



LaSalle County

Employee Policy Handbook

Human Resources Department
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Section 1. Introduction

Policy Administration

1.1

It is the intent of LaSalle County to establish Personnel Policies in order to maintain consistent procedures and guidelines that comply with all applicable state and federal laws and regulations.

All Department Directors, managers and supervisors are accountable for the enforcement of these policies as defined within this Employee Policy Handbook.

The County Board may update, add or amend the rules and regulations outlined in this handbook; and may accomplish this through a resolution process. The Human Resources Department is responsible for maintaining the handbook and may update policies to comply with changing laws, regulations or internal operational changes, with no budgetary or policy impact, with the approval of the County Board Chairman.

The County Board Chairman, Director of Human Resources and County Attorney shall make the final decision concerning the interpretation and application of the County Personnel Policies.

Purpose and Scope of Coverage

1.2

LaSalle County (the "County") has developed this Handbook to provide general guidance to County employees concerning the basic personnel policies, practices and procedures currently in force at the County.

The Employee Policy Handbook (the "Handbook") has been prepared and distributed in keeping with the County's desire to maintain effective communications with employees. Each employee is expected to review this Handbook and become familiar with its content.

The policies, practices, benefits and guidelines described in this edition will replace all prior ones, both written and unwritten. This Handbook does not discuss every matter that may arise within the organization, and those not outlined here will be handled by the County in an appropriate manner. The County may insert, adjust or omit items at its sole discretion and will make every effort to notify employees when changes occur.

Separate department or division policies that are more restrictive due to the operational needs of the department or division shall remain in effect, subject to agreement by Department Head, Director of Human Resources and County Attorney.



Pursuant to Illinois Law, the County Board does not have authority to set policy for Elected Office Holders or the Chief Judge and those officials have full autonomy to set policies for their office.

All other employees under County Board jurisdiction are subject to these policies.

***Disclaimer:**

This Employee Policy Handbook is provided for informational purposes only and may be changed at any time with or without notice. Nothing in these policies creates or is intended to create an employment contract, expressed or implied. No representative of the County has the authority to enter into a contractual agreement with an employee without the express consent of the County Board.

If a section of this policy manual is in conflict with a County ordinance, union contract or State or Federal law, the Ordinance, union contract, or law shall prevail.

Some of the subjects described herein are covered in detail in official policy documents, e.g., benefit plans. You should refer to those documents for specific information, since the handbook only briefly summarizes the County's policies, procedures and benefits.



Section 2. Employment Policies & Procedures

Equal Opportunity Employer Policy

2.1

LaSalle County ("County") is an equal opportunity employer to all employees and applicants for employment and complies with all applicable discrimination laws. Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the County, where employment is based upon personal capabilities and qualifications without discrimination in violation of federal, state or local law. The County provides equal employment opportunities to all employees and applicants for employment regardless of race, ancestry, color, religion, disability, sex, pregnancy, gender identity, sexual orientation, age, national origin, citizenship status, marital or civil union status, unfavorable discharge from military service, military status or veteran status, or any other protected characteristic as established by law.

Equal employment opportunities include, but are not necessarily limited to, hire, promotion, transfer, layoff, rates of pay, fringe benefits, discipline, discharge and other terms and conditions of employment.

All employees share in the responsibility of ensuring that Equal Employment policies are effective and apply uniformly to everyone.

An Equal Employment Opportunity Officer shall be appointed by the County Board through the County Board Chairman. The EEO Officer will assist the County Board Chairman by acting as a liaison between the County and other governmental agencies and the public. The Director of Human Resources, or designee, will serve as the EEO Officer for the County.

If an employee or applicant believes he or she has been subjected to discrimination, or witness discriminatory practice by the County on the basis of a protected class, he or she may file a confidential complaint with the County EEO Officer. All employees or applicants shall have the right to file a complaint without fear of reprisal. Below are general procedures related to investigations of complaints of discrimination. Please refer to the policy governing sexual and other types of harassment for more detailed information concerning the County's investigative procedures for those specific claims.

- A complaint should be filed as soon as practicable after the incident to ensure a prompt investigation.
- Complaints about discrimination will be responded to promptly and equitably. The right to confidentiality will be respected in both informal and formal procedures, insofar as possible.
- Complaints will be reviewed and investigated by the EEO Officer, County Attorney and Board Chairman, or their designee. A recommendation for resolution will be brought to the Department Head/Elected Official and resolution will be finalized between these said parties.
- County policy explicitly prohibits retaliation against employees for bringing complaints of discrimination.
- An employee found to have engaged in discriminatory conduct, or to have filed a false discrimination claim, may be subject to disciplinary action up to and including termination.
- If the party involved in the complaint is not satisfied with the determination, that party may appeal to the County Board Chairman or Department Head/Elected Official. In a case where the Chairman or Department Head is the accused, the unsatisfied party may appeal to the County Board.



Reasonable Accommodations

2.2

The County is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”), the Illinois Human Rights Act, and Title VII of the Civil Rights Act of 1964. Consistent with this policy, the County will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA; women affected by pregnancy, childbirth, or related conditions in the workplace; and individuals who request such accommodations for their religious beliefs or practices provided that such accommodation does not constitute an undue hardship on the County.

Reasonable accommodations apply to all covered employees and applicants and can include hiring practices, job placement, training, pay practices, promotion and demotion policies and layoff and termination procedures.

Please contact the Human Resources Department for further clarification regarding the County’s policy on reasonable accommodation or to request a reasonable accommodation in the workplace.

Sexual and Other Forms of Harassment

2.3

1. Policy

LaSalle County (“the County”) is committed to providing a professional workplace where employees feel respected, valued and comfortable. As such, the County maintains a strict policy of prohibiting harassment, including sexual harassment, of and by any employee of the County including elected and appointed officials, employees, vendors, contractors and all other third parties that engage in business with the County. This policy applies to conduct on County premises and in the course of County business, at County sponsored events or off-premises conduct that affects any employee in the workplace, or independent contractor and/or consultant providing services to the County, or that creates a hostile, intimidating or offensive working environment. Individuals who violate this policy will be subject to disciplinary action, up to and including termination.

The County is committed to maintaining a work environment that is free of all forms of discrimination and harassment, including sexual harassment, which are all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). In keeping with this commitment, the County will not tolerate discrimination or harassment by anyone, including any supervisor, employee, vendor, customer, consultant, contractor, board member, or other regular visitor of the County. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

2. Prohibited Conduct Under this Policy

Discrimination

Discrimination consists of employment actions taken against an individual based on an actual or perceived characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other



words, discrimination occurs when an individual is treated differently or unequally because the individual is a member or perceived member of a protected group.

Harassment

Harassment, including sexual harassment, is prohibited under state and federal law. Harassment consists of unwelcome conduct (verbal/nonverbal/physical) that contributes to a hostile, offensive or intimidating environment when such behavior is directed at an employee or any other covered persons, because of an individual's actual and/or perceived, race, color, religion, creed, national origin, ancestry, sex, pregnancy, gender (including gender nonconformity and status as a transgender or transsexual individual), age (40 or over), physical or mental disability, citizenship, genetic information, past, current or prospective service in the uniformed services, marital status, protective order status, unfavorable discharge from military service, sexual orientation, arrest record, expunged or sealed conviction or any other legally protected status. All employees have a responsibility to keep the workplace free of any such harassment. Examples of behavior which might constitute harassment include:

- (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and
- (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of protected status.

Sexual Harassment

"Sexual harassment" consists of any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by any employee to another employee where:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes, but is not limited to, the following examples:

- **Verbal:** Sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature, kidding or suggestions about another employees' gender or sexuality, threats related to sexual conduct, or obscene or lewd sexual comments.
 - Employees must also remember that seemingly "harmless" and subtle actions, including using terms such as "honey," "sweetie," "dear," "darling," "boy," or "girl" may lead to sexual harassment complaints.
- **Non-Verbal:** Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- **Visual:** Posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- **Physical:** Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act, or actual assault.



- **Textual/Electronic:** “Sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites including Facebook, Twitter, Instagram, Snapchat, etc).

Other behavior that can constitute sexual harassment includes laughing at, ignoring or not taking seriously an employee who experiences sexual harassment, blaming the victim of sexual harassment for causing the problems, continuing the offensive behavior after a co-worker has expressed objection to the behavior; retaliating against an employee who rejects sexual advances by denying promotions or other job-related benefits; gossiping about or ridiculing a victim or alleged harasser with respect to the alleged harassment; discriminating against an employee for refusing to “give in” to demands or requests for sexual favors; or rewarding or granting favors to one who submits to demands or requests for sexual favors.

Sexual harassment, as defined above, includes conduct between individuals regardless of their sex or gender.

3. Responsibilities

All County employees are responsible to help assure that the County avoids harassment.

4. Procedures for Reporting Complaints

An employee who believes that he or she has been subjected to sexual or other types of harassment or who has witnessed harassment should immediately submit a complaint to the employee’s supervisor in accordance with the following procedures. If the supervisor is the alleged harasser, then the complaint shall be submitted to another member of management. The Director of Human Resources, (or designee) will be responsible for the investigation and procedures contained herein. If a manager or supervisor receives a complaint of harassment or discrimination or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Human Resources Department.

The County shall promptly investigate all complaints. Reporting harassment or participating in an investigation will not reflect adversely upon an individual’s status or affect future employment, consistent with the rights under the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and this policy. Any employee who retaliates against another for exercising their rights under this policy shall be subject to discipline up to and including discharge. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the County’s legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Complaints by an elected/appointed official against another elected/appointed official shall be submitted to The County Board Chairman. The County Board Chairman shall, in consultation with legal counsel for the County, ensure that an independent review is conducted with respect to such allegations.

5. Confidentiality

The County will make every effort to ensure confidentiality throughout the complaint and investigatory process to the maximum extent possible while still allowing the County to conduct a thorough investigation



and take appropriate corrective action. Disclosure of information will be restricted to those individuals who have a need or right to know. Documentation and records will be maintained in the HR Department.

6. Discipline

Complaints and cases of harassment will be dealt with promptly. A substantiated charge against an employee will subject the employee to disciplinary action up to and including termination.

- a. An elected official of the County: If any elected official of the County is found to have violated this policy, the investigative report and findings shall be presented to the County Board Chairman who shall impose appropriate action and/or discipline, if appropriate.
- b. Non-Employees: In instances of harassment alleged to have been committed in the workplace or in a work-related situation by a non-employee, the County shall take all lawful action to ensure the safety of the employee and to end the incidence of harassment.

7. Employees Covered Under a Collective Bargaining Agreement

The employment terms set out in this policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with the County. Employees should consult the terms of their collective bargaining agreement/wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement with the County, the collective bargaining agreement will control.

8. External Rights and Remedies

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee also has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days unless it is a continuing offense. Contact information for those agencies is as follows:

Illinois Department of Human Rights (IDHR)

Chicago: 312-814-6200 or 800-662-3942 Chicago TTY: 866-740-3953

Springfield: 217-785-5100 Springfield TTY: 866-740-3953

Marion: 618-993-7463 Marion TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)

Chicago: 312-814-6269 Chicago TTY: 312-814-4760

Springfield: 217-785-4350 Springfield TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)

Chicago: 800-669-4000 Chicago TTY: 800-869-8001

9. Prohibition Against Retaliation for Reporting Sexual Harassment



- A. An Employee shall not be retaliated against by the Employer or the Employees or Officers of the Employer due to the Employee's:
 - 1. Disclosure or threatened disclosure of any violation of this policy,
 - 2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
 - 3. Assistance or participation in a proceeding to enforce the provisions of this policy.
- B. No individual making a report will be retaliated against even if a report made in good faith is not substantiated.
- C. The Employer will take reasonable steps to protect from retaliation any Employee or Officer who is a witness.
- D. Supervisors must ensure that no retaliation will result against an employee making a sexual harassment complaint.

Whistleblower

2.35

A whistleblower as defined by this policy is an employee of the County who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the **Fraud Prevention Hotline**. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The County will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against should contact Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Filing a report may be done anonymously to **RedFlag Reporting**:

Online: www.RedFlagreporting.com "file a report"

Phone: 1-877-647-3335; Text: RFR or 234-231-9005; Fax: 330-572-8146

Email: redflag@redflagreporting.com or Mail: RFR, PO Box 4230, Akron OH 44321



Anti-Bullying Policy

2.4

LaSalle County is committed to creating and maintaining a professional and respectful workplace. Bullying is offensive and is not tolerated in the workplace.

Anyone responsible for bullying will be subject to disciplinary action, up to and including immediate termination.

What is bullying? Bullying is persistent, unwelcome and unreasonable behavior that intends to mistreat, demean, intimidate, or humiliate individuals or a group of individuals. This behavior creates in its victims feelings of defenselessness and injustice and can cause physical and emotional stress.

Examples of bullying:

- Abusive and offensive language.
- Psychological harassment;
- Verbal intimidation.
- Insults.
- Teasing after the victim has requested that the teasing stop.
- Spreading rumors.
- Repeated aggressive behavior.
- Unreasonable criticism.
- Shouting.
- Disruptive behavior.
- Abuse or misuse of power.
- Work interference.
- Treating someone differently than the rest of a work group for an unwarranted reason.
- Excessive and unwarranted micro-managing.

Bullying can come from peers, a supervisor, or a group of co-workers. “Tough” or “demanding” supervisors are not bullies as long as they are respectful and fair, and their primary motivation is to obtain the best performance by setting high, yet reasonable expectations for employees.

Steps to address bullying:

1. If the employee feels comfortable and able to do so, the employee should let the offender know that the bullying conduct is unprofessional and objectionable.
2. The employee should speak to the supervisor or Human Resources for guidance.

Retaliation: County expressly prohibits retaliation of any kind against any employee coming forward with a complaint about bullying or assisting in the investigation of a complaint about bullying.



Pregnancy Discrimination Policy

2.5

The County is committed to complying with all applicable provisions of the Pregnant Workers Fairness Act ("PWFA"). Consistent with this policy, the County prohibits and does not tolerate discrimination against anyone on the basis of pregnancy and is committed to making reasonable accommodation related to pregnancy, childbirth, and medical or common conditions related to pregnancy or childbirth. The County 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. The County will not deny or, unless requested and medically documented by an employee, remove a pregnant employee from a position solely because the employee is pregnant, considering pregnancy, or experiencing any pregnancy-related problems. All decisions regarding a pregnant employee's placement in or continuation in a job will be based on the same consideration that governs all employment decisions-the employee's ability to satisfactorily perform the essential duties of the job in question, with or without reasonable accommodation. If you have a question, complaint, or problem related to pregnancy discrimination, you should discuss this with your supervisor. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem or ignores the problem, you may report to the Human Resources Department.

Approval to Hire (Fill vacant positions)

2.6

It is the policy of LaSalle County that all requests to fill vacant full-time and part-time budgeted and temporary positions be approved by the Salary and Labor Committee. This is based upon the County's responsibility to monitor and control staffing costs and headcount; as such this committee has been given that authority from the LaSalle County Board.

This committee will also approve the wage for each position, based upon salary information provided by the requesting Director for that particular position; this is inclusive but not limited to current pay rate data, market analysis, contract language and budget.

Once an approval has been given to hire and fill a vacancy (or anticipated vacancy), the Department Head/Elected Official will move forward with the recruitment process including internal and/or external postings, collection of resumes and interviewing. The Department Head/Elected Official will make the final decision on selection of a candidate and successfully filling an open position.



Recruitment Procedures

2.7

The recruitment procedures are intended to outline when and how positions are posted, how job applications are accepted and the coordinated efforts between the individual departments and Human Resources. The intent of a solid recruitment process is to attract, hire and retain the most qualified individuals for vacant positions within the County.

It is the County's position that departments are given the ability to manage the recruitment activities for their vacant positions; all positions are posted to the County's employment page on the website; dependent upon the type of position being filled, external marketing and recruitment may be necessary.

The County will only accept job applications and resumes for open positions.

The County provides the application in several formats for candidates to apply; it is attainable via the County website as a printable document as well as download compatible.

The Human Resources Department and Hiring Manager work in conjunction to ensure a smooth hiring process, as outlined below:

- The Department Head/Elected Official or their assigned hiring manager will complete interviewing and selection according to department protocol.
- A formal Offer Letter is extended with coordinating paperwork to the selected candidate.
- The HR Department will administer post-offer pre-employment screening activities, except for those departments handling extensive screenings independently.
- Upon successful completion of those screenings, a candidate is able to begin work for the County.

The County website hosts the *Employment* page where all open positions are listed for both internal and external application; protocol is followed for adherence to union positions and agreed posting requirements. Applicants must follow the direction provided by the department with regard to application submittal; as each department operates independently.

Pre-Employment Testing

2.8

The County requires the completion of pre-employment post offer testing to assess candidates where appropriate. Employment is contingent upon the successful completion of the testing components, of which the candidate agrees and signs the *Consent and Release Form*. The components may include but are not limited to:

Background Check – A criminal background investigation is completed on all candidates offered employment for the County; All information concerning the record of convictions shall be kept confidential and will only be transmitted to those persons who are necessary in the decision process. The County will consider criminal background check information in a manner consistent with state and federal law. If the



Candidate is found to have falsified information regarding conviction history, the applicant will not be considered for employment.

Drug Screen – A drug screen is completed on all candidates offered employment for the County to ensure adherence to the County’s Drug and Alcohol Policy. (See Section 6.5 for full policy)

Driver Abstract – A motor vehicle record check is completed on each new hire whose position will require the operation of a County leased/owned vehicle during the scope of their work assignments. Records of conviction will be considered in a manner consistent with state and federal law.

Education and Employment Verification – Verifications will be completed by the department filling the vacancy. Confirmation of education level attained and past employment are critical to ensuring the candidate holds the necessary knowledge and skill levels required to fill the position.

Medical Exam – Certain positions may require that the candidate(s) selected for employment successfully pass a medical exam. This may include a physical exam and health inventory. The purpose of the exam is to determine whether the individual is fit to perform the work for which the candidate is being hired.

TB Test – Certain positions may require the completion of this test to ensure the candidate’s physical condition will not endanger the health, safety or well-being of other employees, the public or residents of County-operated facilities.

Physical Ability Test – This component is required for candidates filling specific positions within the County. The purpose of this testing is to determine if a candidate demonstrates the physical capabilities to perform the essential functions of the job for which he/she is being hired.

Employment Eligibility Verification Policy **2.9**

As an equal opportunity employer, we employ persons legally entitled to work in the United States without regard to citizenship, ethnic background, or place of national origin. To conform to the Immigration Reform and Control Act of 1986, we hire only those individuals who are eligible to work in the United States. As a condition of employment, you will be required to provide documents verifying your identity and your eligibility to work in the United States and to complete a required form (Form I-9) upon hire.

New Employee Orientation **2.10**

All County employees should receive orientation within the first fifteen (15) days of employment. This will ensure that newly hired employees are acquainted with the expectations of employment and receive consistent and appropriate information with regard to employee benefits and County policies and procedures.



The Human Resources Department facilitates the new hire orientations in coordination with departments.

Orientation will allow for:

- Collection and completion of required forms
- Employee to receive materials on County benefits and services
- Employee to obtain information on County policies and procedures

The Department Head or Supervisor is responsible for any further departmental orientation or training of the new employee.

Rehires, Promotions, Transfers and Appointments **2.11**

Rehires

If an employee terminates employment with the County on his/her own accord and is reemployed by the County, the employee will be considered a rehire and for all purposes as a new employee; unless rehired within 6 months of the original separation date. As such, rehires are subject to all pre-employment testing and new hire processing if rehired more than 6 months after separation. Compensation and benefits will be subject to the provisions of new employees, based on employment classification and benefit eligibility factors outlined in this handbook. Seasonal employees are required to apply for re-employment each subsequent season.

Promotions and Transfers

Employees requesting a transfer or promotion are subject to the same selection process as outside applicants. Employees interested in a particular opening must apply thru the system defined in the job posting. All transfers and promotions are made on the basis of past performance, ability and other relevant job-related criteria.

Appointments

Appointment of personnel by the County to a higher classification on a temporary basis in order to fill a vacancy is considered an "acting appointment." An employee holding an acting appointment may receive a temporary pay increase if authorized by the Salary and Labor Committee.

Performance Evaluations **2.12**

It is the County's intention to provide an annual employee evaluation process. This process is designed to document employee performance in an effort to document poor performance, to recognize excellent performance and to assist with professional employee development. Formal written employee evaluations can be an important communication tool.



Performance evaluations should be completed at the conclusion of a fiscal year or at an appropriate interval of time to be determined by each department so that adequate guidance and accountability may be recorded. The evaluation shall be conducted in writing and reviewed with the employee.

Department Heads and Elected Officials may use the forms provided by the Human Resources Department or select a methodology that works best for their office. The written evaluation form shall be shared with the employee and then placed in his/her departmental personnel file.

Employment of Relatives (Nepotism) **2.13**

The objective of this guideline is to set standards with regard to the hiring and employment of relatives, in order to avoid any appearance of impropriety or favoritism.

The County is advising that no person shall be employed, promoted, or transferred to an Office/Department of the County when as a result he/she would have administrative discretion over terms and conditions of a relative's employment, supervising responsibilities over a relative or receive supervision from a relative.

For the purpose of this practice, relative is defined as: Spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, domestic partner, including all corresponding in-law, foster, adoptive, half and step relations.

Employees who marry while holding a position or become part of the same household will not be able to maintain positions that have a supervisory relationship.

Seasonal hiring is allowed of a family member provided that there is no supervisory relationship between the current employee and the new hire.

Outside Employment (Secondary) **2.14**

Employees shall be permitted to hold secondary employment provided that said employment does not create a conflict of interest, whether real or implied, in or interfere with the performance of the employee's duties for the County.

Performance of duties for the County shall be the primary obligation of each employee and shall not be subordinate to other employment.

The County may issue discipline should an employee's secondary employment interfere with performance of his or her work, or create a conflict detrimental to the best interests of the County.



Residency Requirements **2.15**

Official Offices and Departments are responsible for identifying the parameters of residency requirement for their positions based upon operational requirements and applicable State and Local law.

Access to Personnel Records **2.16**

An official personnel file will be maintained by the Human Resources Department.

The County maintains personnel files separate from medical files.

Employees have the right to inspect and copy the information contained in their personnel and medical files in accordance with the Illinois Personnel Records Review Act. Individuals will be given access to their files only in the presence of an HR staff member.

Management reserves the right to seal or remove certain sensitive information, including third-party references, confidential management documents or plans, and items related to ongoing security or criminal investigations, before granting access to a file.

Employees should submit all requests to the HR department.

Access to personnel files, other than one's own, is limited to HR Department personnel only. A request by a Department head, of their reporting employees, and/or that of a County Board committee must articulate a valid reason for accessing that file to the HR Director.

Segregated Medical Records **2.17**

Policy

Medical information, including pre-placement physical, work assessments, treatments, medical certification or other medically specific records will be maintained in files separate from employees' main personnel file. Access to these files will be restricted to those with a legitimate need to access that information.

Youth Employment/Work Permits **2.18**

The County complies with all Federal and Illinois Child Labor Laws regarding the employment of minors.



Separation of Employment

2.19

Employment at-Will

Employment in non-union positions with the County is on an at-will basis. This means that both employees and the County have the right to terminate employment at any time with or without cause.

Voluntary Termination

An employee may resign at any time. The County urges the employee to give at least two weeks advance notice, to enable the County to minimize departmental hardship and to make provisions to fill the position. The County makes no promise of rehire or future employment to any employee who voluntarily resigns.

Retirement

Eligible employees may retire for the purpose of collecting a retirement pension. Employees should contact Human Resources once they have made the decision to retire so that the appropriate paperwork can be completed in a timely manner. Should a retiree consider returning to a position with the County in a part-time status, IMRF pension guidelines must be adhered to for eligibility of continued pension distribution.

Involuntary Termination

Discharge or involuntary termination occurs when the County dismisses an employee for misconduct, poor performance, or other lawful reason.

Bargaining unit employees are subject to termination of employment in accordance with the provisions of their respective current collective bargaining agreement with the County.

Layoffs

The County may determine it necessary to reduce the number of employees in specific departments when there is a financial or equivalent business necessity to do so. The County may, in lieu of a layoff, transfer full-time employees to another available position for which they are qualified rather than laying them off. In the event the County determines the need to reduce staff, the County will consider the seniority, skill, ability and experience of each employee. Bargaining unit employees are subject to layoff in accordance with the provisions of their respective current collective bargaining agreement with the County.

Vacation and Benefits

Upon separation, unused earned vacation time will be paid to the employee in the final paycheck. Earned unused sick time benefits will be paid out within 65 days post separation; in the increment of no more than 45 days and remaining balances submitted to IMRF for service credit; unless otherwise specified by current collective bargaining agreement. Health Insurance benefits will terminate on the last day of the



termination month; health insurance (COBRA) may be continued under applicable law, notice of which will be provided to the employee. Questions regarding benefits should be addressed with Human Resources.

Return of County Property

Upon separation from the County's employment for any reason, all County property, including without limitation: vehicles, tools, keys, uniforms, equipment, credit cards, and identification cards, must be returned.

References

Information provided by the County in response to requests for employment references will generally be limited to the employee's start date, end date, job title and job description. The employee must complete and deliver a written release to the County before any additional information will be provided to prospective employers.

Disciplinary Guidelines

2.20

Purpose

It is the policy of LaSalle County to allow for a progressive disciplinary process that promotes consistent application of disciplinary guidelines to all employees. Bargaining unit employees are subject to discipline in accordance with the provisions of their respective current collective bargaining agreement with the County.

Process

- In general, the following steps shall be administered by the employee's Department Head or his/her designee. In all cases, the County reserves the right to bypass any step or steps in the progressive discipline process and impose the level of discipline it determines appropriate for the conduct or offense at issue without having exhausted prior steps in the process.
 - Verbal Warning or Written Expectation.
 - The warning shall be explanatory as to reasons for and the circumstances of the warning. Expectations and timeframe for improvement will be clearly stated and agreed on by both employee and Department Head.
 - Written Reprimand
 - If an employee continues to have difficulties in the same area(s) or if the violation is more severe, a written reprimand may be issued. Expectations and timeframe for monitoring and evaluation will be agreed upon by all parties.
 - Suspension
 - If future conduct or performance is not corrected to the agreed expectations in the written reprimand level, the decision to suspend may be considered.
 - Termination or voluntary resignation.
 - Separation may occur if the actions or result of suspension shows that performance has not been corrected.



Discharge offenses

The following are merely examples of infractions that may result in immediate, involuntary termination without the adherence to the multi-step progressive discipline process outlined above. This list is not intended to be exhaustive and the County reserves the right to terminate employment for any lawful reason:

1. Insubordination, refusal or failure to comply with the proper orders of an authorized supervisor or refusal to do work assigned by the authorized supervisor.
2. Theft, willful destruction, or willful neglect resulting in damage to or loss of County property.
3. Personal use of County Property without written permission of department management.
4. Working under the influence of alcohol, marijuana or illegal drugs.
5. Possession, distribution, sale, transfer or use of alcohol, marijuana or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment.
6. Physical Harm/Assault – Assault on or inflicting bodily harm on another employee, supervisor, or member of the public.
 - i. Assault is defined as an indirect or direct threatening or aggressive act or language toward another employee, Supervisor, or member of the public.
7. Sexual or other harassment.
8. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
9. Falsifying County records or reports, including one's time records or the time records of another employee; dishonest, misleading or deceptive conduct.
10. Disregard for safety policies, procedures, reporting requirements or proper use of safety gear, clothing or equipment.
11. Conflicts of Interest, use of employee's position with the County for personal profit or advantage.
12. Illegal Driving, failure to notify management when a license is denied, expired, restricted, suspended or revoked; where a valid driver's license is required in the duties of said position.
13. False Statements – Making intentionally false statements, either verbally or in writing that would impede an official investigation.

Re-Employment and Service Recognition

2.21

Purpose

It is the policy of LaSalle County to consider the rehiring of former employees who voluntarily separated their employment from LaSalle County, or separated from the County because of involuntary reduction in force. This policy outlines the parameters regarding eligibility for re-employment and bridging of service (service recognition) for the purpose of retirement benefits administration.

Eligibility for Rehire

Employees who were part of an involuntary reduction in force, involuntary separation due to an election, as well as those employees who voluntarily resigned, will be eligible for rehire if they had a satisfactory work



record while employed by LaSalle County and are otherwise suitable for the position for which they are being considered.

Retirement benefits administration parameters for eligible employees:

- If a former employee has an original hire date prior to December 1, 2013 and is rehired before December 1, 2020, the employee will be eligible at the time of retirement for continuation in group health insurance and will pay \$100 per month per individual who is not eligible for Medicare benefits and \$60 per month per individual who is eligible for Medicare benefits.
- If a former employee has an original hire date prior to December 1, 2013 and is rehired on/after December 1, 2020, the employee will be eligible at the time of retirement for continuation in group health insurance and will pay the current active rate of single coverage per individual for both pre-Medicare and when Medicare eligible.
- If a former employee has an original hire date after December 1, 2013 and is thereafter rehired, the employee will be eligible at the time of retirement for continuation in group health insurance and will pay the current active rate of single coverage per individual for both pre-Medicare and when Medicare eligible.



Section 3. Hours of Work, Pay and Compensation

Compensation Practices

3.1

The following compensation practices apply to all employees under the County Board jurisdiction regardless of employment status. All practices listed in this section will follow a review and consideration process involving the reporting departmental committee and the Salary and Labor committee. Bargaining unit employees are subject to the compensation provisions of their respective collective bargaining agreements with the County.

New Hires

- Starting wages for positions are set by department with committee approval with consideration given to industry standards and comparable market analysis unless otherwise set by collective bargaining agreement.
- Newly hired employees may be eligible for a wage adjustment after completing a probationary period of 6 months.

Promotions

- A promotion is considered movement into a job classification that is at least one (1) salary grade higher than an employee's current position.
- Employees promoted may be eligible for a wage increase, based upon starting wage history in the newly assigned position.
- A lateral transfer is considered movement into a job classification that is of the same salary grade as the employee's current position.
- If an employee transfers to a position with a different job title, but the same salary grade, the Department Head may recommend a salary increase based upon the following considerations:
 - The amount of additional responsibility, including education and training, required for the new position.
 - The location of the employee's current salary in the salary range.
 - Present salaries of current employees in comparable positions.

Voluntary/Involuntary Demotions

- A demotion is considered movement into a job classification that is of lower salary grade and range than the employee's current position.
- An employee's salary may be decreased based on the following considerations:
 - A decrease in the amount of responsibility within the new classification
 - The location of the employee's current salary in the salary range.
 - Present salaries of current employees in comparable positions.

Annual Fiscal Wage Increase

- Employees may be eligible for an annual fiscal wage increase at the discretion of the County.



Wage Adjustments/Increases

- Wage adjustments and/or increases must be approved as follows:
 - Updated job description provided to Human Resources, if applicable.
 - Requested increase to be approved by department's sub-committee.
 - Requested increase to be approved by Salary and Labor committee.

Equity Adjustments

- This type of increase may be recommended by a Department Head when an employee's rate of pay is inequitable compared to peers and /or the outside labor market, or if an employee has taken on additional duties not reflected in job description and pay.
- This request must be approved through their reporting County Board committee to the Salary and Labor committee.

Deductions from Pay

It is the policy of LaSalle County not to take any improper pay deductions that would be in violation of the Fair Labor Standards Act, its regulations (specifically Section 541.602(a)), or relevant state law or local ordinance.

Employees who believe their pay has been improperly deducted should contact their department payroll person or the Human Resources Department. The concern will be reviewed and a response provided back to the employee regarding any necessary adjustments.

Any employee whose pay is improperly deducted shall be reimbursed for such improper deduction no later than the next pay period.

Special Compensation

3.2

Employees of the County are classified as either non-exempt or exempt under the Federal Fair Labor Standards Act. It is the intent of this section, to identify the special pay policies and procedures which will provide all employees equitable compensation and adhere to the regulations set forth by the Fair Labor Standards Act.

Overtime

- Overtime is defined as compensation for all *actual hours worked* over eight (8) hours per day. Overtime pays at one and one-half an employee's rate of pay. Training time will be included as actual hours worked for purposes of all overtime. Sick days, personal days, jury duty, bereavement time and compensatory time will not be included in calculating actual hours worked for purposes of overtime.



Compensatory Time

- Compensatory time is defined as time off granted to a non-exempt employee as compensation for hours worked in excess of that employee's regularly scheduled workday or work week.
- An employee may utilize earned compensatory time off, provided that the use of the compensatory time does not unduly disrupt the operations of the department and if approved by the Department head or designee, said request is granted. Requests for use of earned compensatory time are subject to supervisor approval.
- Non-exempt employees may accrue compensatory time to a maximum of eighty (80) hours for use during a fiscal year; at the close of each fiscal year that accumulated unused compensatory time is paid out.

Emergency Call-Out

- Emergency Call-Out is defined as a situation in which an employee is called back to work or held over beyond their normal work hours in order to respond to an emergency as requested by the Department. Bargaining Unit employees are subject to this in accordance with the provisions of their respective current CBA.
- Non-exempt employees may be eligible for compensation at *time and one-half of the employee's regular rate of pay or at a minimum of two and one-half (2 ½) hours pay*. This will start at the point the employee answers the call-out situation.
- On a holiday in an emergency call-out situation, an employee will be paid their normal holiday pay plus emergency call out pay.
- If the employee works in excess of their normally scheduled hours in an emergency call-out situation on a holiday, they will be paid at double time or two (2) times their regular pay.

On-Call Pay

- On-Call pay is defined as compensation for carrying a beeper or cell phone in order to be available to respond to work activities and/or to cover off hour operational needs which significantly limits the employee's activities outside the workplace.
- For each week, that an employee is assigned a beeper or cell phone and required to be available to return to work on short notice, the employee shall be guaranteed a minimum of four (4) hours of pay at one and one half (1 ½) his regular rate of pay.
- On-Call pay may not be banked as compensatory time.

Shift Differential

- Shift differential is assigned to designated job classifications working within the Nursing Home, Detention Home and Sheriff's Department Tele-communicators.
- The hourly amount of shift differential and hours to be designated as a differential are outlined in the respective CBA.



Certification Compensation

- Employees requiring certification in a specific field as a requirement of the position must be able to present documentation verifying certification or licensure. It is the employee's responsibility to maintain the certification or license while working in the position.
- The County may pay additional compensation to employees holding specific certifications.
- It is the employee's responsibility to notify the reporting Supervisor or Department Head when any license or certification required to perform the position has expired or been revoked.
- Failure to maintain required licensing may result in disciplinary action up to and including termination.

Procedures

- All employees will have a work schedule established by the Department. Any straight time hours, or overtime hours worked, outside the employees normally established work schedule, should be pre-approved by their supervisor prior to working those hours.
- The payment of any Overtime, Compensatory Time, Emergency Call-Out and On-Call compensation must be approved by the Department.
- For Overtime and Compensatory Time Off, the employee and Supervisor must agree prior to the performance of the overtime work as to which option the employee will receive.
- Employees are responsible for accurately recording Overtime, Compensatory Time, Emergency Call-Out and On-Call pay in the appropriate payroll time document and submitting to their supervisor in accordance with payroll deadlines. The Department is responsible for ensuring the employee's compliance with accurately recording the special compensation pays in the appropriate payroll time documents.
- Upon termination of employment, the employee will receive monetary compensation for accumulated compensatory time at their current regular rate of pay.

Hours of Work

3.3

It is the intent of LaSalle County to establish uniform hours of work within each department and to provide an efficient and safe work environment for all employees. The normal business hours are 8:00am to 4:30pm Monday through Friday; however some departments may have other work hours due to the nature of their business needs. A work week is defined as Monday through the following Sunday.

Employee work schedules vary throughout the County, based upon classification, staffing and operational demands.

Employment classifications are:

- **Full time Exempt** – Meeting the FLSA standards for exempt status, these positions may be scheduled to work forty (40) hours or more per week, as the duties of their position require; not eligible to earn over-time pay.
- **Full time Non-Exempt**– these positions are scheduled to work forty (40) hours per week; eligible to earn over-time pay.



- **Part time**– these positions are scheduled to work twenty (20) hours per week; typically not scheduled for additional hours, however based upon operational demands may do so.
 - IMRF guidelines must be adhered to for retirees rehired into Part time positions
- **Seasonal**– the positions are scheduled to work forty hours (40) per week for a specified timeframe during a calendar year. These positions are expected to only last for a period of time based upon business needs; positions may recur annually.
- **Temporary** – these positions are scheduled to work no more than twenty-nine (29) hours per week; positions are expected to end at a defined date.
- **On-call**– these positions are available to work hours when needed; adhering to requirements of IMRF hours standards.
- **Interns**- these positions are offered on a paid or unpaid basis; the intent is to offer a college student a work experience that will meet the academic requirements necessary and while performing work tasks for a specific department.

Meal and Rest Periods

3.3a

Employees who are scheduled to work a minimum seven and one half (7.5) hour day are entitled to a thirty (30) minute non-paid meal break within the first five (5) hours of their shift. Because of the wide variety of work done in different departments, the employee's lunch schedule and work breaks will be determined by the Department Head.

Two rest periods (not to exceed fifteen (15) minutes each) may be scheduled during a normal workday at the discretion of the Department Head for all non-exempt employees working more than five (5) hours in a day.

Additional information relating to the One Day Rest In Seven Act can be found in the Appendix Section of this handbook.

Pay Periods – Pay Days

3.4

County employee pay periods end on Sunday on a biweekly cycle. There are 26 scheduled pay periods most calendar years.

Paychecks or direct deposit will be issued on the Friday following the end of the pay period.

If a payday falls on a County holiday, which happens to be a Federal banking holiday, checks will be dated and distributed the day prior to that said holiday.



Time Keeping

3.4a

All employees are required to maintain an accurate and legible record of the hours worked, whether by timesheet, timecard or automated time processing. These time records, which must be approved by the Department Head or designee, are the basis for the paycheck calculation.

If an employee fails to clock or sign in/out, he or she must notify their supervisor so the time may be accurately recorded for payroll. Additionally, employees are responsible for accurately recording the time they begin/end their work day inclusive of all time spent performing their assigned duties.

Employees are not to sign or clock in/out for other employees. Recording another employee's time is considered falsification of timekeeping records.

Exempt employees are not required to sign in/out. Exempt employees will be required to track work hours via the time record system used within their department. Vacation, sick and personal days and other leave must be recorded within the timekeeping system submitted to the Human Resources Department for payroll processing.

Emergency Closings

3.5

On occasion, due to inclement weather or other emergency, the County may close for all or part of a normally scheduled workday. The determination of a closing will be made by the County Board Chairman and Chief Judge in coordination with the Sheriff. The County will attempt to notify employees via the ***Emergency Management Notification System***.

When operations are officially deemed closed, the time off from scheduled work for the closing will be paid for all exempt and non-exempt full-time employees scheduled to work during the period of the closing. The County reserves the right to suspend pay for non-working employees in the event of a prolonged closure as determined by the County. Employees not already scheduled to work during the shift(s) affected by the closing will not be paid for closings of this nature. Employees in essential operations may be required to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

When an emergency closing has not been declared, employees who do not report to work or wish to leave early have the option of taking paid benefit time or excused unpaid time. Employees who feel they cannot safely reach the worksite shall take appropriate action to notify their supervisor that they will be absent from work.



Absenteeism and Tardiness

3.6

All employees are expected to arrive on time, ready to work every day. Regular attendance and punctuality is expected of all employees.

If an employee is unable to arrive to work on time, or must be absent for an entire day, due to illness or other emergency, he/she must contact their department according to that specific department's operations procedures. Employees are expected to take responsibility to obtain their department leadership's contact information and have that available for reference when needed. Failure to notify designated supervisors according to department protocol may result in disciplinary action.

Employees are required to complete the proper request form process for planned absence time from work according to their department's operations procedures.

Employees experiencing absence for multiple days or extended absence may qualify for FMLA. Human Resources will make contact with employees regarding the paperwork and processing for such an occurrence. Sick time benefits will apply if available. **See Section 4 Leaves of Absence.**

Employees **will be required** to provide a doctor's note indicating their ability to return to work for absences of three (3) or more consecutive working days. The County reserves the right to require a doctor's note for absences of less than three (3) consecutive work days in situations where the County reasonably suspects the abuse or improper use of sick days.

Excessive Absenteeism is defined as unexcused absences which create a pattern of absence not covered by available sick time benefits or other applicable leave entitlements (e.g., FMLA).

An unreported absence of three or more consecutive working days is considered to be a voluntary resignation from the County. This also applies to employees failing to return to work after an approved leave of absence.



Section 4. Leaves of Absence

County Holidays

4.1

All eligible employees shall be granted time off with pay for the observed holidays listed below. Eligible employees are those working full-time or part-time at a minimum of twenty (20) hours per week.

The following holidays are observed by the County:

- New Year's Day
- Lincoln's Birthday
- President's Day
- Spring Holiday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day following Thanksgiving Day
- Christmas Day

*Martin Luther King Jr. Day

*Juneteenth Day

*Observed by the Thirteenth Judicial Circuit and Circuit Clerk – employees only

Guidelines

- A. When a holiday occurs on a Saturday it shall be observed on the proceeding Friday and when a holiday occurs on a Sunday it shall be observed on the following Monday.
- B. Non-exempt employees who are required to work on a designated holiday shall be compensated by being paid straight time for the holiday plus 1.5 times their regular pay rate for the time they actually work.
- C. It shall be the responsibility of the employee to provide their Supervisor or Department head with complete and accurate information on their time document regarding the use of holiday time.
- D. Designated holidays may be adjusted from year to year as deemed necessary by the County Board.
- E. Eligible part-time employees will receive designated holidays at a proportional rate, based on the number of hours they are regularly scheduled to work.
- F. An eligible employee must be paid the last scheduled workday before the holiday and the first scheduled workday after the holiday, in order to be compensated for the holiday.



Vacation

4.2

Full time employees shall earn vacation time according to their length of employment with the County. Vacation time is earned on the anniversary day of employment in any year as follows, for continuous years of service. Bargaining unit employees are subject to the provisions of their respective CBA.

After One (1) year through the Second (2) year	5 workings days per year
After Second (2) year through the Seventh (7) year	10 working days per year
After Seventh (7) year through the Fifteenth (15) year	15 working days per year
After Fifteenth (15) year through the Twentieth (20) year	20 working days per year
After Twentieth (20) year through the Thirtieth (30) year	25 working days per year
After Thirty (30) years of continuous service	35 working days per year

Guidelines

- A. Vacation accrues on an annual basis, on an employee's anniversary date.
- B. Vacation days must be taken in 4 or 8 hour increments only.
- C. Upon separation, accrued unused vacation will be paid out on the final paycheck.
- D. Vacation periods do not accrue during any form of unpaid leave of absence.
- E. Employees who have been rehired shall accrue vacation time as of their rehire date.
- F. Any employee who transfers from one department to another will retain the vacation time accrued.
- G. Eligible part time employees will receive vacation time at a proportional rate, based upon the number of hours they are regularly scheduled to work.
- H. Employees may carryover or be paid out for a value up to ten (10) days of vacation from one anniversary year to the next. Vacation balances beyond the allowed carryover will be forfeited if not used. An employee may be allowed to carry over more than the 10 days upon approval by the Salary and Labor committee. This approval is on a limited – exception basis only.
- I. After successfully completing the probationary period, employees may be advanced 3 of the 5 days not yet earned, subject to employee reimbursement (amount withheld from last paycheck) should the employee not complete one (1) year of continuous service.



Personal Days

4.3

It is the policy of LaSalle County to provide full-time employees up to five (5) Personal Days (available from the employee's annual allotment of sick leave days) per fiscal year. The Personal Days may be used for personal business or any other purpose.

Guidelines for use:

- Personal Days are allotted from the accumulated Sick Days earned by an employee.
- No more than five (5) sick leave days can be used for Personal Days within a fiscal year.
- Personal Days must be taken in 4 or 8 hour increments only.
- Personal days do not carry over from year to year.
- Part time employees are eligible for five (5) days per fiscal year.
- Employees are required to adhere to departmental policy when scheduling the use of personal days.

Sick Time

4.4

LaSalle County recognizes that employees may occasionally be absent because of illness or to attend medical appointments. The County believes that employees should be protected against a loss of income because of these types of absence. Bargaining unit employees are subject to the sick time provisions of their respective CBA.

Guidelines for use:

- Full-time employees earn eight (8) hours of sick time per month for working the previous month.
- Part-time employees earn four (4) hours of sick time per month for working the previous month.
- Sick time hours accrued and banked, may be used during the course of employment for the employee's own health condition or to care for an immediate family member who requires the employee's care or other reasons stated within the Policy Manual.
- New hires must work at least half of the first month's days to be eligible to earn that first sick day.
- Employees who are rehired shall accrue sick time as of their rehire date, unless the employee is separated for less than thirty (30) days as a result of layoff or employer initiated separation. In that case, if the separation is less than thirty (30) days, the accrual shall continue from the original date of hire.
- An employee, who transfers out of a full time position to a part time or non-eligible position for sick time accrual, and then returns to a full time position, may accrue sick time as of the date returning to that full time position, unless the transfer is for less than thirty (30) days.
- Sick time does not accrue during any unpaid personal or medical leave of absence that is greater than thirty (30) days.



Guidelines for use:

- Employees must adhere to the department operational policy with regard to absence for illness; “calling in sick”.
- Sick hours can be taken in one (1) hour increments and after the first hour, may be taken in thirty (30) minute increments.
- A doctor’s note will be requested of an employee who is out for three (3) or more days. The doctor’s note must include a release to work and indicate if any medical restrictions are required. The County reserves the right to require a doctor’s note for absences of less than three (3) consecutive work days in situations where the County reasonably suspects the abuse or improper use of sick days.
- Any employee determined by the Department Head or Supervisor to be abusing the provisions of the sick time policy shall be subject to disciplinary action.
- Employees who retire from the County will have the option for using earned/unused sick days in one of the following ways: 1) Fifty percent (50%) of accumulated unused sick days up to forty-five (45) with the remaining balance being turned in to IMRF for service credit. This payment will be issued after the 65th day of separation. 2) One hundred percent (100%) of all accumulated unused sick days will be turned over to IMRF for service credit.
- Donation of sick time
 - An employee may submit a request to the HR Department to donate accrued, unused sick time to any County employee. Requests are on a case-by-case basis. The County reserves the right to approve or deny such requests, to limit the number of days donated, and to establish other limitations with respect to donated days.
 - Human Resources will require a signed donation form (see Appendix) from the donating employee specifying the number of hours to be donated and the name of the receiving employee. Once donated, the hours may not be returned to the donating employee.
 - Donations of sick time may be in one hour increments.
 - An employee receiving donated sick time shall be paid at their regular rate regardless of the rate of pay of the employee donating such leave.
 - Sick time shall be deducted from the donating employee and credited to the receiving employee’s leave balance on a bi-weekly basis; donated sick time will not “accrue” in the receiving employee’s bank for any type of cash payment or service credit toward IMRF.
 - The receiving employee using donated sick time shall be in active pay status and shall accrue sick time and be entitled to any other benefits they would normally receive. All sick time or other paid leave provided to or accrued by an employee while using donated sick time shall be used in the following pay period first before donated sick time is used.



Bereavement/Funeral Leave

4.5

It is the policy of LaSalle County to provide time off for employees to bereave the loss of an immediate family member. This leave benefit is available to all full time and part time employees working a minimum of twenty (20) hours per week. Employees are entitled to three paid bereavement days and an additional seven days totaling 10 workdays in accordance with the IL Family Bereavement Leave Act; see FBLA in Appendix.

Guidelines:

- Members of the immediate family include:
 - Child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step parent;
- Additional covered family members to include:
 - Guardians, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-grandparents, step-sister, step-brother, and any other person residing with the employee for whom the employee has legal custody or such other person is financially dependent upon the employee.
- The additional 7 (seven) days noted above require the use of accrued vacation, sick time, personal days or compensatory time.
- In the event of a death outside of the immediate family, accrued vacation, personal days or compensatory time may be scheduled and is subject to approval by the Department.
- An employee, upon return to work, may be requested to provide satisfactory evidence of such death.
- Management discretion in handling bereavement/funeral leave issues should reflect respect and sensitivity for the nature of the individual's circumstances, while ensuring consistency and fairness to other employees.



Jury Duty

4.6

It is the policy of LaSalle County to follow all Federal and State laws regarding Jury Duty or Court Service as a subpoenaed witness for all Full-time and Part-time employees.

Guidelines:

- Full-time and Part-time employees are eligible for pay while serving on a jury, or as a result of their duties may appear before a court as a witness in response to a subpoena or other directive.
- Temporary employees who serve on a jury will be unpaid.
- Employees are granted absence from their normal work duties/position with pay for the time they are required to serve, less payment received for acting as a juror or witness.
- All employee benefits will continue in effect during subpoenaed jury duty or witness duties.
- Employees who appear as a subpoenaed witness for the County or are required to testify on behalf of the County or as a juror will be paid for those hours they are required to testify, less payment received for witnessing.
- Employees shall provide to their reporting supervisor a copy of court documents confirming requirement to attend.
- Employees may be required to return to work dependent upon the time of day when relieved from witness or jury duty participation; before 12p.m. will return to work, after 12p.m. may go home and report to work the next scheduled work day.
- Employees are to submit a copy of any witness or juror compensation to the Human Resources Dept.
- Exception to this policy:
 - Employees who appear in court as the plaintiff or defendant in any action not related to their official duty shall not be paid for time away from work unless that time is accrued vacation, personal or compensatory.



Family Medical Leave (FMLA)

4.7

This policy contains information consistent with and in addition to the information contained in the “Employee Rights Under the Family and Medical Leave Act” notice (found at the end of this policy) and is meant to provide additional information about the County’s specific policies and procedures under the Family and Medical Leave Act (FMLA). In the event of any conflict between the “Employee Rights” notice and this policy, the “Employee Rights” notice will prevail.

Basic Leave Entitlement

Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon return provided that the employee has worked for the Employer for at least 12 months AND worked at least 1250 hours in the last 12 months AND if at least 50 employees are employed by the employer within 75 miles. The “12-month period” is a rolling 12-month period measured backward from the first date leave is used.

Reasons for Leave

If an employee is eligible, the employee may take family/medical leave for any of the following reasons: (1) the birth of a child and in order to care for such child; (2) the placement of a child with the employee for adoption or foster care; (3) to care for a spouse, son, daughter or parent (“covered family member”) with a serious health condition; or (4) because of the employee’s own serious health condition which renders the employee unable to perform one or more of the essential functions of the employee’s position.

Leave because of reasons one and two above must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the Employer who request leave because of reasons one or two or to care for an parent with a serious health condition may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week FMLA leave entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. Qualifying exigencies may include (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; (7) attending post-deployment briefings; and (8) for certain activities relating to the care of the military member’s parent who is incapable of self-care where those activities arise from the military member’s covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered servicemember during a single 12-month period if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember. *This single 12-month period begins with the first day the employee takes the leave.* A covered servicemember includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and: (i) was a member of the Armed Forces (including a member of the National Guard or Reserves); and (ii) was



terminated or released under conditions other than dishonorable within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

Improper Use of Leave

An employee may not be granted a FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee may be subject to immediate dismissal.

Notice of Leave

If the FMLA leave is foreseeable, the employee must give the Employer at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Employer as soon practicable and, absent unusual circumstances, in accordance with the Employer's normal leave procedures. When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the Employer's operations.

Medical Certification—Leave for Employee's Own or a Covered Family Member's Serious Health Condition

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Employer, at its expense, may require an examination by a second health care provider designated by the Employer, if it reasonably doubts the medical certification the employee initially provides. If the second health care provider's opinion conflicts with the original medical certification, the Employer, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The Employer may also require medical recertification periodically during the leave, and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own medical condition specifying that the employee is fit to perform the essential functions of the job.

Certification for a Qualifying Exigency

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). The Employer may also request additional information pertaining to the leave.

Certification for Servicemember Family Leave

If an employee is requesting leave because of the need to care for a covered servicemember with a serious injury or illness, the Employer may require the employee to supply certification completed by an authorized health care provider of the covered servicemember. In addition, the Employer may also request additional information pertaining to the leave.

Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

If an employee is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the Employer may require the employee to supply certification completed by an authorized health care provider of the covered veteran. In addition, the Employer may request additional information pertaining to the leave.



Substitution of Paid Leave

FMLA leave is unpaid leave. If an employee requests leave for any FMLA-covered reason, the employee may be required to exhaust any remaining applicable paid time off. The exhaustion of this paid leave does not extend the leave period. In addition, if an employee is absent for other reasons, such as short term/long term disability or eligibility for workers' compensation benefits, FMLA leave (where appropriate) will run concurrently with such absences. When using paid leave in conjunction with FMLA leave, an employee must comply with the requirements of the applicable paid leave policy.

Benefits During Leave

During an approved FMLA leave, the Employer will maintain the employee's health benefits as if the employee continued to remain actively employed, but the employee must continue to pay his or her share of the premium. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee may be required to reimburse the Employer for payment of health insurance premiums during the FMLA leave.

Intermittent or Reduced Schedule Leave

In the case of leave taken for a serious health condition, to care for a servicemember with a serious injury or illness, or because of a qualifying exigency, the leave may be taken intermittently (in separate blocks of time due to a single qualifying reason or health condition) or on a reduced hours basis if necessary. When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the County's operations. Furthermore, if intermittent or reduced hours leave is required for planned medical treatment, the County may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates that type of leave. If leave is unpaid, the County will reduce the employee's pay based on the amount of time actually worked. A fitness-for-duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform his or her job duties.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay. An employee who took leave because of his or her own serious health condition who wishes to return to work from FMLA leave may be required to present a fitness-for-duty release by a doctor prior to being restored to employment. An employee who fails to provide the certification will not be permitted to resume work until it is provided.



Leave of Absence / Discretionary Leave

4.8

It is the policy of LaSalle County to allow employees to take a Personal Leave of Absence, otherwise known as ***“Discretionary Leave”*** without pay for circumstances of a personal nature when it is determined that FMLA or other leave options are not available due to exhaustion or ineligibility.

Guidelines:

- The Discretionary Leave process is initiated by the employee’s request and is reviewed every 30 days for continuation of absence, generally not to exceed six (6) months.
- An employee is required to use any accrued vacation, sick or personal days and compensatory time during an approved Discretionary Leave. If an employee does not have this time available, they will go unpaid during the length of the Discretionary Leave.
- Sick time, vacation time and personal days will not accrue while the employee is on an unpaid Discretionary Leave nor will the employee be eligible for holiday pay. Additionally, future benefit accruals will be adjusted based upon the period of time the employee is on a Discretionary Leave.
- During this type of leave, an employee may continue participation in the County’s benefit programs by paying the employee premium cost of those programs.
- Before returning to work, the employee must provide a release to return to work, if the absence is directly related to their own serious health condition.
- It is requested that the employee maintain contact with their Department Head or designee during their absence time.
- The Human Resources Department works collaboratively with the individual employee and the reporting Supervisor or Department Head to ensure the process is completed, approved and followed until returned to work.

Procedures:

- An employee must submit a written request using the Discretionary Leave Form, explaining the need for unpaid absence.
- The Human Resources Department is the main point of contact between the employee, supervisor/Department Head and Salary/Labor committee.
- Requests for Discretionary Leave are reviewed monthly by the Salary/Labor committee, with representation by a Department Head and Human Resources.
- The committee requires review on a 30-day basis, aligned with the monthly committee meeting.
- Approvals/Denials are provided in written format to the employee and Department Head.
- If the employee does not return to active employment by the date agreed upon, the employee may be terminated.



Military Leave Policy

4.9

It is the policy of LaSalle County to comply with all applicable Federal and State laws in granting Military Leave to employees who voluntarily or involuntarily serve, or are reserve members of, the United States Army, Navy, Marine Corps, Air Force, Coast guard, Army National Guard, Air National Guard, and/or the Commissioned Corps of the Public Health Service and others designated by the President of the United States in time of war or emergency. The terms and conditions of the leave, including pay and return to work, shall be governed by applicable Federal and State laws. [see 5 ILCS 325/0.01 et seq. and 330 ILCS 61] Employees may be required to provide documentation to confirm their absence due to military leave. Employees should contact the Human Resources Department for guidelines and procedures for compensation and benefits during this leave.

Eligibility: All full-time and part-time employees

Guidelines:

- A. In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), the County is obligated to release employees for service with the Armed Forces when the employee participates in:
 - 1. Annual Training (Summer Camp)
 - 2. Active Duty of Training (School)
 - 3. Inactive Duty Training Assemblies (Weekend Drills)
 - 4. Extended leave of absence for voluntary active duty service (Enlistment)
 - 5. Involuntary call-up
- B. Military leave of absence shall not result in a loss of seniority status or benefits, which would have normally accrued if the employee had not been absent for such purposes.
- C. In accordance with Federal law, a military leave of absence shall have a 5-year limit (with some exception) on the cumulative length of time an employee may serve in the military and remain eligible for re-employment.
- D. The County is not required to provide additional work hours to compensate for military leave.
- E. During time of war, the County Board will adopt a resolution indicating any special exemptions or considerations to be put into practice.

Procedures:

- 1. Any regular full-time or regular part-time employee who enlists, is drafted or is called to active/inactive duty shall immediately notify their supervisor prior to departure for military service and provide a copy of official orders as soon as available reflecting the length and character of the service to the Human Resource Department.



2. In accordance with applicable law(s), the employee shall be compensated for the difference between the payment received from the military and their compensation paid by the County.
3. The employee may request the use of vacation, sick/personal time, compensatory time to supplement absences; however, they are not required to do so.
4. The employee's insurance benefits will continue through the military leave period, unless the leave period is longer than 30 days; at which time COBRA will be offered for the duration of that leave period.
5. If the insurance benefits have been discontinued during military leave, coverage will be immediately reinstated, without a waiting period, following the employee's return.
6. The employee will continue to accrue vacation and sick time benefits. Vacation and sick time that were unused at the time the military service began will be resumed upon the employee's return.
7. In accordance with Federal law, upon completion of the period of military service, the returning employee shall notify their supervisor and Human Resources of the expected return date.
8. An employee's compensation shall reflect any adjustments made to their classification during the leave.
9. IMRF employee contributions are a critical component to ensuring one's ability to maintain IMRF disability, death and service time benefits. When pay differential is applied for leave periods longer than 30 days; the employee's contributions will be calculated in biweekly increments for the leave period based upon the employee's rate of pay. That dollar value will be due to the County upon return to work as reimbursement for the County's payment to IMRF on the employee's behalf during that leave period.

Victims' Economic Security & Safety Act (VESSA)

4.10

The County complies with all requirements of the State of Illinois Victims' Economic Security and Safety Act (VESSA). It is the County's policy that employees who need time away from work due to domestic, sexual or gender violence may request unpaid, job-protected leave under the provisions of VESSA. This policy is not intended to be an exhaustive listing of all the details of VESSA and its regulations. When an employee is eligible and requests leave under VESSA, the Employer will provide written explanation of all applicable leave provisions.

An employee who is a victim of domestic, sexual or gender violence, or has a family or household member who is a victim of domestic, sexual or gender violence may take up to 12 weeks unpaid leave in any 12-month period to:

- seek medical attention;
- obtain services from a victim services organization;
- obtain psychological or other counseling;
- participate in safety planning, or temporarily or permanently relocating;
- seek legal assistance or remedies to ensure health and safety.



DEFINITIONS

- A. "12-Month Period" - means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.
- B. "Family or Household Member" – means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household;
- C. "Parent" - means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.
- D. "Son or Daughter" means a 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 is 18 years of age or older and incapable of self-care because of a mental or physical disability.
- E. "Domestic or Sexual Violence" means domestic violence, abuse, sexual assault, or stalking.
- F. "Gender Violence" means certain acts of violence or aggression based on a person's actual or perceived gender, certain physical intrusions or invasions of a sexual nature, and threats of any of these acts.

LEAVE TERMS AND CONDITIONS

Both full and part-time employees are eligible to apply for this leave.

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

An employee may elect to substitute accrued paid vacation, sick or personal time or any other applicable paid time off for any part of victims' economic security and safety leave. Such substitution will not extend the employee's total allotment of time off under this policy.

For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:

- Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic, sexual or gender violence and/or its effects;
- A police or court record; or
- Other corroborating evidence.

All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

The employee shall provide the County with at least 48 hours advance notice of his or her intent to take the VESSA leave, unless providing such notice is not practicable.

All information provided to the County by the employee requesting leave will be held in the strict confidence, except where disclosure is requested or consented to in writing by the employee, or otherwise required by applicable state or federal law.



Upon return from VESSA, the County will restore the employee to the position he or she held at the commencement of leave or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment, so long as such positions exist within the County. The County is not obligated to “create” a position merely to allow restoration of an employee returning from leave if the position that the employee held at the start of leave has been eliminated. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. You may obtain return to Work Medical Certification forms from the Director of Human Resources or his/her designee. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

The County will maintain the group health insurance coverage for an employee on VESSA leave under the same conditions as if the employee had continued to work. Upon commencement of leave, employees must contact the Director of Human Resources or his/her designee and arrange for payment of their portion of applicable group insurance premiums. If an employee fails to return from work after VESSA, the County may recover its portion of the premiums paid to maintain health coverage for the employee during leave.

The County supports the Victims’ Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the County.

Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic, sexual or gender violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic, sexual or gender violence.

A qualified individual is an individual who, but for being a victim of domestic, sexual or gender violence or with a family or household member who is a victim of domestic, sexual or gender violence, can perform the essential functions of the employment position that such individual holds or desires.

Should you wish to request a reasonable accommodation pursuant to this policy, you should contact Director of Human Resources or his/her designee.

Failure to return from leave of absence at the designated time may constitute a voluntary termination of employment and may result in collection of medical premiums paid by the County in accordance with the requirements of the Victims’ Economic Security and Safety Act.



School Visitation Rights Act

4.11

Pursuant to the Illinois School Visitation Rights Act, qualified employees may request an unpaid leave of absence of up to eight hours during any school year to attend school conferences or classroom activities that cannot be scheduled during non-working hours. No more than four hours of such leave may be taken in any single day. Leave will not be granted unless the employee has exhausted all personal, compensatory, and vacation days under this policy.

The employee must provide Department Head or Elected Official with written notice of request for leave at least seven days before the leave is required. In an emergency situation, notice as soon as practicable is sufficient. The employee requesting school visitation leave must consult with the supervisor to schedule the leave so it will not unduly disrupt the work of County.

Voting and Election Leave Policy

4.12

County supports employee participation in the election of government leaders. Pursuant to Illinois law, employees may take up to two (2) hours of leave to vote in federal, state and local elections. A request for voting time off must be made prior to Election Day and shall be scheduled with the immediate Supervisor/Elected Official/Department Head to ensure proper coverage of the employee's work station.

Employees who have been appointed as an election judge may, after giving his or her Supervisor/Elected Official/Department Head at least 20 days written notice, may be absent from work for the purpose of serving as an election judge. The employee will be required to use paid benefit time to serve as an election judge.



Administrative Leave

4.13

Policy Statement:

Administrative leave is initiated for employee absence with or without pay when a special circumstance or situation at hand does not fall under an existing County leave policy.

Procedures and Responsibility:

Administrative leave is a leave of absence (paid or unpaid) initiated to manage special circumstances where it is in the County's best interest to retain the employment relationship for a period of time to be determined by the County. Such leaves may be initiated by the County or requested by the employee. When an employee requests an administrative leave, the County must confirm that such leave does not fall within existing leave policies and does not cause a hardship to the operations of the department. Examples of special circumstances may be, but are not limited to:

- Necessity to remove an employee from the work place while an internal or external investigation/review ensues;
- Emergency conditions where no other administrative option exists;
- Disaster: The County Board Chairman may grant administrative leave with pay in the event of a man-made, technological, or natural disaster or emergency. Such administrative leave when approved by the Board Chairman is not counted against the earned personal leave credit of employees. In the event of disaster in which the Chairman does not grant administrative leave, employees may use earned personal leave if approved.

Procedure:

The decision of whether an administrative leave initiated by the County shall be paid or unpaid, and whether benefits shall continue, rests with the County and depends on the circumstances surrounding the request for leave. Administrative leave shall be at the County's discretion; and in collaboration with the Director of Human Resources or designee, the department manager, and may also include legal counsel. Administrative leave requested by the employee may be paid if the employee chooses to utilize accrued time off, or unpaid if the employee has no accrued time or chooses not to use any accrued time. If the administrative leave is unpaid, the Human Resources Department shall consult with the employee to plan for benefits continuation. An administrative leave for investigative/review or disciplinary purposes shall not be given for a predetermined length of time, but shall be in effect long enough to conclude the investigation/review.

1. Employees requesting an administrative leave shall ensure that no other policy option exists for their special circumstances and must submit same in writing to their immediate supervisor. The request must include a detailed statement explaining the reason, with supporting documentation, and be submitted thirty (30) days in advance of the expected date of leave, where practicable.
2. The supervisor must contact the Director of Human Resources, who will collaborate with the appropriate administrative parties.
3. A decision either granting or denying the leave generally will be provided to the employee with ten (10) days, where practicable and where no emergency exists.



4. Administrative leaves initiated by the County shall be decided in collaboration with the Department Head, the Director of Human Resources, County Attorney and any and all other administrative parties as needed.

Benefits during Administrative Leave

For employee-requested administrative leave, vacation and sick time will continue to accrue only until the remainder of the month in which the leave commences, provided that the employee is still in active pay status as of the sixteenth of that month. Otherwise, an employee will not accrue vacation or sick time during the leave. An employee on administrative leave generally will retain the seniority he/she held prior to the commencement of the leave.

When an employee returns from leave, vacation and sick time will begin to accrue for the month in which the employee returns to work provided he/she returns on or before the fifteenth of that month. If an employee returns from a leave after the fifteenth of the month, then vacation and sick time will start to accrue at the beginning of the following month.

An employee on unpaid leave will be responsible for paying the employee premium for the health insurance benefits in order to continue coverage during the leave period. Prior arrangements must be made by the employee with the Human Resource Office to ensure proper health insurance coverage during the leave. Employees will not accrue retirement credit while on administrative leave without pay; however are able to work with IMRF in order to satisfy credit upon return to work.

Return from Administrative Leave

If an employee fails to return to work or notify his/her supervisor in writing of his/her intentions within two (2) business days after the date the employee-requested leave expires or the employer-initiated leave is discontinued, he/she will be considered absent without official leave and subject to termination. As soon as possible after the employee advises that he/she is ready to return to work or the County determines that the employee may return, the employee's department must notify the Human Resources office.

Administrative leave carries no promise of reinstatement or future employment and the County specifically reserves the right to terminate the employee while he/she is on leave or upon the employee's return from leave for any reason, including situations where the position the employee occupied prior to commencing his/her leave is not available upon his/her return from leave. In addition, as noted, an employee may be separated for any reason, including, but not limited to, if during the administrative leave, he/she accepts other employment without prior approval of the County, or if, upon return from leave, he/she refuses a job reassignment from the County.

Maternity Leave

4.14

A birth or adoptive mother shall be granted 20 consecutive paid days of leave upon the birth or adoption of a child. After the initial 20 days, the employee will be required to use benefit time to compensate for continued leave; Any leave granted under this section shall run concurrently with FMLA for purposes of time off work. This shall apply to employees who have worked for the County a minimum of 6 months.



Section 5. Employee Benefits

The County has established a variety of employee benefit programs designed to provide cost effective, wellness driven plan options to eligible employees and their dependents.

This portion of the Manual contains a very general description of the benefits to which you may be entitled as an employee of LaSalle County. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this Manual does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available from Human Resources. To the extent that any of the information contained in this Manual is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the County and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

As in the past, the County reserves the right to amend or modify provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents.

For more complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions, which were provided to you separately or contact Human Resources. If you lost or misplaced those documents, please contact Human Resources for another copy.

Insurance Plans

5.1

Eligible employees may enroll in insurance plans based on their employment classification by timely completion of the required enrollment forms. The employee's portion of any required premium payment will be made through payroll deduction.

Plans are subject to the rules and regulations of the benefit carriers. Employees' insurance under the plan(s) will terminate if the employee fails to make a required premium payment or at the time of the employee's separation from the County.

Newly hired employees are eligible to participate after a 90-day waiting period is completed provided that they meet all plan requirements.



Employee Insurance Plans

The following insurance plans are limited to benefits eligible employees and their dependents (as defined by County policy). A *Summary Plan Description* is available from Human Resources.

Medical, Dental and Vision

Medical, dental and vision insurance is available to all eligible employees. Dental and Vision plans are voluntary benefits, not funded by the County.

Health Savings Accounts

Health Savings Accounts are available to employees enrolled in the High Deductible Health Plan. Presently, this plan option is partially funded by the County. This amount may be prorated based on the effective date of enrollment. The amount designated by the employee to be placed in the account will be classified as a payroll deduction from paychecks on a pretax basis with an employee's prior written authorization.

Life Insurance

The County provides a term plan to all employees enrolled in a medical insurance plan.

Supplemental Life Insurance

The County offers supplemental life insurance policies to employees and their dependents. The entire premium must be paid by the employee. Payment may be made through payroll deduction.

COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) provides employees and their covered dependents the option to extend group health insurance coverage in the event the insurance terminates due to a qualifying event such as separation of employment, reduction of hours, death, divorce or legal separation, disability, or Medicare entitlement. Please contact Human Resources for detailed information on COBRA.

Retirement under the IMRF Pension Plan

Benefit eligible employees retiring under the IMRF Pension Plan may elect continuous health insurance coverage under the County's existing plan until age 65. When a retiree becomes Medicare eligible, he/she will transition to the Benistar health insurance plan.

Employee Assistance Program

The County realizes that personal and work-related problems can affect an employee's job performance, health, family and emotions. To help with these pressures, the County has contracted with an independent firm thru our healthcare benefits to provide Employee Assistance Program services on a confidential basis. The services are available to all employees and their eligible family members. Please contact Human Resources for further information on the EAP.



Illinois Municipal Retirement Fund (IMRF)

5.2

It is the policy of LaSalle County to provide employees income protection in the event of disability, retirement or death. This benefit is provided through the Illinois Municipal Retirement Fund (IMRF).

IMRF provides retirement, disability and death benefits to eligible participants. These benefits are in addition to those provided by Social Security. This is a very brief description of IMRF. Complete details are available in Human Resources and/or IMRF.

Full time and Part time qualified positions are required to participate in and contribute to IMRF based upon their position meeting specific criteria. The definition relates directly to the number of hours the position is expected to work equaling or exceeding the employer's "annual hourly standard." The hourly standard for employees hired prior to August 1, 2011 is 600 hours a year; for those hired on / after August 1, 2011 it is 1,000 hours. (The actual hours an employee may work may be more or less than the hours a position is expected to work.)

Participating employees contribute a certain percentage of their gross pay as determined by IMRF through payroll deduction. Contributions are tax deferred, that is, not subject to either federal or Illinois income tax, but will be subject to federal income tax when refunded or withdrawn as a pension or death benefit. The County also contributes to IMRF as a percentage of total contributions. The County's contribution is to fund survivor's pensions, disability benefits, death benefits and the retirement costs of its employees.

Guidelines:

IMRF has sole authority in determining benefit eligibility and the amount of benefit payments. Additional information may be found at IMRF's website, www.imrf.org

Deferred Compensation Plan

5.3

The County has established a voluntary deferred compensation plan in accordance with state and federal guidelines in order to aid employees with their long-term financial planning. This plan allows you to put money aside for your retirement on a tax-deferred basis through payroll deductions, guidelines on specific dollar amounts per calendar year are in accordance with the Internal Revenue Code (IRC sec. 457(b)).

Worker's Compensation

5.4

It is the policy of LaSalle County to follow State and Federal laws that provide Workers' Compensation for employees who experience job related injuries or illnesses.

Guidelines:

1. Workers' Compensation is a statutory requirement provided by law to all eligible workers who sustain job-related injuries or illnesses. Guidelines and procedures are in accordance with state and federal requirements of the Workers' Compensation Act.
2. Eligible employees are entitled to receive benefits for compensable work-related injuries or illnesses. Benefits include payment for all medical and rehabilitative care and, in cases that involve lost time, Temporary Total Disability benefits (TTD).

The Human Resources Department works with a third party administrator to administer Workers' Compensation Benefits.



Section 6. Employee Safety & Wellness

Safety & Wellness in the Workplace

The County has established a variety of employee safety and wellness programs designed to provide a work environment that is safe, comfortable and as free as feasible from recognized hazards. This portion of the Manual contains a description of both wellness and safety initiatives supporting these objectives.

It is the County's intention to comply with all applicable federal, state and local health and safety regulations. Employees are expected to comply with all safety and health requirements, whether established by the County, or federal, state or local law.

Employee Assistance Program (EAP)

6.1

The County realizes that personal and work-related problems can affect an employee's job performance, health, family and emotions. To help with these pressures, the County has contracted with an independent firm thru our healthcare benefits to provide Employee Assistance Program (EAP) services on a confidential basis. The services are available to all employees and their eligible family members.

ELIGIBILITY

This program is available for all employees regardless of employment status and their immediate family members. Family members are defined, by EAP, as either anyone living in the same household as the employee or covered on the employee's insurance plan.

GUIDELINES

The EAP is a confidential program. Employees and family members using the program are protected by confidentiality regulations that forbid case discussion without the employee's written permission; "*Consent to Release Information Form*" would be required to allow participant information to be shared. EAP counselors are legally required to maintain the confidentiality of client information and are subject to State mandatory reporting guidelines.

Participation in the EAP is voluntary. An employee cannot be required to seek assistance; however, Supervisors may make a formal written referral if job performance has deteriorated. It is only with written permission from the employee that information can be shared with the workplace.

This program provides confidential, professional referrals and up to five (5) face-to-face counseling sessions per presenting issue for a wide array of personal and work-related concerns such as:

Stress and Anxiety • Depression • Marriage and Relationship Problems • Grief and Loss • Substance Abuse • Legal Services • Anger Management • Work-Related Pressures • Education Guidance • Child Care Referrals • Financial Planning • Elder and Adult Care Referrals • Family Issues • Identity Theft Recovery.

Please refer to the EAP website on the LaSalle County Employee Benefits screen of the Human Resources webpage. <https://lasallecounty.org/hr-employee-benefits/>



Nursing Mother's Policy (PUMP Act)

6.2

The County is committed to complying with all applicable provisions of the PUMP for Nursing Mothers Act ("PUMP Act"). Consistent with this policy, the County provides reasonable [unpaid] break time each day to an employee who needs to express breast milk for her infant child for up to one year after the child's birth. This break time will run concurrently with any break time already provided to the employee, if possible. The County shall make reasonable efforts to provide a room or other location in close proximity to the work area, other than a restroom for the employee to express breast milk, if the employee does not already have a private area or office space to do so.

Workplace Injury Reporting

6.3

The County places the utmost importance on employee safety. The County's goal is zero employee workplace accidents and injuries. Unfortunately, even in the safest workplaces, accidents and injuries occasionally happen. When injuries occur, it is the County's responsibility to follow the applicable laws related to workplace injuries.

PROCEDURES

Employee's Responsibilities

An employee who suffers a work-related injury or illness shall:

- Immediately report the injury or illness to their immediate supervisor, regardless of the apparent seriousness of the injury and whether or not medical attention is required.
- Obtain all necessary medical treatment
- Complete and sign an Employee's Report of Incident and Injury as soon as practicable
- Communicate and cooperate with the Human Resources Department during the workers' compensation claim process

Payment of Wages.

- **Day of Occurrence.** An employee who suffers a work-related injury or illness and who receives medical treatment for the injury or illness during work hours on the day of occurrence will be compensated for any lost time while receiving treatment as regular wages. If the employee does not return to work on the day of occurrence, the employee will be paid for a full day's work as regular wages. Overtime will not be paid for any medical treatment allowed.
- **Subsequent Days.** Employee excused from work by a medical provider due to the work place injury will denote "work injury" days up to three (3) during the absence from work. After the third (3rd) day, worker's compensation payments (TTD) may begin.
- **Treatments, Follow-ups, Physical Therapy, etc.** Employee may be required to use sick, vacation, or personal time for medical appointments. It is recommended that the employee and department work cooperatively when the individual is scheduling appointments around their work schedule.



Workplace Violence Policy

6.4

LaSalle County ("County") is firmly committed to providing a safe workplace for employees, customers and vendors that is free from threats of violence and acts of violence that may occur on-site or off-site during work-related activities. The County has zero-tolerance toward any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in activities that may endanger or harm another person or result in another person having a reasonable belief that they are in danger. Anyone found to be responsible for threats of 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 of employment.

Employees are expected to exercise good judgment and to inform their immediate supervisor, department head, or Human Resources if any person in the workplace exhibits behavior which could be a sign of a potentially dangerous situation.

This list, while not inclusive, provides examples of prohibited conduct:

- Causing physical injury to another person;
- Making direct or indirect threatening remarks;
- Engaging in behavior that creates a reasonable fear of injury in another person;
- Engaging in behavior that subjects another individual to extreme emotional distress;
- Inappropriate workplace aggression or hostile behavior;
- "Horseplay" or other conduct that may be dangerous to others;
- Intentionally damaging employer property or property of another employee;
- Possessing, brandishing or using a weapon while on company property or while on company business;
- Verbally abusing others and/or swearing excessively;
- Telephone or e-mail harassment;
- Stalking;
- Fighting;
- Sabotaging another employee's work;
- An uncontrollable or explosive temper;
- Making false statements about others with malice that cause harm; and/or
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

If an employee is confronted with a potentially violent situation, the employee should remove himself/herself from the situation. Employees should report any incident involving actual or threatened violence to their immediate supervisor, Department Head, Human Resources or The Sheriff's Office. All matters will be handled appropriately and information will be disclosed on a need-to-know basis. Employees who make a good faith report may do so without fear of retaliation.



Drug and Alcohol-Free Workplace Program & Testing Policy 6.5

I.) PURPOSE/INTRODUCTION:

LaSalle County (the "County") is firmly committed to providing a productive, safe and healthy work environment. The use, misuse or abuse of illegal drugs, abuse and misuse of alcohol, prescription drugs and lawful products (including cannabis on any local or state level), adversely affects those objectives by increasing absenteeism, lowering productivity and quality and most of all, jeopardizing the health and safety of our employees, customers, guests, visitors, and all others who conduct or transact business with us.

The following policy and testing program require compliance by all employees, who are not subject to the U.S. Department of Transportation Regulation on drug testing, as a condition of employment and continued employment with the County

II.) STATEMENT OF POLICY:

The County recognizes that our employees' health and safety are of the utmost importance. Drug use and alcohol misuse may pose a serious threat to employee health and safety. It also jeopardizes the health and safety of non-employees, such as our customers, guests, visitors, vendors and suppliers. It is the policy of the County to prevent any substance use or abuse from having an adverse effect on our employees. The work environment is safer and more productive without the presence of certain drugs or alcohol in the body while on County time or on County property. Furthermore, all employees have a right to work in a drug-free environment and to work with individuals free from the negative effects of drugs or alcohol. Employees who use or abuse illegal substances or who misuse or abuse legal substances and/or over-the-counter drugs are a danger to themselves, their co-workers, the public and the County.

For purposes of this policy, the County's "workplace" includes, but is not limited to, any County building, property, and parking area under the County's control (regardless of whether it is leased or owned), or any location or area where an employee is performing his or her job duties or where an employee is physically located during his or her work schedule. County property shall also include any place the employee is located when "on call" or at any time during his or her work shift including, but not limited to, guest, visitor or customer locations, vendor or supplier locations, home offices, as well as vehicles, whether leased, rented, or owned. For purposes of this policy, "on call" means an employee who is scheduled to be on standby or could be called into work within 24 hours' notice or otherwise responsible for performing work-related tasks either at the County's premises or any other designated location by management.

The federal government, many States and numerous organizations have recognized the adverse impact of drug and alcohol misuse or abuse in the workplace. All employees are advised that remaining free from illegal drugs or being impaired by or under the influence of legal drugs or alcohol when performing any assigned work duties, or while at the workplace, is a condition of continued employment with the County.

The County prohibits the manufacture, distribution, dispensation, possession, concealment, use, sale or transfer of alcohol, cannabis, controlled substances or illegal drugs, and any drug related paraphernalia at



the County's workplace, while working on County time, while on call or while operating County equipment (including, but not limited to, any motor vehicles).

The County will conduct post-offer testing of all applicants. Employees may be subject to testing where 1) circumstances establish that reasonable cause/suspicion of prohibited substance use exists, 2) following "on-the-job" accidents or injuries as described in more detail below and, 3) if required by law or due to a safety sensitive job function, on a random basis.

To the extent any employee is permitted to return to duty following any positive test in violation of this policy, he or she must first test negative before returning and must submit to follow-up tests for as long as two years.

Any employee who tests positive for any substance prohibited by this policy will be subject to disciplinary action up to and including immediate termination. Any employee who refuses to comply with a request to submit to testing or who fails to cooperate in the test process, as determined by the County or any third-party collection site in its sole discretion, will be terminated from employment. These procedures are designed not only to detect violations of this policy but also to ensure fairness to each employee. Every effort will be made to maintain the dignity of employees or applicants involved. Disciplinary action, up to and including immediate termination from employment will, however, be taken as necessary.

All employees have an obligation to comply and support this policy. Any employee who is aware of a violation of the policy should report it to Human Resources and/or his/her immediate supervisor. Every effort will be made to preserve the confidentiality of the source of a report. All reports will be taken seriously. Persons submitting knowingly false reports or information are subject to discipline up to and including immediate termination from employment.

PRESCRIBED MEDICATION

An employee taking over-the-counter or prescribed medication must be aware of any effect the medication may have on the performance of their duties. The employee should inform his/her physician or preferred medical provider of his/her job duties in order to make certain that the over-the-counter or prescribed medication does not negatively affect or interfere with the employee's safe and effective performance of his/her job duties. An employee must promptly report, in a confidential and private manner to Human Resources and his/her immediate supervisor any restriction or limitation on his or her ability to safely perform the essential functions of the job due to the use of any medication. Upon such disclosure, the County will engage in the interactive process with the employee to determine whether there are any reasonable accommodations that would allow the employee to safely perform his or her essential job duties. If the County obtains information that an employee used or is using a medication which has an adverse effect on his or her ability to safely perform his or her essential job duties, and the County determines the employee failed to inform the County of such safety issue, then the employee may be subject to disciplinary action, up to and including immediate termination of employment.



CANNABIS (MARIJUANA)

Recreational Use - The County recognizes that certain states and municipalities allow the use of recreational cannabis. The recreational cannabis law in Illinois permits an adult (21 years of age or older) to use cannabis and avoid civil and criminal penalties under state law.

Medical Use - The County recognizes that certain states and municipalities allow the use of medicinal cannabis. Illinois' medical cannabis law permits an individual with a qualifying debilitating medical condition to register as a medical cannabis patient and avoid civil and criminal penalties under state law for certain medical uses of cannabis. The County will not discriminate against an employee based on the employee being a registered medical cannabis cardholder.

However, in accordance with Illinois and federal law and in order to maintain a safe, efficient and productive workforce, employees may not use or possess cannabis at the workplace (as previously defined in this policy). The County also prohibits employees from reporting to work under the influence of, or in any way impaired by, cannabis; as determined in the County's sole discretion to the fullest extent permitted by applicable law.

Recreational and/or Medicinal marijuana: Any drug test that results in a confirmed positive for THC of 10 nanograms or more in any saliva or urine specimen taken under this policy, supports the County's good faith determination that the employee is impaired by or under the influence of cannabis, subjecting the employee to immediate termination of employment. Prior to termination, the employee shall have a reasonable opportunity to contest this determination. The County reserves the right to rely on additional documented symptoms, evidence or factors of the employee's impairment other than testing. Testing is not required to establish a good faith determination of impairment.

COUNTY SEARCHES

The County may conduct searches on and of any County property, including, but not limited to, inspection of vehicles, lockers, desks, etc. Upon reasonable suspicion, the County may also request employees to allow a search of the employee and/or the employee's personal belongings. Refusing to submit to a search or inspection when requested by County management may result in disciplinary action up to and including dismissal. Any controlled and/or illegal substance found on County property, including cannabis, may be turned over to appropriate law enforcement authorities for investigation and possible criminal enforcement action.

III.) DRUG AND ALCOHOL TESTING PROGRAMS:

To support this policy, the County has adopted the following Uniform Drug and Alcohol Testing Program that applies to all its employees (unless otherwise noted).

- A. Post-offer Testing
- B. Reasonable Suspicion Testing and Post-Accident /Incident Testing
- C. Random Testing
- D. Follow-up Testing



A) **POST-OFFER TESTING**

After an offer of employment has been extended, the applicant must undergo a drug screen designed to identify whether or not the applicant is using illegal drugs.

This post-offer drug screen will only include testing for Cannabis/ Tetrahydrocannabinol (THC) for employees who are offered a safety sensitive job position. "Safety Sensitive" positions are defined as those positions directly responsible for health and safety of others.

- Law Enforcement Patrol Officers, Correctional Officers and Court Security Officers
- Dispatchers
- Probation Officers
- Juvenile Detention Officers
- Bailiffs
- Maintenance Workers
- Highway Maintainers, Maintenance, Mechanics, Foreman, Supervisors

This drug screen will be administered by a clinic or lab selected by the County.

All offers of employment with the County are contingent on the County receiving a negative drug test result verified by an independent Medical Review Officer. This result must be received by the County prior to the employee beginning active employment.

Should a positive test result exist, the applicant's offer of employment will be automatically rescinded by the County. If for any reason the applicant has already begun working for the County before the County receives the positive test result, the applicant's employment will come to an immediate end. However, the applicant can submit documentation supporting the legitimate use for a specific drug or the specific drug that resulted in a positive determination. This documentation must be made either prior to or within 24 hours after the positive drug result is communicated to the applicant. If the offer of employment is revoked or if employment ends, the applicant who tests positive under the provisions of this policy may re-apply for employment with the County after a time period of twelve (12) months, however, there shall be no guarantee of re-employment.

ANY APPLICANT WHO REFUSES TO CONSENT TO A TEST OR WHO FAILS TO COMPLY WITH ANY TESTING PROCEDURES OR TESTS POSITIVE FOR THE USE OF ILLEGAL DRUGS WILL NOT COMMENCE WORK FOR THE COUNTY, AND THE JOB OFFER WILL BE AUTOMATICALLY RESCINDED. EMPLOYMENT IS EXPRESSLY CONDITIONED ON THE SUCCESSFUL PASSAGE OF THE POST- OFFER DRUG SCREEN.

B) **REASONABLE SUSPICION TESTING & POST ACCIDENT/INCIDENT**

The County has the sole discretion to decide when and under what circumstances an employee is fit for work. All employees are required to notify their supervisor if they have been convicted of a criminal drug offense occurring in the workplace. Such notification must take place within five (5) working days after the conviction. Circumstances giving rise to reasonable suspicion testing include, but are not limited to:

- When the County has reasonable suspicion to believe an employee's use of drugs or alcohol threatens his or her own personal safety or the personal safety of other individuals;



- Observation of an employee acting or appearing in a manner which suggests being impaired due to drug or alcohol use, such as, symptoms of 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.
- Instances where the County observes or receives credible information that the employee is using or has symptoms of drugs and/or alcohol use; and/or
- Other facts which support a reasonable belief that the employee is using or has symptoms of drugs and/or alcohol use in violation of this policy.

Any manager or supervisor who observes such characteristics or behavior should contact the Human Resources Dept and/or the Sheriff's Dept. However, once the determination that reasonable suspicion exists, under no circumstances will an employee be allowed back to work until he or she has a negative drug and/or alcohol test.

Additionally, anyone who suffers or is involved in a reportable accident on County property and/or on County time should report it within two (2) hours to his or her immediate supervisor or manager, so that proper action and/or medical treatment may be provided. If the County has reasonable suspicion to believe an employee's use of drugs or alcohol caused, may have caused, contributed to or may have contributed to an OSHA "reportable accident" defined as one of the following: (a) The death of a human being; (b) Bodily injury to any person who, as the result of the injury, is hospitalized; this includes amputation of a limb or eye injury; or (c) Damage to property or equipment when the employee is deemed at fault; then the employee will be required to undergo a drug test.

In reasonable suspicion and post-accident/incident cases, the County shall require the employee to be escorted directly to and from the collection site for drug and/or alcohol testing. The employee will be transported to and from the collection site by a County representative and/or an independent third party. Refusal to consent to testing and cooperate in testing will be considered insubordination and may be grounds for termination of employment.

If notice of a positive test result is received from the Medical Review Officer, then the employee will be subject to the disciplinary provisions in Section V of this program. However, if a negative test result is received, then the employee will be immediately reinstated for work with back pay, if applicable.

C) **FOLLOW-UP TESTING**

As part of any "Last Chance Agreement" provided for in this policy (referred to in Section VI below), the County will require the employee participate in certain follow-up testing upon return to work following successful completion of a rehabilitation and/or drug treatment program. Nothing herein entitles or guarantees any employee to a Last Chance Agreement, and the County reserves the right to determine when to allow such agreements in its sole discretion.



IV.) TESTING METHODOLOGY:

This policy and program allows for the testing for drugs and alcohol. All collection and testing centers and laboratories used to perform or analyze urine, saliva, blood and/or breath testing pursuant to this program will be appropriately accredited or certified.

Drug Screening

Testing will be conducted to screen the presence of the following drugs and their metabolites, to the fullest extent permitted by law:

- Cannabis/ Tetrahydrocannabinol (THC) **
- Cocaine
- Opiates
- Amphetamines
- Phencyclidine (PCP)
- Barbiturates
- Benzodiazepines
- Methadone
- Methaqualone
- Propoxyphene

Alcohol Screening

All alcohol breath testing performed under this program shall be performed to determine blood alcohol content only. Any employee having a blood alcohol content of at least .04 shall be deemed to be "under the influence" of alcohol and have tested positive for the use of alcohol and such a result shall subject the employee to the disciplinary provisions contained in Section V of this program.

Cannabis/ Tetrahydrocannabinol (THC) Screening

All Cannabis/ Tetrahydrocannabinol (THC) testing performed under this program shall be performed to determine THC content only. The County recognizes impairment based on THC under the Illinois Vehicle Code and thus any employee having a 10 or more nanograms of THC in his/her saliva or urine at the time of testing will be considered to be impaired. The County reserves the right to also rely on additional documented symptoms, evidence or factors of the employee's impairment.

V.) DISCIPLINARY PROVISIONS:

A positive test result under this policy shall be deemed a failed test, and this shall be grounds for disciplinary action up to and including termination of employment.

Ability to contest:

If an employee elects to contest any disciplinary action taken by the County under this policy, he/she must submit documentation or explanation to management within seven (7) days of being informed. That documentation will be reviewed and a final decision whether to uphold or reverse it in a timely manner.

Union employees may elect to contest as written in the applicable collective bargaining agreement.



An employee who “refuses to submit” to an alcohol or drug test as provided herein may be subject to immediate termination without any right or option to certain reinstatement provisions. “Refuses to submit” means that an employee:

1. Fails to appear for any test within a reasonable time, as determined by the County, consistent with this policy after being directed to do so by the County.
2. Fails to remain at the testing site until the testing process is complete.
3. Fails to provide a specimen for any drug test required.
4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the employee's provision of a specimen.
5. Fails to provide a sufficient amount of urine or other bodily substance when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
6. Fails or declines to take a second test the employer or collector has directed the employee to take.
7. Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process, or failing to complete all documents, or failing to comply with reasonable directives); or
8. Is reported by the Medical Review Officer as having a verified diluted or otherwise adulterated sample or substituted test result.

VI.) REINSTATEMENT OF EMPLOYEE AFTER POSITIVE TEST

An employee who does not hold a safety sensitive position, and who tests positive for the use of a controlled substance, alcohol, and/or cannabis may, at the sole discretion of the County, be offered a one-time opportunity for reinstatement provided the employee agrees to comply with the following conditions and executes the “Follow-up Testing Agreement,” attached as Appendix D.

1. The employee must immediately enroll in a qualified program of evaluation and, if necessary, treatment. A qualified program of evaluation and/or treatment can be chosen by the County or the employee, but it must be approved by the County. Any cost of rehabilitation not covered by insurance shall be borne by the employee.
2. Upon receipt of satisfactory progress in the program of evaluation or treatment outlined in Paragraph VI.) 1. above, the employee must submit to a drug and/or alcohol test in which a negative result is obtained. The satisfactory progress report must be received by the County no later than thirty (30) calendar days from the date that the employee was given notice of the positive test result. If more than thirty (30) days elapse, the County shall have grounds to discharge the employee. If a positive test for the use of a controlled substance or alcohol is returned after the employee enters a program of evaluation or treatment, then the employee shall be immediately discharged.
3. An employee shall be eligible for reinstatement under this Section on a one-time basis, and the reinstatement is contingent upon the employee returning directly to work for the County.
4. Upon reinstatement the Employee may be subject to no less than three (3) additional tests for drugs and/or alcohol without prior notice to occur within six (6) months of the reinstatement and may be subject to no less than three (3) additional tests for drugs and/or alcohol without prior



notice to occur within six (6) to twelve (12) months after reinstatement. For the twelve (12) months thereafter, Employee may be subject to no less than three (3) additional tests for drugs and/or alcohol without prior notice.

VII.) VOLUNTARY SUBMISSION TO EMPLOYEE ASSISTANCE PROGRAM

Any employee who, prior to being selected for testing, voluntarily admits to any form of substance abuse shall be placed on a leave of absence if the employee agrees to enroll in an approved Employee Assistance Program ("EAP") and upon completion of the EAP submit to the terms of the Follow-up Testing Agreement (Appendix D).

The employee must immediately enroll in a qualified program of dependency evaluation within ten (10) days of notification, and if necessary, receive treatment. The program of evaluation or treatment is to be approved by the County. Any cost of rehabilitation not covered by insurance is to be borne by the employee.

Upon receipt of satisfactory progress in the program of evaluation or treatment outlined above, the employee must submit to a drug and/or alcohol test in which a negative result is obtained. The satisfactory progress report must be received by the County no later than thirty (30) calendar days from the date that the employee enrolled in the EAP. If more than thirty (30) calendar days elapse, then the County shall have grounds to discharge the employee. If a positive test for the use of a controlled substance and/or alcohol is returned after the employee enters a program of evaluation or treatment, then the employee shall be immediately discharged.

Upon successful completion of the EAP, the individual must agree to submit to the terms of the Follow-up Testing Agreement (attached as Appendix "D"). Failure to submit to the terms of the Follow-up Testing Agreement will disqualify the individual from re-employment with the County.



Smoking Policy

6.6

POLICY

It is the policy of LaSalle County to support the Smoke Free Illinois Act and all other applicable administrative rules and regulations that govern smoking in public places. In the interest of promoting and encouraging healthful practices among employees and citizens of LaSalle County, smoking and the use of smokeless tobacco will not be allowed within the interior premises of any LaSalle County Building including private offices, stairwells, corridors and parking structures; within fifteen (15) feet of any entrances, exits, windows that open, and ventilation intakes for any LaSalle County building; or in any vehicle owned, leased, or operated by LaSalle County Government.

GUIDELINES

- A. "Smoke" or "smoking" means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or any other lighted tobacco equipment, including but not limited to e-cigarettes and vape pens.
- B. Smoking will be permitted in designated areas only, fifteen (15) feet away from each County building in adherence with local laws and regulations.

PROCEDURES

- 1. An employee may report any violation to their Department Head or Supervisor.
- 2. Violation of these regulations by LaSalle County employees may result in disciplinary action in accordance with the employee disciplinary guidelines. (Personnel Policy 10.1: Disciplinary Guidelines)
- 3. The Illinois Department of Public Health, local public health departments, and local law enforcement agencies may assess fines to any person for violating the no smoking provisions of the Smoke Free Illinois Act and all other applicable administrative rules and regulations.



Section 7. Workplace Procedures

Open Door Policy

7.1

County promotes an atmosphere in which employees can talk freely with management. Employees are encouraged to openly discuss with their immediate supervisor problems and concerns so appropriate action may be taken. If the supervisor cannot be of assistance, Human Resources is available for consultation and guidance. County welcomes the opportunity to assist employees whenever feasible to address work-related concerns.

Email and Internet Use Policy

7.2

A. General use of County computers

1. Authorized personnel may use County computers and use County means to access the Internet for activities related to the operation of the County, and the programs and activities sponsored by the County, for research consistent with the County's educational objectives, and for administrative recordkeeping.
2. Employees shall maintain confidentiality of non-public or private information in their use of County computers. Confidential information should not be loaded onto the network where unauthorized access to such information may be obtained.
3. As a condition of being allowed access to the Internet and the County's electronic mail communication through use of County computers or County means of access, employees acknowledge and consent to monitoring and inspection by the County of employee use of County computers and County means of access including any and all electronic mail communications made or attempted to be made or received by employees and all materials accessed, uploaded, installed, downloaded or transmitted by employees. Employees do not have a reasonable expectation of privacy in connection with their use of County computers, email, and/or County means of internet access.
4. Employees shall not modify, install, upload or download software without County authorization. In particular, employees shall not modify or disable, or attempt to modify or disable, any filtering or blocking software installed in County computers or the County's computer system.
5. Employees shall not use the County's computer network or County means of access to the Internet for any illegal activities, including, but not limited to, "hacking", copyright and license violations and unauthorized access to or unauthorized use of data bases.



7. Because it is impracticable for the County to monitor the County's computer network for improper or illegal activity at all times, employees shall be solely responsible for any improper or illegal activity and/or transaction resulting from the employee's use of the County's computer network. The County does not condone, authorize or approve of use of the County's computer network for any activity which is not related to the operations, programs or activities of the County.
8. Personnel shall not use the County's computer network for personal financial or commercial gain.
9. Use of the County's electronic mail communication, network and access to and use of the Internet on County computers or County means of access to the Internet is a privilege, not a right. Employees who abuse the privilege by engaging in the conduct prohibited in these procedures shall be subject to discipline which may include suspension or loss of the privilege and denial of access to the network, Internet and/or the County's electronic mail communication, and further discipline up to and including dismissal.

B. Use of Electronic Mail (Email) Communication

1. County Email communications shall be used for work purposes only. Employees shall not be allowed to use the County's Email communication for anonymous messages or communications unrelated to the County's operations, programs or activities. Employees shall not use Email communications to create, communicate, repeat or otherwise convey or receive confidential information (the disclosure of which is unauthorized), any message or information which is illegal, indecent, obscene, harmful to minors, inappropriate for minors, child pornography, defamatory, likely to constitute harassment of another staff member, patron or any other individual, likely to cause disruption in the County, or is otherwise inconsistent with the County's mission.
2. Employees shall respect the privacy rights of others and shall not attempt to access any Email communications not directed to them or intended to be received by them.

C. Consequences of Improper or Prohibited Use of County Computers or County Means of Access to the Internet

Improper or prohibited use of County computers or County means of access to the Internet will result in discipline up to and including dismissal. Criminal conduct will be referred to law enforcement authorities.



SOCIAL MEDIA POLICY

7.3

Social Media is defined as: blogs, other types of self-published online journals, and collaborative Web-based discussion forums including, all social media sites. but not limited to, LinkedIn, Facebook, Instagram, Snapchat, and Twitter.

Rules and Guidelines

I. General Rules and Guidelines

The following rules and guidelines apply to the use of social media, whether such use is for the County on work time, for personal use during nonworking time, outside the workplace or during working time while using County owned equipment. (Using County equipment to access social media sites for personal use is also governed by the Communications Systems/E-mail Policy. Employees should also refer to this policy before accessing such sites via the County's equipment). These rules and guidelines apply to all employees.

1. Employees are prohibited from discussing confidential matters through the use of social media such as medical and legal information of clients, patients, customers, or members of the public who use the County's services.
2. Employees who use social media and reference themselves in any way, directly or indirectly, as employees of the County are prohibited from using social media to harass, threaten, libel or slander, bully, defame, or discriminate against co-workers, managers, members of the public, clients, vendors or suppliers, any organizations associated or doing business with County, including Web site visitors who post comments. The County's anti-harassment and EEO policies apply to use of social media in the workplace.
3. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with co-workers.

II. Employer-Sponsored Social Media

County-sponsored social media is used to: convey information about the County's services; provide updates to members of the public; obtain feedback, exchange ideas or trade insights about important trends; reach out to potential new members of the public who might need information about the County's services.

All such County-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

1. Only employees designated and authorized by the County can prepare content for or delete, edit, or otherwise modify content on employer sponsored social media.



2. Employees cannot post any copyrighted information where written reprint permission is not obtained in advance.
3. Designated employees are responsible for ensuring that the employer sponsored social media conform to all applicable County rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates employer's EEO and/or anti-harassment policies.

III. Personal Use of Social Media

The following rules and guidelines, in addition to the rules and guidelines set forth in section 1 above, apply to employee use of social media on the employee's personal time.

1. Employees should abide by the County's communication and E-Mail Policy concerning personal use of the County's computer and related equipment.
2. Employees who utilize social media and choose to identify themselves as employees of the County may not identify themselves as a spokesperson for the County. Accordingly, employees are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of the County or of any person or organization affiliated or doing business with the County.
3. Employees should respect all copyright and other intellectual property laws. For the County's protection, as well as your own, it is critical that you show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including Employer's own copyrights, trademarks, and brands.

IV. Employer Monitoring

The County reserves the right to monitor employees' public use of social media including but not limited to statements/comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums.

Employees should have no expectation of privacy while using County equipment and facilities for any purpose, including the use of social media. The County reserves the right to monitor, review, and block content that violates County's rules and guidelines.

V. Violations

The County will investigate and respond to all reports of violations of the County's rules and guidelines or other related policies. Employees are urged to report any violations of this policy to Human Resources. A violation of this policy may result in discipline up to and including termination of employment.



Vehicle Policy

7.4

It is the intent of LaSalle County to have all its employees carry out their assigned jobs safely and efficiently. This includes tasks that require the use of a motor vehicle whether owned by the employee or by the County.

Each Department Head has the responsibility to see that all vehicle accidents, whether involving a County or personal vehicle being used for County business, are reported promptly. They are also required to cooperate fully in the investigation of all accidents with the proper authorities and with the County's claim service representatives. Passengers in a County vehicle being used for personal business are NOT covered by the County's insurance policy.

Driver's License Evaluation

Motor Vehicle Records (MVR) will be obtained at the time of hire and annually thereafter for all employees who operate vehicles, personal or County owned. A copy of the MVR will be maintained in the employee personnel file. An employee with an unacceptable driving record may be restricted from driving.

Human Resources will annually provide a blank copy of the Driving Violation and Review Record and a copy of the Motor Vehicle Safety section of the LaSalle County Safety Policies and Procedures Manual to all employees that operate vehicles for the County. Each employee is required to complete and sign prior to the Motor Vehicle Record Check.

All employees with driving responsibilities must possess a current, valid driver's license with proper endorsement for all vehicles they may operate. The same employees are required to advise their direct supervisor or the Department Head of any driving citations or motor vehicle accidents immediately or the next working day. At the discretion of the Human Resource Director, upon notification of an employee traffic violation or involvement in a *preventable* vehicle accident, an MVR may be obtained.

No new employee shall be assigned to operate County vehicles until they have demonstrated competency in operating said vehicle.

Vehicle Inspection

At a minimum of once each year, all County owned/leased vehicles must complete an inspection with a certified automotive mechanic. The inspection will cover, at a minimum, the following items: engine oil and filter replacement, battery terminal cleaning, light inspection, air filter replacement, and radiator, battery and transmission fluid levels and brakes. The Department Head is responsible for ensuring all inspections are scheduled and completed. Should a vehicle fail an inspection, the vehicle will be removed from service until all repairs are completed.

Department Heads shall advise employees that it is the employee's duty to keep their personal vehicle in safe operating condition and properly maintained at all times if it is used for County business.



Department Heads shall verify that all County vehicles which were originally equipped with seat belts by the manufacturer shall have seat belts and that they are in good condition. Employees are REQUIRED to use seat belts while operating vehicles for County business.

Vehicle Maintenance

Department Heads should see that all employees who regularly drive County owned vehicles report any defects which become apparent. Department Heads should see that needed repairs are made to correct reported defects. The vehicle will be taken out of service until serious defects are corrected.

Defensive Driver Training

All employees with driving responsibilities are required to complete the National Safety Council (DDC4) defensive driver training course within the first 3 months of hire, then complete every 3 years, thereafter. The training is offered at no cost to the employee.

County Vehicle Use

Prior to being assigned a County owned vehicle, with the intent of allowing an employee to drive the vehicle to and from work duties, the employee must pass a driver's license evaluation and agree to allow a motor vehicle record check to be conducted annually by Human Resources.

It is the policy of LaSalle County that vehicles provided for employees be used *only* for county business.

Insurance for Personal Vehicles

The County *does not* provide automobile insurance for non-owned vehicles whether or not they are used for County business. Employees using their own vehicles on County business *must provide their own insurance* on that vehicle.

Department Heads have the responsibility to verify annually that employees who are using their own vehicles for County business carry automobile insurance at the Illinois minimum requirements.

Accident Reporting

A police agency shall be called to the scene for every accident involving a County employee, on County business, using a County vehicle. The agency handling the accident should be requested to make out a police report. A copy of this report must be forwarded to Human Resources.

Accidents occurring while on County business with vehicles not owned by the County should be reported to the driver's own insurance company following the procedures of that company. A copy of the report must be sent to Human Resources in order to protect the interests of the County.

*Reference guidelines of authorized use – LaSalle County Safety Policy and Procedures Manual



Building Access

7.5

The following policy outlines security measures specifically designed to govern access control to the LaSalle County Governmental facilities. This policy applies compliance and established protocol to minimize the risk associated with intentional or unintentional acts or breaches of access against LaSalle County.

In order to effectively manage Access Control to LaSalle County Government facilities and to protect the safety of all employees and the visiting public, the following procedures are in place:

1. All personnel shall be issued a Badge ID and Key Fob or Door Access Card if they are assigned to a work area within a County facility that maintains locked door accesses. The ***Electronic Proximity Card/Key Fob Control Policy*** outlines the procedures regarding issuance.
2. The Sheriff's Department is the administrator of the Door Access control system in the Government Complex; The Circuit Clerk's Office administers a door access system within their specific department areas of the Downtown Courthouse. The Highway Department and Nursing Home administer door access systems internally.
3. Building control in facilities not maintaining locked door accesses are monitored by Court Security.
4. The Sheriff's Department and Court Security are notified of all terminations of employees that are of a concerning nature. The Sheriff's Department may assist in security measures relating to employee escorts at the time of termination, collection of facility keys and deactivation of assigned access cards.

Business Travel, Mileage and Meals

7.6

This policy outlines procedures and expectations for travel, mileage and meals approval and submittal for payments and/or reimbursements.

An employee will be reimbursed for authorized related expenses incurred while traveling on previously approved County business. All travel must have the approval of the employees' Department Head. All travel, when expenses are expected to be at or over \$600.00, must have the approval of the employee's Department Head and the Full County Board.

Normal commuting expenses from the employee's residence to the work location are not considered travel and will not be reimbursed.



Employees traveling on County business are expected to maintain a high level of professionalism and courtesy.

Guidelines:

Conference registrations – Once approved, an employee attending a conference, seminar, workshop, etc. is responsible for registering for the event. A conference agenda must be attached to each Employee Expense report that is submitted which includes conference-related meals and/or mileage reimbursement. The committee minutes approving conference attendance should also be attached to the voucher.

Employees shall avoid paying for registrations with their own money and then requesting reimbursement from the County, it is preferred that invoice billing be issued for conference registrations. When possible the employee shall take advantage of early registration discounts.

Lodging – When claiming lodging expenses, the County will only reimburse or pay for lodging; expenses such as movies, room service, spa/health club fees, phone calls, etc. are the employee's responsibility.

Meal Expenses – LaSalle County adopts the current IRS Rates for meal and incidental expenses. Meals and Incidental expenses will be reimbursed when attending seminars, job training, conference or conventions that have been pre-approved by the appropriate committee/department head; additional reimbursement for meals which are included in conference registration fees are not an eligible expense and will not be reimbursed.

Mileage – When traveling on approved business pertaining to the County, the employee is allowed mileage at the rate published by the IRS for each mile traveled unless otherwise deemed not applicable due to a statute, resolution or ordinance.

Reimbursements for mileage must include a Mapquest trip accounting for mileage to be attached to the expense report or the voucher of trip and submitted.

The Internal Revenue Service (IRS) follows the Five "Ws" for proper substantiation for actual travel receipts. The following information must be included on all receipts and/or vouchers relative to travel.

1. **Who?** Please indicate the names of all persons included in the travel reimbursement.
2. **Why?** Please include the nature of or reason for travel in the description area on the voucher.
3. **Where?** This is typically included on meal receipts, for mileage we need to know the destination.
4. **What?** This is included on meal receipts, for mileage we'll need documentation of the miles driven.
5. **When?** Please ensure the date and time on the receipt coincides with approved travel eligible for reimbursement.

All travel documentation should be submitted on one voucher when possible.



Section 8. Employee Conduct

Ethics Policy

8.1

It is the policy of LaSalle County to establish guidelines for ethical standards of conduct and to maintain a workplace that is in conformance with applicable laws and government regulations. Due to the responsibilities held by County employees and the nature of the positions, employees are subject to public comment, both positive and negative, for personal conduct.

Employees are subject to the County Ethics Ordinance with provides as follows:

ARTICLE 1 DEFINITIONS

Section 1. For purposes of this ordinance, the following terms shall be given these definitions:

Campaign for elective office means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

Candidate means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election.

Collective bargaining has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 3 1513).

Compensated time means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence.

Compensatory time off means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

Contribution has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 519-1.4).

Employee means a person employed by the Employer, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.



Employer means the following elected officials of LaSalle County: the Auditor, Coroner, County Clerk, Recorder, Sheriff, and Treasurer, with respect to the officers and employees of their respective offices. Employer also means the LaSalle County Board as co-employer of all the foregoing employees and as sole employer with respect to the officers and employees not under the authority of any elected official. This Ordinance does not apply to the following elected officials or their officers and employees: Judges of the Thirteenth-Judicial Circuit, the Clerk of the Circuit Court, and the State's Attorney.

Gift means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

Leave of absence means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

Officer means a person who holds, by election or appointment, an office created by the Illinois Constitution, Illinois statute or County ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

Political activity means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

Political organization means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

Prohibited political activity means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.



- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (10) Preparing or reviewing responses to candidate questionnaires.
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (12) Campaigning for any elective office or for or against any referendum question.
- (13) Managing or working on a campaign for elective office or for or against any referendum question.
- (14) Serving as a delegate, alternate, or proxy to a political party convention.
- (15) Participating in any recount or challenge to the outcome of any election.

Prohibited source means any person or entity who:

- (1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
- (2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
- (3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
- (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.



ARTICLE 2 PROHIBITED POLITICAL ACTIVITIES

Section 2. Prohibited political activities,

- (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Employer in connection with any prohibited political activity.
- (b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).
- (c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
- (d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.
- (e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 3 GIFT BAN

Section 3-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 3-2. Exceptions. Section 10-1 is not applicable to the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.



(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75.00 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intragovernmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.00.



Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 3-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 4 PENALTIES

Penalties will be applied in accordance with 5 ILCS-420 Ethics Act.

In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally or knowingly violates any provision of Article 2 or Article 3 of this Ordinance is subject to discipline up to and including discharge.

ARTICLE 5 MISCELLANEOUS

Section 5: In the event that any provision of this Ordinance or any part or application thereof to any person or circumstance, is for any reason held to be unconstitutional or otherwise invalid or ineffective by any court of competent jurisdiction on its face or as applied, such holding shall not affect the validity or effectiveness of any of the remaining provisions of this Ordinance or any part or application thereof to any person or circumstance of said provision as applied to any other person or circumstance



Fraud, Waste & Abuse Prevention Policy

8.2

LaSalle County recognizes the importance of protecting its taxpayer-funded programs and services from fraudulent, wasteful, and unethical activities. Therefore, it is incumbent upon the County to establish a Fraud, Waste, and Abuse Prevention Policy and to clearly communicate this policy to County employees, vendors, clients, and taxpayers. Annual training will be provided to all Employees, Department Heads, Elected Officials, and County Board Members.

Article 1

Application of Policy

This policy applies to any fraud, waste or abuse (or suspected fraud, waste or abuse) involving Employees, Department Heads, Elected Officials and County Board Members, as well as consultants, vendors, contractors, and any other parties with a business relationship with LaSalle County.

Article 2

Definitions of Fraud, Waste and Abuse

Fraud is defined as an intentional deception, misappropriation of resources or the manipulation of data to the advantage or disadvantage of a person or entity. Some examples of fraud include but are not limited to:

- Theft of funds (currency, checks, or other negotiable instruments).
- Falsification of expenses, time records or invoices
- Unauthorized use or misuse of property, equipment or records.
- Alteration or falsification of records.
- Theft or unauthorized removal of property or records.
- Willful destruction or damage of property or records.
- Neglecting or subverting job responsibilities in exchange for an actual promised reward.
- Serious abuse of employee time (unauthorized time away from work or excessive use of work time for personal or outside business).
- Knowingly providing false information on job applications
- Knowingly providing false information on bids or request for funding
- Collusion with any other person or entity in the adjustment of grievances.

Waste – Intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of resources owned or operated by the County to the detriment or potential detriment of the organization. Waste also include incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls. Specific examples of waste include but are not limited to:

1. Unnecessary spending to purchase items including:
 - a. Unneeded items that have no business purpose.
 - b. Purchases at inflated prices.
 - c. Overstocking inventory.
 - d. Replacing functional items without cause.
2. Unnecessary use of resources including:
 - a. Wasteful use of government property or equipment.
 - b. Performing unnecessary work.
 - c. Wasting energy including electricity and fuel.
3. Mismanagement of resources.



- a. Failure to reuse or recycle major resources.
- b. Improper disposal of property or hazardous materials.

Abuse – Excessive improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the County; or extravagant or excessive use so as to abuse one's position or authority. Specific examples of abuse include but are not limited to:

1. Minor County time misuse, such as unauthorized work absence or conducting personal business, including:
 - a. Taking long lunches or excessive breaks.
 - b. Arriving to work late or leaving early, not working a complete work day.
 - c. Failing to report leave for absences.
 - d. Conducting secondary employment activity during work hours (such as selling products, preparing tax returns, selling real estate, scheduling or receiving deliveries).
 - e. Conducting significant personal business during work hours.
2. Improper personal use of County resources, including:
 - a. Using government vehicle for commercial purposes, personal gain, or advancing or inhibiting religious beliefs or political positions.
 - b. Using government equipment, computer, email, services, materials or supplies for commercial purposes, personal gain, or advancing or inhibiting religious beliefs or political positions.
 - c. Failure to report damage to government property or equipment.
 - d. Unnecessary travel or conference attendance.
 - e. Inflated travel or expense reimbursement.
 - f. Receiving favors for awarding contracts to certain vendors.
 - g. Using one's position to gain an advantage of another resident when conducting personal business with the government.
3. Unfair hiring, promotion, severance practices including:
 - a. Pre-selection of candidates.
 - b. Selection of unqualified candidates.
4. Intentionally circumventing or overriding policy, procedure or internal controls without appropriate justification or approval.

Article 3

Background

Some "red flags" of fraud are:

1. Changes in an employee's lifestyle, spending habits or behavior
2. Poorly written or poorly enforced internal controls, procedures, policies or security
3. Irregular/unexplained variances in financial information
4. Inventory shortages
5. Failure to take action on results of internal/external audits or reviews
6. Unusually high expenses or purchases
7. Frequent complaints from customers
8. Missing files
9. Ignored employee comment concerning possible fraud

Perpetrators of fraud typically live beyond their reasonable available means. Other indicators of fraud include: the borrowing of small amounts of money from co-workers, collectors or creditors appearing at the place of business, excessive use of telephone to stall creditors, falsifying records, refusing to



leave custody of records during the day, working excessive overtime, refusing vacations and excessively rewriting records under the guise of neatness.

The following internal controls help prevent fraud:

1. Adherence to all organizational procedures, especially those concerning documentation and authorization of transactions
2. Physical and logical security of assets such as locking doors, firewalls, password protection and restricting access
3. Proper training of employees
4. Independent review and monitoring of tasks
5. Separation of duties so that no one employee is responsible for a transaction from start to finish
6. Clear lines of authority
7. Conflict of interest statements that are enforced
8. Rotation of duties in positions more susceptible to fraud
9. Ensuring that employees take regular vacations
10. Regular independent audits of areas susceptible to fraud

Article 4

Reporting Fraud, Waste or Abuse

Suspicious of fraud, waste or abuse including but not limited to illegal acts, such as theft, fraud, kickbacks, price fixing, or conflicts of interest by county employees, officials or its contracts should be reported to the State Attorney in writing. Send completed forms to:

Sheriff - Personal and Confidential, LaSalle County - 707 E Etna Road, Ottawa, IL 61350

Chairman of the Board - Personal and Confidential, LaSalle County - 707 E Etna Road, Ottawa, IL 61350

State Attorney - Personal and Confidential, LaSalle County - 707 E Etna Road, Ottawa, IL 61350

Please describe your concern in detail. Provide the names of all individuals involved, including other witnesses. Give the dates and times the incident(s) occurred and where it happened. State whether there is any supporting documentation such as license plate numbers, invoice numbers, transaction numbers, case numbers, check numbers or other document numbers.

To provide opportunities for employees and citizens to report allegations of fraud, waste and abuse, LaSalle County shall administer a telephone hotline and website through which employees and residents of LaSalle County may report anonymously any incident of fraud, waste and abuse.

The Chairman of the Board, Sheriff and State's Attorney shall be the only individuals with access to the reports from the hotline and shall meet every month, at a minimum, to review the reports from the hotline and other fraud correspondence and determine action on each tip. A monthly report shall be presented to the full board detailing the types of tips and any other non-confidential information.

Article 5

Expectations

All /Department Heads/Employees/ should practice the following as it applies to their job:

1. Know the fraud-related exposures in your area.
2. Know the symptoms or indicators of fraud.
3. Put in place methods to identify wrongdoing
4. Make sure transaction you personally approve are not fraudulent.
5. Monitor for frauds which only you are in a position to detect.
6. Question and challenge the unusual.
7. Set an example of honest and ethical behavior by personal example and by not tolerating dishonest or unethical behavior in others.
8. Strive to prevent fraud by minimizing the exposures and reducing the opportunities and temptation.
9. Never inappropriately subordinate the needs of the organization to your own needs.
10. Recognize and respond to increased exposures.
11. Do not seek to achieve goals through dishonest or unethical means, and do not tolerate such behavior from others.
12. After a fraud, initiate corrective action to reduce the risk that fraudulent activity will recur.
13. Take appropriate disciplinary action.
14. Immediately refer suspected wrongdoing to the Chairman of the Board, Sheriff, State's Attorney or your supervisor for investigation.
15. Encourage other employees to be vigilant in reporting suspected wrongdoing.
16. Do the right thing.

Article 6

After Fraud, Waste or Abuse Is Reported

State's Attorney – The State's Attorney will serve as one of three (3) offices that will log all Fraud, Waste and Abuse allegations received and evaluate if conditions warrant; a special project investigation, referral or consultation of matter with the related County department, referral to another entity or jurisdiction, insufficient information to initiate an action, or no action required.

Sheriff – The Sheriff will serve as one of three (3) offices that will log all Fraud, Waste and Abuse allegations received and evaluate if conditions warrant; a special project investigation, referral or consultation of matter with the related County department, referral to another entity or jurisdiction, insufficient information to initiate an action, or no action required.

Chairman of the Board – The Chairman of the Board will serve as one of three (3) offices that will log all Fraud, Waste and Abuse allegations received and evaluate if conditions warrant; a special project investigation, referral or consultation of matter with the related County department, referral to another entity or jurisdiction, insufficient information to initiate an action, or no action required.

Record Security – A successful audit/investigation can only be performed if the documentation relating to an alleged fraud is available for review in its original form. Therefore, once a suspected fraud is reported, Department Heads/Elected Officials shall take immediate action to prevent the theft, alteration, or destruction of relevant records. Such actions include, but are not necessarily limited to, removing the records and placing them in a secure location, limiting access to the location where the records currently exist, and preventing the individual suspected of committing the fraud from having access to the records. The records must be adequately secured until the State Attorney obtains the records to begin the investigation.

Employee Policy Handbook



Contacts/Protocols – After an initial review and a determination, directed by the Chairman of the Board, State’s Attorney and Sheriff, that the suspected fraud warrants additional investigation, the State’s Attorney shall notify Human Resources of the allegations. The State’s Attorney will coordinate the investigation with the appropriate law enforcement officials and shall report its investigative findings in a confidential memorandum report to the Chairman of the Board and the Sheriff. If the report concludes that the allegations are founded, the report shall be copied to Human Resources and the County Board. These reporting requirements may be deferred at the sound discretion of the State’s Attorney if he/she determines that such reporting may interfere with an active criminal investigation.

Personnel Action – If a suspicion of fraud is substantiated by the State’s Attorney, in addition to possible criminal charges, disciplinary action shall be taken in conformance with the County’s personnel policies and any applicable collective bargaining agreements. A false and vindictive allegation of fraud is a violation of this policy. Violations of this policy may result in disciplinary actions up to and including termination.

Retaliation (Whistleblower protection) – It is a violation of this policy to discriminate against any individual for their reporting, cooperation, testimony, participation, or other activities related to a fraud, waste or abuse investigation. This includes threatening, attempting, taking, or directing others, on any reprisal or personnel action. Reckless accusations of fraud waste, or abuse that an employee or citizen knew, or should have known were false or malicious are not protected.

Whistleblower reprisal complaints should be filed with the Fraud, Waste and Abuse Hotline and describe the:

1. Related original fraud, waste or abuse allegation or investigation
2. Retaliatory action taken or withheld and
3. Responsible person(s) performing and/or directing the retaliation.

Appropriate Dress, Uniforms and Safety Equipment **8.3**

It is the policy of LaSalle County to require employees in certain positions to wear work uniforms and utilize safety equipment in order to provide a safe and efficient work environment for all employees. Those employees not holding positions of such may be instructed to follow specific office procedures in their assigned department regarding the expectation of proper clothing attire.

Employees are, at all times during the course of their employment, representing LaSalle County. As such, employees are expected and required to dress in a manner appropriate and safe for their work environment and to the type of work performed, and to maintain acceptable levels of grooming and personal hygiene.

Safety equipment, otherwise known as Personal Protective Equipment (P.P.E.) is determined by the department and scope of work; Department Heads will determine the required safety equipment needed and communicate that accordingly to their staff. There may be occasion for departments to work in conjunction with the Safety Coordinator and Loss Control Consultant to determine those needs and best equipment options available.



Identity Protection

8.4

I. INTRODUCTION AND IDENTIFICATION OF ACT

This Identity-Protection Policy is adopted pursuant to the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.* All County offices, employees, and agents shall comply with the Identity Protection Act and this Policy at all times.

II. DEFINITIONS

The following words shall have the following meanings when used in this Policy.

“Act” means the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.*

“Board” means the County Board and elected members.

“County” means LaSalle County.

“Person” means any individual in the employ of the County.

“Policy” means this Identity-Protection Policy.

“Publicly post” or “publicly display” means to intentionally communicate or otherwise intentionally make available to the general public.

“Redact” means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.

“SSN(s)” means any Social Security number provided to an individual by the Social Security Administration.

“Statement of Purpose” means the statement of the purpose or purposes for which the County is collecting and using an individual’s SSN that the Act requires the County to provide when collecting a SSN or upon request by an individual.

III. STATEMENT OF PURPOSE

The County shall provide an individual with a Statement of Purpose anytime an individual is asked to provide the County with his or her SSN or if an individual requests it.

IV. PROHIBITED ACTIVITIES

(a) Neither the County nor any Person may:

1. Publicly post or publicly display in any manner an individual’s SSN.
2. Print an individual’s SSN on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.

Employee Policy Handbook



4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the SSN to be on the document to be mailed. Notwithstanding the foregoing, SSNs may be included in applications and forms sent by mail, including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed pursuant to this paragraph will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.
- (b) Except as otherwise provided in paragraph (c) below or unless otherwise provided in the Act, neither the County nor any Person may:
1. Collect, use, or disclose a SSN from an individual, unless: (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the County's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
 2. Require an individual to use his or her SSN to access an Internet website.
 3. Use the SSN for any purpose other than the purpose for which it was collected.
- (c) The prohibitions in paragraph (b) above do not apply in the following circumstances:
1. The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.
 2. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
 3. The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
 4. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
 5. The disclosure of SSNs by a State agency to the County for the collection of delinquent child support or of any State debt or to the County to assist with an investigation or the prevention of fraud.
 6. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

Employee Policy Handbook



VI. LIMITED EMPLOYEE ACCESS TO SOCIAL SECURITY NUMBERS

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs shall first be trained to protect the confidentiality of SSNs. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

VII. EMBEDDED SOCIAL SECURITY NUMBERS

Neither the County nor any Person shall encode or embed a SSN in or on a card or document, including but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the SSN as required by the Act and this Policy.

VIII. APPLICABILITY

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This Policy does not apply to:

1. the collection, use, or disclosure of a SSN as required by State or federal law, rule, or regulation; or
2. documents that are recorded with a county recorder or required to be open to the public under a State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; provided, however, that the County shall redact the SSN from such document if such law, rule, or regulation permits.

IX. AVAILABILITY OF POLICY

County employees who are required to use or handle information or documents that contain SSNs have been provided a copy of this Policy, which each shall maintain at all times. A copy of the Policy is available to all other employees and any member of the public by requesting a copy from: BUSINESS MANAGER 815-436-8812.

X. AMENDMENTS

This Policy may be amended by the County at any time. If the Policy is amended, the County shall file a written copy of the Policy, as amended, with the Board and shall also advise all County employees of the existence of the amended Policy. A copy of the amended Policy will be made available to County employees and the public as set forth in the preceding section above.

XI. EFFECTIVE DATE

This Policy becomes effective April 13, 2011



Rules of Conduct

8.5

LaSalle County is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the County are treated in a respectful and fair manner. Though it is not possible to list all forms of behavior that are unacceptable in the workplace, the following are examples of behavior that would be considered infractions of LaSalle County rules of conduct. Such behavior may result in disciplinary action, up to and including termination of employment. This list is not intended to be exhaustive:

1. Insubordination, refusal or failure to comply with the proper orders of an authorized supervisor or refusal to do work assigned by the authorized supervisor.
2. Theft, willful destruction, or willful neglect resulting in damage to or loss of County property.
3. Personal use of County Property without written permission of department management.
4. Working under the influence of alcohol, marijuana or illegal drugs.
5. Possession, distribution, sale, transfer or use of alcohol, marijuana or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment.
6. Physical Harm/Assault – Assault on or inflicting bodily harm on another employee, supervisor, or member of the public.
 - i. Assault is defined as an indirect or direct threatening or aggressive act or language toward another employee, Supervisor, or member of the public.
7. Sexual or other harassment.
8. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
9. Falsifying County records or reports, including one's time records or the time records of another employee; dishonest, misleading or deceptive conduct.
10. Disregard for safety policies, procedures, reporting requirements or proper use of safety gear, clothing or equipment.
11. Conflicts of Interest, use of employee's position with the County for personal profit or advantage.
12. Illegal Driving, failure to notify management when a license is denied, expired, restricted, suspended or revoked; where a valid driver's license is required in the duties of said position.
13. False Statements – Making intentionally false statements, either verbally or in writing that would impede an official investigation.

Employee Policy Handbook



EMPLOYEE COPY – retain in handbook

This handbook is provided to employees as a guide and is not meant to create a binding contract between the employee and LaSalle County, or a promise or guarantee of continued employment. The information in this handbook is subject to change as LaSalle County updates its policies. Any changes may modify, supersede, or eliminate the policies currently described. Every effort will be made to notify employees of any change in policy through the various communication channels used in LaSalle County. The Human Resources Department will make every effort to issue revised policies, but it is the responsibility of the employee to maintain their individual copy of this document.

Due to statutory requirements, there may be exceptions to the policies, rules and regulations stated in this handbook. Employees who work in an office headed by an elected official with internal control should consult that official for guidance. Employees who work in unionized offices or departments should consult the collective bargaining agreement governing that specific office or department.

All LaSalle County employees are at-will employees and can be terminated at any time unless otherwise prohibited by a written employment agreement or a collective bargaining agreement. The benefits, policies, practices and procedures described herein do not create a protected or enforceable interest and are subject to change, at the discretion of LaSalle County without notice.

I, the undersigned, have received a copy of the LaSalle County Employee Policy Handbook. I have read the contents of the book and I understand that it constitutes a summary of the personnel policies adopted by the LaSalle County Board. I also understand this book and any subsequent written changes made to it are mine to keep as long as I am employed by LaSalle County.

EMPLOYEE'S NAME (PRINT) _____

EMPLOYEE'S SIGNATURE _____

DEPARTMENT / OFFICE _____

DATE _____



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RECEIPT - EMPLOYEE SIGN AND RETURN COPY

PLEASE READ THIS RECEIPT PAGE, THEN SIGN AND RETURN IT TO THE HUMAN RESOURCES DEPARTMENT. KEEP THE SECOND COPY IN YOUR HANDBOOK.

This handbook is provided to employees as a guide and is not meant to create a binding contract between the employee and LaSalle County, or a promise or guarantee of continued employment. The information in this handbook is subject to change as LaSalle County updates its policies. Any changes may modify, supersede, or eliminate the policies currently described. Every effort will be made to notify employees of any change in policy through the various communication channels used in LaSalle County. The Human Resources Department will make every effort to issue revised policies, but it is the responsibility of the employee to maintain their individual copy of this document.

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EMPLOYEE'S NAME (PRINT) _____

EMPLOYEE'S SIGNATURE _____

DEPARTMENT / OFFICE _____

DATE _____



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Appendix

This section will contain forms referenced within the handbook;

Additionally, all Fed/State Employment Law updates occurring within a calendar year will be placed here until incorporated into the body of the handbook.

Policy Statement

Paid Leave for All Workers Act (aka PLAWA)

LaSalle County acknowledges the Illinois Department of Labor's published regulation of the Paid Leave for All Workers Act (PLAWA) effective January 1, 2024.

Full time and Part time employees – eligible for Paid Time off:

LaSalle County provides paid time off benefits for all fulltime and part time eligible employees that meets and/or exceeds the minimum requirements of the Act. (paid time off is inclusive of vacation, sick and personal time earned)

The current provision that meets the requirement is titled ***Personal Leave*** and provides employees the ability to use up to 5 days of leave, which can be used for any reason of the employee's choosing.

Part Time, Temporary and Seasonal workers:

Those who are not eligible for paid time benefits will accrue a pro-rated value for hours worked per week, this accrual will be monitored by the managing department and Human Resources, as stated in this policy.

As used in this policy, "Employer" shall mean County of LaSalle.

This policy is designed to comply with Employer's obligations under the Paid Leave for All Workers Act (hereinafter "PLAWA") (820 ILCS 192/1 et seq.) In the event of any conflict between this policy and the law, the provisions of the law will govern.

Part-time, Seasonal and Temporary employees will earn one (1) hour of PL for every forty (40) hours worked in a 12-month period, up to a maximum of forty (40) hours of PL in a 12-month period.

The 12-month period for purposes of calculating PL shall be the calendar year. Employees shall be permitted to use accrued PL beginning on March 30, 2024 or ninety (90) days after the commencement of their employment, whichever is later.

Employer requires employees to provide seven (7) calendar days' notice of the employee's intent to take PL. If, however, the employee's need to take PL is not foreseeable, the employee must provide notice as soon as is practicable after the employee is aware of the necessity of taking PL.

Employer may deny an employee's request to use PL if granting leave would significantly impact business operations. The following is an illustrative (not exhaustive) list of reasons why requests to use PL may be denied:

- 1) Staffing would fall below minimum levels necessary to provide effective public service;
- 2) Emergency circumstances exist requiring employee attendance;
- 3) Employee absence would hamper Employer's ability to meet critical workflow obligations or deadlines.

An employee is not required to search for or find a replacement worker to cover the hours during which the employee will be on PL. Employees may take PL in increments as small as two (2) hours unless the employee's scheduled work day is less than two (2) hours, in which case, the employee's scheduled work day shall be used to determine the amount of PL taken.

An employee may take PL for any reason of the employee's choosing. An employee is not required to provide Employer with a reason for taking PL. Employer will not require the employee to provide documentation or certification of the reason that PL was taken. An employee may choose whether to use PL under this policy prior to using any other leave provided by Employer or State law.

Employees shall be paid their regular hourly rate of pay for PL.

At the end of a 12-month period, an employee may carry over accrued, unused PL into the next 12-month period. Employees may not carry over more than 80 hours of unused PL. An employee, however, may not use more than 40 hours of accrued PL in a 12-month period.

Employer does not credit PL under this policy to any other employee vacation bank or paid time off (PTO) bank. As a result, in accordance with PLAWA, Employer does NOT compensate employees for accrued, unused PL upon termination or separation from employment.

Employer shall maintain coverage for the employee and the employee's covered family members under any group health plan for the duration of PL at no less than the level and conditions of coverage that would have been provided if the employee had not taken PL.

Nothing in this policy shall be deemed to interfere with, impede, or in any way diminish the right of employees to bargain collectively with Employer through representatives of their own choosing in order to establish wages or other conditions of work in excess of the applicable minimum standards established under this policy.

For employees whose paid leave benefits are set forth in an existing collective bargaining agreement in effect prior to January 1, 2024, the leave provisions of the collective bargaining agreement shall control over conflicting provisions in this policy.

For any collective bargaining agreement entered into on or after January 1, 2024, if the collective bargaining agreement explicitly waives the requirements of PLAWA in clear and unambiguous terms, then the provisions of this policy will not apply to employees subject to such collective bargaining agreement.

If an employee is transferred to a separate division, entity, or location, but remains employed by Employer, the employee is entitled to all PL accrued at the prior division, entity or location and is entitled to use all PL in accordance with this policy.

If an employee is separated from employment with Employer, and is rehired within twelve (12) months of separation from Employer, previously accrued PL that had not been used by the employee shall be reinstated, and the employee shall be entitled to use it at the commencement of reemployment.

In accordance with PLAWA, Employer has posted the Department of Labor notice regarding PLAWA.

Employer will not retaliate against any employee because the employee (1) exercises rights or attempts to exercise rights under PLAWA, (2) opposes practices which the employee believes to be in violation of PLAWA, or (3) supports the exercise of rights of another person under PLAWA.

Employer will not consider the use of PL by an employee as a negative factor in any employment action that involves evaluating, promoting, disciplining, or counting paid leave under a no-fault attendance policy.

LaSalle County Human Resources

707 E Etna Rd Rm 247-249

Ottawa, IL 61350

815-434-8224



Sick Time Donation Form

Employees wishing to donate sick time must have a sick time balance of not less than 240 sick hours after the donation is made.

Please fully complete and sign this form in order to participate in the sick leave donation program. Please send the completed form to Human Resources.

Donor's Name: _____ Date: _____

Department: _____ Phone: _____

Hours of sick time being donated: _____ (Minimum of 8)

Pay period being given: _____

Receiving Employee's Name: _____

Department: _____

Donor's Signature

Process by: _____ Date: _____

Human Resources

LaSalle County Human Resources

707 E Etna Rd Rm 247-249

Ottawa, IL 61350

815-434-8224



Employee Policy Handbook, Section 4.4 - Sick Time, page 33.

- Donation of sick time
 - An employee may submit a request to the HR Department to donate accrued, unused sick time to any County employee. Requests are on a case-by-case basis. The County reserves the right to approve or deny such requests, to limit the number of days donated, and to establish other limitations with respect to donated days.
 - Human Resources will require a signed statement from the donating employee specifying the number of hours to be donated and the name of the receiving employee. Once donated, the days may not be returned to the donating employee.
 - Donations of sick time shall be in one hour increments.
 - An employee receiving donated sick time shall be paid at their regular rate regardless of the rate of pay of the employee donating such leave.
 - Sick time shall be deducted from the donating employee and credited to the receiving employee's leave balance on a bi-weekly basis; donated sick time will not "accrue" in the receiving employee's bank for any type of cash payment or service credit toward IMRF.
 - The receiving employee using donated sick time shall be in active pay status and shall accrue sick time and be entitled to any other benefits they would normally receive. All sick time or other paid leave provided to or accrued by an employee while using donated sick time shall be used in the following pay period first before donated sick time is used.

Family Bereavement Leave Act

Eligible employees of all public employers and private employers with 50 or more employees are entitled to a maximum of 2 weeks (10 workdays) of unpaid leave time in the event of:

- the death of a “covered family member”;
- a stillbirth;
- a miscarriage;
- an unsuccessful reproductive procedure;
- a failed adoption match or an adoption that is not finalized because it is contested;
- a failed surrogacy agreement; or
- a diagnosis that negatively impacts pregnancy or fertility.

A “covered family member” is an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

Employees are entitled to a maximum of 6 weeks of leave if they experience more than one event during a 12-month period.

Employees may use FBLA leave time to:

1. grieve;
2. attend the funeral or alternative to a funeral of a covered family member; or
3. make arrangements necessitated by the death of the covered family member.

FBLA leave time must be completed within 60 days after the date the employee receives notice of the event. Employees must give their employer at least 48 hours’ notice before taking FBLA leave, unless not reasonable or practicable.

Reasonable Documentation of Leave

Employers may require an employee to provide reasonable documentation for FBLA leave.

Documentation may include a death certificate or published obituary.

For leave following a loss or negative diagnosis related to pregnancy, surrogacy, or adoption, employers are not allowed to require an employee to disclose the specific event that qualifies the employee for the leave. Documentation may be provided by a health care practitioner, or an adoption or surrogacy organization, or on the FBLA form available on IDOL’s website.

Coverage

All employers covered by the federal Family and Medical Leave Act (29 U.S.C. 2601 et seq.) must comply with the leave time requirements of the FBLA.

An employee of a covered employer is eligible for FBLA leave if they have worked at least 1,250 hours of service with the employer during the prior 12-month period.

FBLA leave may not be taken in addition to unpaid leave permitted under the Family and Medical Leave Act (FMLA), 29 U.S.C. 2601 et seq., and may not exceed unpaid leave time allowed under the FMLA.

However, nothing prohibits an employer from allowing employees additional leave time in addition to FMLA.

Note on the Child Bereavement Leave Act: Beginning on January 1, 2023, the Child Bereavement Leave Act (CBLA) will be known as the Family Bereavement Leave Act.



Illinois Department of Labor
Conciliation and Mediation Division
160 N. LaSalle St., Suite #C-1300
Chicago, Illinois 60605
312-793-6797

Family Bereavement Leave Act

10(a)(4) Leave Form

FAMILY BEREAVEMENT LEAVE ACT (820 ILCS 154) 10(a)(4) LEAVE FORM

Section 10(a)(4) of the Family Bereavement Leave Act (820 ILCS 154/10(a)(4)) provides eligible employees up to 10 days of unpaid leave time for events related to pregnancy, adoption, and surrogacy. An employer may request reasonable documentation certifying that the employee, the employee's spouse or domestic partner, or the employee's surrogate experienced an event that qualifies for leave under Section 10(a)(4) of the Act; however, an employer *may not* require the employee to identify which category of event the leave pertains to as a condition of exercising rights under the Act. In accordance with 820 ILCS 154/10(d), this form is provided by the Illinois Department of Labor for documentation of 10(a)(4) bereavement leave.

Employee Information (*This section to be completed by employee*)

Employee Name:

Employer Name:

This form is to serve as certification for (*check one*):

☐ Myself

☐ My Spouse / Domestic Partner / Surrogate

CERTIFICATION

Instructions: This section is to be filled out by a health care practitioner or a representative from an adoption or surrogacy organization. Please **do not** indicate which event the individual has experienced.

Certification For:

(Name of Individual)

I, the undersigned, am (*check one*):

☐ A health care practitioner; I treated the above-named individual for a qualifying event under Section 10(a)(4).

☐ A representative from an adoption or surrogacy organization; I worked with the above-named individual related to a qualifying event under Section 10(a)(4).

I certify that the above-named individual experienced a qualifying event under Section 10(a)(4) of the Family Bereavement Leave Act ([Public Act 102-1050](#)).¹

Date Qualifying Event Began: / / (If exact date is unknown, provide approximate
Month Day Year date based on your professional opinion)

Signature of Health Care Practitioner /Representative from Adoption or
Surrogacy Organization

Date

Printed Name

Entity/Organization Name

¹ The following events qualify for bereavement leave under 820 ILCS 154/10(a)(4): (i) miscarriage, (ii) unsuccessful intrauterine insemination or assisted reproductive technology procedure; (iii) failed adoption match or adoption not finalized because it is contested; (iv) failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) stillbirth.

Policy Regarding Consideration of Criminal Convictions

It is the policy of LaSalle County to comply with state and federal law in determining the appropriate course of action when an applicant or employee has been convicted of a crime. In accordance with the Illinois Human Rights Act, unless otherwise authorized by law, LaSalle County shall not use an applicant or employee's conviction record as a basis to: (1) refuse to hire; (2) segregate; (3) discharge; (4) discipline; (5) disqualify; or (6) take adverse action against with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, tenure, or terms, privileges or conditions of employment, unless:

(A) There is a substantial relationship between one or more of the previous criminal offenses and the employment sought or held; or

(B) The granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

When determining whether a "substantial relationship" exists pursuant to paragraph (A) above, LaSalle County will consider whether the employment position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the employment position.

In making a determination under paragraphs (A) and (B) above, LaSalle County will consider each of the following factors:

- (i) The length of time since the conviction;
- (ii) The number of convictions that appear on the conviction record;
- (iii) The nature and severity of the conviction and its relationship to the safety and security of others;
- (iv) The facts or circumstances surrounding the conviction;
- (v) The age of the employee at the time of the conviction;
and
- (vi) The evidence of rehabilitation efforts.

If after considering the mitigating factors set forth in paragraphs (i) through (vi) above, LaSalle County makes a preliminary decision that the individual's conviction record disqualifies the individual, LaSalle County shall notify the individual of this preliminary decision in writing. The notification shall explain that the disqualifying conviction(s) is/are the basis for the preliminary decision and the LaSalle County's reasoning for the disqualification. The notification shall also provide a copy of the conviction history report, if any, and an explanation of the individual's right to respond to the notification before the decision becomes final. The notification shall also advise the individual of their right to provide a response that may include, but is not limited to, evidence challenging the accuracy of the conviction record or evidence in mitigation, such as rehabilitation. LaSalle County shall provide the individual with at least five (5) business days to respond to the notification before it will make a final decision.

LaSalle County shall consider information submitted by the individual before making a final decision. If LaSalle County makes a final decision to disqualify or take adverse action solely or in part due to the individual's conviction record, LaSalle County shall notify the individual in writing that the disqualifying convictions are the basis for the final decision and the employer's reasoning for the disqualification. The employer shall also provide the employee with notice of any existing procedure to challenge the decision or request reconsideration. The employer shall also notify the employee of the right to file a charge with the Department of Human Rights.

For purposes of this policy, "conviction record" means information indicating that a person has been convicted of a felony, misdemeanor, or other criminal offense, placed on probation, fined, imprisoned, or paroled pursuant to any law enforcement or military authority.

Employees or applicants with questions about this policy should contact the Human Resources office.