten (10) days of receiving the standing committee's response. If the employee wishes to personally appear to present the grievance to the Board of Trustees, he/she should notify the Village Clerk prior to the Board meeting. The Board of Trustees' decision shall be considered final.

D. Grievances against the Village President may be submitted directly to the standing committee assigned to handle grievances.

This formal procedure calls for a written complaint. The written complaint or grievance should include the following information:

- A. A clear, detailed statement of the grievance, the full name and title (if applicable) of the person(s) involved, documents in support of the grievance (if any), and the date(s) pertinent to the grievance.
- B. A clear description of the specific action desired by the employee regarding the grievance.
- C. The reasons why the specific action should be taken.
- D. A brief summary of the results of previous discussions on the issues involved (if applicable).
- E. The grievance should be dated and signed by the employee.

The use of this grievance procedure by an employee in good faith will in no way negatively affect any aspect of the employment relationship. The Village believes that every employee who has a work-related problem or needs an explanation concerning conditions of employment should have an opportunity to express his or her concern. Sometimes problems need to be handled in a structured manner to insure consistent, fair, and documented resolution.

VILLAGE OF CHAPIN

PERSONNEL POLICY NO. 501

AMENDMENTS

This Personnel Policy Manual may be altered, amended, or repealed by a majority vote of the Village Board of Trustees of the Village of Chapin, at any regular or special meeting at which a quorum is present.

ACKNOWLEDGEMENT

I understand that this Manual describes important information about my employment relationship, responsibilities, and benefits. I understand that if I have any questions not answered in this Manual, I should consult with the Village President. I understand I will be given time to review this Manual and to ask any questions that I may have and be asked to acknowledge receipt.

I understand this Manual explains policies that apply to all employees of the Village of Chapin and that the information, policies, and benefits described in this Manual are subject to change and I acknowledge that revisions may occur. I understand that revised information may supersede, modify, or eliminate existing policies.

I have entered into my employment relationship with the Village of Chapin voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Village may terminate the relationship at will, with or without a cause, at any time. Furthermore, I acknowledge that this Manual is not a contract of employment, nor does this Manual confer any employment rights. I acknowledge that this Manual is not a legal document. I acknowledge having received this Manual and understand that it is my responsibility to read and comply with the policies contained herein as well as any revisions made to it.

I understand that this Manual contains a drug and alcohol policy and I hereby agree and consent to disclosure of specimen sampling, testing, and results to the Village and will execute any forms necessary to accomplish disclosure. I further agree to release and hold the Village of Chapin and its agents and representatives harmless from any and all liability that may result from the testing.

I also understand that this Manual contains a provision for inspection of my personal belongings and person should there be reason to do an inspection or a personal search. I understand that any personal property that I bring on the premises owned or leased by the Village is subject to inspection. I hereby agree to release and hold the Village of Chapin and its agents and representatives harmless from any and all liability that may result from an inspection of my personal property or a search of my person conducted pursuant to this Manual.

Employee Signature _____

Date _____