



Employee Handbook

Policies and Benefits

Approved _____

Resolution _____

The following Handbook is designed to increase awareness and understanding of the employment policies and benefits offered by Lee County to its employees and to encourage uniform administration of these policies and benefits throughout County Departments and functions.



Introduction

Lee County employees strive to serve County residents with the utmost efforts toward professionalism, courtesy, and honesty. The residents of this County employ us as their public servants.

This Employee Handbook outlining employee benefits and policies is designed to promote harmonious employee relations, recognize the meaningful contributions of employees in providing government service, and achieve equitable employment relations throughout the various departments of local government. It is designed to be a working guide for supervisory and staff personnel in the day-to-day administration of our personnel program. These written policies and benefits eliminate the need for personal decisions in matters of County policy. It is the responsibility of each member of management to administer these policies in a consistent and impartial manner. Policies and procedures of the County are subject to modification and further development considering on-going experience. Each member of the staff can assist in keeping our personnel program up to date by notifying his or her supervisor whenever problems are encountered, or improvements can be made in the administration of our policies.

Any amendments and/or revisions adopted by the County Board shall become an integral part of this Handbook and shall be affixed as an appendix. The attachments shall be considered part of this Handbook. The provisions contained herein supersede any conflicting prior practice and procedure not otherwise covered by any other agreement.

Applicability

These policies apply to all Full Time, Part Time, and Short Term or Seasonal employees of Lee County. **Employees represented by a bargaining contract shall first adhere to those policies adopted by their union agreements.**

Savings Clause

If any provision of this Handbook, or any application thereof should be rendered or declared unlawful, invalid, or unenforceable by virtue of any judicial action, or by any existing or subsequently enacted action by the County Board, Federal or State legislation, or by Executive Order, or other competent authority, the remaining provisions shall remain in full force and effect. In such event, the County shall maintain the right to incorporate substitute provisions for those provisions rendered or declared unlawful, invalid, or unenforceable.

Table of Contents

Introduction	2
Section 1 – Governing Principles of Employment	6
1-1 Employment at Will.....	6
1-2 Equal Employment Opportunity.....	6
1-3 Pregnancy Accommodations	7
1-4 Lactation Breaks	8
1-5 Open Door Policy	8
1-6 Non-Harassment and Bullying	8
1-7 Sexual Harassment	10
1-8 Discrimination and Sexual Harassment Notice	11
1-9 Proof of Authorization to Work.....	12
1-10 Genetic Information Non-Discrimination Act.....	12
1-11 Workplace Conduct	12
1-12 Ethics in the Workplace.....	13
1-13 Confidential County Information	14
1-14 Smoke and Tobacco-Free Workplace.....	15
1-15 Controlled Substances and Alcohol Prohibited in the Workplace.....	16
1-16 Whistleblower Policy	17
Section 2 – Employment Policies	19
2-1 Job Postings	19
2-2 Transfers	19
2-3 Background and Reference Checks	19
2-4 Nepotism and Relationships in the Workplace.....	20
2-5 Introductory Period.....	20
2-6 Your Employment Records	21
2-7 Record Retention	21
2-8 Employee Classifications	21
2-9 Seniority.....	22
Section 3 – Compensation	23
3-1 Working Hours and Schedule.....	23
3-2 Timekeeping Procedures	23
3-3 Your Paycheck.....	23
3-4 Overtime	24
3-5 Deferred Compensation Program	25
3-6 Wage Garnishments.....	25
3-7 Safe Harbor Policy for Exempt Employees.....	25
3-8 Longevity Bonus.....	26
3-9 Salary Advances	27
Section 4 – Benefits	27
4-1 Benefits Overview	27
4-2 Eligibility	27
4-3 Paid Holidays.....	28
4-4 Paid Vacations	29
4-5 Paid Personal and Sick Days	30

4-6 Sick Leave to Care for a Family Member	32
4-6 Health Insurance	32
4-7 Workers' Compensation Coverage	33
Section 5 – Leave Policies	35
5-1 Jury Duty Leave	35
5-2 Witness Leave	35
5-3 Disability Leave	35
5-4 Family and Medical Leave	37
5-5 Military Leave	41
5-6 Family Military Leave Act	41
5-7 Family Bereavement Leave	42
5-8 Illinois Family Bereavement Leave Act	42
5-9 School Visitation Leave	43
5-10 Blood Donation Leave	43
5-11 Leave for Domestic, Sexual and Gender Violence	43
5-12 Voting Leave	44
5-13 Voluntary Emergency Workers Leave	44
5-14 Leave of Absence without Pay	44
Section 6 – Administrative Policies	46
6-1 Punctuality and Attendance	46
6-2 Recording and Reporting of Leave	46
6-3 Professional Appearance	47
6-4 Use of Facilities, Equipment, Property, Vehicles, and Intellectual Property	47
6-5 Personal and County-Provided Portable Communication Devices	49
6-6 Remote Work Policy	51
6-7 Business Travel Expenses	52
6-8 Gift Ban	54
6-9 Use of County Issued Credit Cards	55
6-10 Outside Employment	57
Section 7 – Communication Policies	58
7-1 Personal Visits and Telephone Calls	58
7-2 Camera Phones/Recording Devices	58
7-3 Use of Communications and Computer Systems	58
7-4 Solicitation and Distribution	59
7-5 Use of Social Media	60
Section 8 – Standards of Conduct	62
8-1 Discipline and Discharge	62
8-2 Administrative Leave	63
8-3 Dispute Resolution and Complaint Procedures	64
8-4 Performance Review	66
Section 9 – Safety and Security	67
9-1 Safety Policy	67
9-2 Accidents and Injuries	67
9-3 Workplace Violence	68
9-4 Concealed Weapons	69
Section 10 – Employee Separation	71
10-1 If You Must Leave Us	71
10-2 Types of Separation	71



Resignation	71
Retirement.....	72
Involuntary Termination	72
Suspension	73
Dismissal (Termination)	73
10-3 Exit Interviews.....	73
10-4 Continuation of Health Insurance Benefits.....	73
10-5 Unemployment Insurance.....	73
10-6 Social Security/Medicare.....	73
10-7 Illinois Municipal Retirement Fund.....	74
General Handbook Acknowledgment	75
Receipt of Non-Harassment Policy	76
Receipt of Sexual Harassment Policy.....	77

Section 1 – Governing Principles of Employment

1-1 Employment at Will

This Handbook is not meant to constitute a contract of employment between Lee County and the employee, either expressed or implied. As guidelines for employment, these policies are not to be considered as granting employment rights or ensuring continuation of employment to any employee. These policies are subject to unilateral change by the Lee County Board from time to time, based on various needs. All employees not covered by a collective bargaining agreement shall maintain their status as “at will” employees; “at will” meaning employees without a contract governing the terms of employment subject to the provisions contained herein.

1-2 Equal Employment Opportunity

Lee County is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. The County is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Lee County will endeavor to make reasonable accommodations to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let the Department Head, County Human Resource Representative or the County Board Chair know.

Lee County will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on Lee County's operations. If employees wish to request such accommodation, they should contact the Department Head, County Human Resource Representative, or the County Board Chair.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Department Head, County Human Resource Representative, or the County Board Chair. Lee County will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact the Department Head, County Human Resource Representative, or the County Board Chair. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

1-3 Pregnancy Accommodations

In compliance with Illinois law, Lee County will not discriminate against employees because of pregnancy; will engage in a timely, good faith, and meaningful exchange with employees affected by pregnancy, childbirth, or related conditions; and will endeavor to provide a reasonable accommodation unless doing so will impose an undue hardship on the ordinary operation of Lee County business.

Such accommodations may include modifications or adjustments to the work environment or circumstances under which the employee's position is customarily performed, including but not limited to more frequent or longer bathroom, water intake, or rest breaks; private non-bathroom space for expressing breast milk and breastfeeding; seating accommodations or acquisition or modification of equipment; assistance with manual labor, light duty, or a temporary transfer to a less strenuous or non-hazardous position; job restructuring or a part-time or modified work schedule; appropriate adjustment or modifications of examinations or training materials; assignment to a vacant position; or providing leave to recover from childbirth or pregnancy.

Employees will not be required to accept accommodation that they did not request or to which they did not agree, nor will they be forced to take leave if another reasonable accommodation is available.

The employee may be required to provide certification from a health care provider concerning the need for reasonable accommodation to the same extent such a certification is required for other conditions related to a disability. A certification should include:

- medical justification for the requested accommodation(s);
- a description of the reasonable accommodation(s) medically advisable;
- the date the accommodation(s) became advisable; and
- the probable duration of the reasonable accommodation(s).

Lee County will not deny employment opportunities or take adverse employment action against employees if such decision is based on Lee County's need to make a reasonable accommodation, and Lee County will not retaliate against employees who request an accommodation or otherwise exercise their rights under the Illinois Human Rights Act.

The Illinois Human Rights Act is enforced by the Illinois Department of Human Rights ("IDHR"). The charge process for violations of the law can be initiated by contacting the IDHR at any of the offices shown below or by completing the form at <https://www2.illinois.gov/DHR/Pages/default.aspx>.



Chicago Office
100 W. Randolph St., 10th Floor
Intake Unit
Chicago, IL 60601
(312) 814-6200
(866) 740-3953 (TTY)
(312) 814-6251 (Fax)

Springfield Office
535 W. Jefferson Street, 1st Floor
Intake Unit
Springfield, IL 62702
(217) 785-5100
(866) 740-3953 (TTY)
(217) 785-5106 (Fax)

Employees with questions or concerns regarding this policy or who would like to request accommodation should contact the Employee's Manager.

1-4 Lactation Breaks

Lee County provides employees who are nursing with reasonable break time to express breast milk after the birth of a child.

The break time provided must run concurrently with any other break time provided to employees but to the extent the lactation break does not occur during an otherwise unpaid break such time is paid.

Lee County will make reasonable efforts to provide a private location near the employee's work area. Lee County will not retaliate against employees for exercising their rights under this policy.

1-5 Open Door Policy

Open communication is a County policy. Suggestions from employees for the improvement of County services, reduction of costs, improvement of safety or training, or other related plan or programs shall be encouraged.

1-6 Non-Harassment and Bullying

It is Lee County's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

Lee County believes all its employees should be treated with dignity and respect. Lee County promotes a healthy workplace culture where all employees can work in an environment free of bullying behavior. Lee County considers workplace bullying unacceptable and will not tolerate it under any circumstances. The purpose of this policy is to communicate to all employees, regardless

of employee status, including supervisors, managers, department directors, and county board members that Lee County will not tolerate bullying behavior in violation of this policy.

Lee County defines bullying as unwelcome or unreasonable malicious severe behavior that demeans, harms, intimidates, offends, degrades, or humiliates people either as individuals or as a group, whether verbal, physical or otherwise, at the place of work and/or in the course of employment. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior. Under some circumstances the following examples of behavior may constitute workplace bullying. This list is not meant to be exhaustive and is only being offered as examples:

1. Staring, glaring or other nonverbal demonstrations of hostility;
2. Excluding or isolating people from normal work interaction;
3. Excessive monitoring or micro-managing;
4. Work-related harassment (work-overload, unrealistic deadlines, meaningless tasks);
5. Being held to a different standard than the rest of an employee's work group;
6. Consistent ignoring or interrupting of an employee in front of co-workers;
7. Personal attacks (angry outbursts, excessive profanity, or name-calling) and/or spreading rumor, gossip, or innuendo;
8. Public humiliation in any form, belittling, and disregarding opinions or suggestions;
9. Encouragement of others to turn against the targeted employee;
10. Sabotage and/or undermining a co-worker's work product or work performance;
11. Stalking and/or invasion of another person's personal space;
12. Unwelcome touching and/or unconsented-to touching;
13. Unreasonable interference with an employee's ability to do his or her work (i.e. overloading of emails);
14. Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, epithets, unreasonable criticism, and/or excessive supervision;
15. Conduct that a reasonable person would find hostile, offensive, and unrelated to the County's legitimate service and business interests.

If the employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the Department Head, County Human Resource Representative, or the County Board Chair. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the County Board Chair. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level supervisor in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated, and corrective

action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, Lee County will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee feels he or she has been subjected to any such retaliation, he or she should report it in the same way the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

1-7 Sexual Harassment

It is Lee County's policy to prohibit harassment of any employee by any supervisor, employee, customer, or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within Lee County. It is to ensure that at Lee County all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior may include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also may include sexual joking, vulgar or offensive conversation or jokes, commenting about the employee's physical appearance, conversation about one's own or someone else's sex life, or teasing or other conduct directed toward a person because of their gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If the employees feel they have been subjected to conduct which violates this policy, they should immediately report the matter to the Department Head, County Human Resource Representative or the County Board Chair. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact the County Board Chair. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level supervisor in their reporting hierarchy. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, Lee County will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employees feel they have been subjected to any such retaliation, they should report it in the same way a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

Consequences of a Violation

In addition to any and all other discipline that may be applicable pursuant to county policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the county and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the county shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

Consequences for Knowingly Making a False Report

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable county policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official may be guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous, or bad faith allegation.

1-8 Discrimination and Sexual Harassment Notice

In compliance with the Illinois Human Rights Act ("Act"), all employees have the right to be free from unlawful discrimination or sexual harassment. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge.

Reasonable Accommodation

Employees may also have the right to reasonable workplace accommodations based on pregnancy and disability. This means employees may ask for reasonable changes to their job if needed because they are pregnant or disabled.

Retaliation

It is also unlawful for employers to treat people differently because they have reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination.

Reporting Procedures

Aside from the internal complaint process at Lee County, employees may choose to file a charge of discrimination or sexual harassment under the Act with the IDHR. The charge process for violations of the law can be initiated by completing the form at <https://www2.illinois.gov/DHR/Pages/default.aspx> or by contacting the IDHR at IDHR.Intake@illinois.gov, or any of these offices:

Chicago Office
100 W. Randolph St., 10th Floor
Intake Unit
Chicago, IL 60601
(312) 814-6200
(866) 740-3953 (TTY)
(312) 814-6251 (Fax)

Springfield Office
535 W. Jefferson Street, 1st Floor
Intake Unit
Springfield, IL 62702
(217) 785-5100
(866) 740-3953 (TTY)
(217) 785-5106 (Fax)

Employees also can contact the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703.

1-9 Proof of Authorization to Work

United States law requires that all new hires produce original documentation establishing their identity and right to work in the United States, and to complete an USCIS Form I-9 affirming they have a legal right to work in the United States. Documentation must be produced no later than the third day of employment.

1-10 Genetic Information Non-Discrimination Act

The Genetic Information Non-discrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law.

1-11 Workplace Conduct

Lee County endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense, and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in Lee County's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.

2. Stealing, removing, or defacing Lee County property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of Lee County's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening, or disrupting the work of others or other violations of Lee County's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness, or unexcused absences.
10. Gambling on Lee County property.
11. Willful or careless destruction or damage to Lee County assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of Lee County's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of County policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and Lee County reserves the right to impose whatever discipline it chooses, or none, in a particular instance. Lee County will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in each situation. However, Lee County will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

1-12 Ethics in the Workplace

It is Lee County's policy that all employees avoid any conflict between their personal interests and those of Lee County. The purpose of this policy is to ensure that Lee County's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of Lee County.

Prohibited Activities

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

- At no time shall any officer or employee intentionally require any other officer or employee to perform any political activity, as part of that officer's or employee's duties, as a condition of the employment, or during any compensated time off (such as holidays, vacation, or personal time off);
- Preparing, organizing, or participating in any political meeting, political rally or political demonstration, or other political event while on duty or on the County's time is prohibited;
- Soliciting contributions, including, but not limited to, the purchase, selling, distributing, or receiving payment for tickets for any political fundraiser, or political meeting, or other political event while on duty or on the County's time is prohibited;
- 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 while on duty or on the County's time is prohibited;
- Planning, conducting, or participating in a public opinion poll, or survey in connection with a campaign for elective office, or on behalf of a political organization, or for or against any referendum question while on duty or on the County's time is prohibited;
- 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 while on duty or on the County's time is prohibited;
- Any form of campaigning is prohibited while on the County's time or property;
- 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, except as herein stated.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and Lee County.

1-13 Confidential County Information

During work, employees may become aware of confidential information about Lee County. It is extremely important that all such information remain confidential. Any employee who improperly

copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of Lee County may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

1-14 Smoke and Tobacco-Free Workplace

Lee County Seeks to support the Smoke Free Illinois Act (40 ILCS 82/et seq.) and all other applicable rules and regulations that govern smoking in public places. In addition, Lee County recognizes the life-threatening diseases linked to the use of all forms of tobacco. In the interest of the health, safety, and welfare of county employees and citizens of Lee County, smoking and the use of other tobacco products, such as oral tobacco, smokeless tobacco, electronic cigarettes, vaporizers or Juuls shall be prohibited within the interior premises of any County building including private offices, stairwells, corridors, and parking structure; within 30 feet of any entrances, exits, windows that open, and ventilation intakes for any Lee County building; or any vehicle owned, leased or operated wholly or partially by Lee County.

All employees, customers, vendors, and visitors to the premises under County Board jurisdiction regardless of employment status are subject to this policy. This includes all contractors and consultants and/or their employees working in or near the entrances of the buildings.

Guidelines

“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 products. This also includes vaporizers and electronic cigarettes.

These guidelines recognize the detriment of smoking to the smoker and the health hazards of “passive” smoke to the non-smoker.

The use of tobacco products will be permitted in designated areas only, outside of each County building in adherence with local laws and regulations.

“No Smoking” signs or the international “No Smoking” symbol shall be clearly and conspicuously posted at every entrance to each building and vehicle where smoking is prohibited.

Violations

An employee may report any violation to their Department Head or Supervisor.

Violation of these regulations by employees may result in disciplinary action in accordance with Lee County disciplinary guidelines.

The Illinois Department of Public Health, local public health departments, and local law enforcement agencies may assess fines to any employee or person for violating the no smoking provisions of the Smoke Free Illinois Act and all other applicable administrative rules and regulations.

1-15 Controlled Substances and Alcohol Prohibited in the Workplace

To help ensure a safe, healthy, and productive work environment for our employees and others, to protect Lee County property, and to ensure efficient operations, Lee County has adopted a policy of maintaining a workplace free of controlled substances and alcohol. This policy applies to all employees and other individuals who perform work for Lee County.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on Lee County premises, while on Lee County business (whether or not on Lee County premises) or while representing Lee County, is strictly prohibited. Employees and other individuals who work for Lee County also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns. Employees and other individuals who work for Lee County also are prohibited from reporting to work or working while they are using or under the influence of marijuana, regardless of whether the marijuana is legally permitted for recreational use or prescribed for medical use.

Lee County maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any Lee County employee, including themselves.

Testing

- **Reasonable Suspicion:** Employees are subject to testing based on observations by a supervisor or evidence of apparent workplace use, possession, or impairment. The Department Head or County Human Resource Representative must be consulted before sending an employee for reasonable suspicion testing. Reasonable suspicion can be defined as a belief, based on behavioral observation or other evidence, sufficient to lead a prudent or reasonable person to suspect an employee is under the influence. Examples could include, but are not limited to, slurred speech, erratic behavior, decreased motor skills, or other such traits. Circumstances, both physical and psychological, should be given consideration.
- **Post-Accident:** Employees may be subject to testing when they cause or contribute to accidents that seriously damage a County vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.
- **Follow-up:** Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge, depending on the circumstances and the employee's work history/record. Lee County may offer an employee who violates

this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete his or her rehabilitation program or tests positive after completing the rehabilitation program, he or she will be subject to immediate discharge from employment.

Consequences

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense a controlled substance in violation of this policy will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test.

Inspections

Lee County reserves the right to inspect all portions of its premises for controlled substances, alcohol, or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal controlled substances, alcohol, or other contraband. Employees who possess such contraband and refuse to cooperate in such inspection are subject to appropriate discipline up to and including discharge.

Crimes Involving Drugs

Lee County prohibits all employees from manufacturing, distributing, dispensing, possessing, or using a controlled substance in or on county premises or while conducting county business. Employees are also prohibited from misusing legally prescribed or over the counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

1-16 Whistleblower Policy

The County strives to conduct its business with the utmost integrity and in strict accordance with all applicable federal, state, and local laws. Accordingly, employees are encouraged to immediately or as soon as practical, report any improper actions, including violations of federal, state, or local laws, committed by County employees or its officials to the Lee County State's Attorney.

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. Employees making good faith complaints or reports that are covered by this policy shall not be subjected to retaliation. 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 must contact the Lee County State's Attorney. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

The goal of this whistleblower policy is to keep the confidentiality of the employee and protect said employee against retaliation. Where possible, the confidentiality of the employee will be maintained unless the employee's 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.

Improper actions are actions undertaken by any employee in the performance of his or her official duties which include, but are not limited to, actions that:

- are in violation of any federal, state, or local laws;
- constitute an abuse of authority;
- create a substantial and specific danger to the public health or safety of the County, its residents, employees and guests;
- grossly waste public funds;

Improper actions do not include common personnel actions, such as the processing of grievances, decisions regarding hiring, promotion, firing, and other discipline, or alleged violations of labor (collective bargaining) agreements, employment contracts, or policies or procedures set forth in the County's Handbook.

All reports of illegal and dishonest activities or actions that may be in violation of this policy will be promptly submitted to the Lee County State's Attorney to allow for an investigation into the matter and to recommend and coordinate any corrective or disciplinary action that may be taken against persons violating this policy. All investigations into any conduct that has allegedly violated this policy shall be conducted in a timely manner and without unnecessary delay.

Section 2 – Employment Policies

2-1 Job Postings

The County encourages promotion from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above entry level. This policy outlines the job posting program which is in place for all employees.

To be eligible to apply for an open position, employees must meet the following requirements:

- be a current, regular, full-time or part-time employee;
- have been in current position for at least six (6) months;
- maintain a performance rating of satisfactory or above;
- not be on conduct/performance-related probation or warning;
- meet the job qualifications listed on the job posting; and
- provide their current supervisor with notice prior to applying for the position.

If employees find a position of interest and they meet the eligibility requirements, an application must be completed to be considered for the position.

Not all positions are guaranteed to be posted. Lee County reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

2-2 Transfers

The County may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements.

A Lee County Employee from one office of County government (within Lee County) who transfers into a different office (within Lee County) shall have prior County service transferred; however, the employee shall be considered a new introductory employee within the department for a period of six (6) months from the date of transfer, with introductory procedures to apply.

2-3 Background and Reference Checks

To ensure that individuals who join Lee County are well qualified and to ensure that Lee County maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to Lee County. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. All background checks are initiated with the use of a completed Standard Release

Form signed by the applicant and the Department Head. Background checks will include a criminal record check, a driving record and credit report administered by the Lee County Sheriff's Department.

Reports are kept confidential and are only viewed by individuals involved in the hiring process. Background check reports are retained by the Department Head in a secure file system for the duration of five (5) years.

If information obtained in a background check would lead Lee County to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy.

2-4 Nepotism and Relationships in the Workplace

Lee County wants to ensure that county practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion, and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of Lee County. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. Lee County generally will attempt to identify other available positions, but if no alternate position is available, Lee County retains the right to decide which employee will remain with Lee County.

Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, daughter, brother, sister, son-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

2-5 Introductory Period

The first six (6) months of employees' employment is an introductory period for employees classified as Full-Time, Part-Time-I and Part-Time-II. This is an opportunity for Lee County to evaluate the employee's performance. It also is an opportunity for employees to decide whether they are happy being employed by Lee County. Lee County may extend the introductory period if it desires. Completion of the introductory period does not alter the employee's at-will status.

No matter concerning the disciplining of an introductory employee shall be subject to the complaint and arbitration procedures. An employee in an introductory period shall have no seniority until completion of the introductory period, after which he or she shall acquire seniority retroactive to his or her initial date of hire.

In the event employment is terminated by either the employee or the County Department during the introductory period, any accrued benefits, leave time, etc. will be lost.

An introductory employee shall receive evaluations from his or her Supervisor during the introductory period. After six (6) months on the job, the Supervisor will issue a formal, written evaluation of the introductory employee's performance. Any introductory employee may be discharged without notice and without recourse at any time during the introductory period.

2-6 Your Employment Records

To obtain their position, employees provided us with personal information, such as address and telephone number. This information is contained in the employee's payroll file.

The employee should keep his or her personnel file up to date. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach the employee in a crisis could cause a severe health or safety risk or other significant problem.

2-7 Record Retention

Lee County acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Lee County and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the State's Attorney to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving Lee County that may have an impact on record retention protocols.

2-8 Employee Classifications

For purposes of this handbook, all Lee County employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at 37.5 – 40 ~~least 40~~ hours per week who were not hired on a short-term basis. While the hours of work scheduled weekly are not guaranteed and may vary, the employee shall maintain Full-Time status so long as he or she works such hours on a regular basis.

Part-Time-I Employees - Employees who regularly work 30 hours or more per week but less than 37.5 ~~40~~ hours, who were not hired on a short-term basis. While the employee may at times be scheduled to work more or less than such hours during a workweek, Part-Time-I status shall be maintained so long as he or she works 30 hours or more and less but less than 37.5~~40~~ hours on a regular basis.

Part-Time II Employees – Employees who regularly work less than 30 hours per week who were not hired on a short-term basis. While the employee may at times be scheduled to work more or

less than such hours during a week, Part-Time-II status shall be maintained so long as he or she works less than 30 hours on a regularly scheduled basis.

Short-Term or Seasonal Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis usually less than two (2) consecutive quarters during a calendar year. Short-Term employees generally are not eligible for Lee County benefits but are eligible to receive statutory benefits. Employees under this classification do not have reasonable assurance that he or she will be rehired by Lee County for the same service in a subsequent calendar year.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same salary regardless of hours worked. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

2-9 Seniority

Seniority shall refer to and be defined as the continuous length of service within the County department worked by the employee, from the date of last hire, inclusive of transfer time from a prior Lee County department.

- Termination of Seniority: An employee's seniority shall be terminated by the Department Head, and any benefits shall cease when he or she:
 - quits, or
 - is discharged, or
 - is laid off, or
 - accepts gainful employment while on an approved leave of absence, or
 - is absent from scheduled work without proper notification or authorization, or
 - fails to return to work at the conclusion of an approved leave of absence.
- Seniority While on Leave: Employees will continue to accrue seniority credit for all time spent on authorized, unpaid leave of absence up to twelve (12) weeks. If the purpose of the leave is to take other employment, seniority credit will not continue to accrue. Vacations, sick leave, holidays, and other economic benefits will not be earned while on unpaid leave of absence or where compensation is paid during a leave of absence by a third party and not directly by the County.

Section 3 – Compensation

3-1 Working Hours and Schedule

Lee County is typically open for business from 8:00 am to 4:30 pm, Monday through Friday.

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. The Department Head for whom he or she works will determine an employee's shift assignment, work schedule, and work hours. Employees usually, but not necessarily will be assigned to work five (5) consecutive days. To accommodate the needs of the business, at some point Lee County may need to change individual work schedules on either a short-term or long-term basis. Full-Time employees are expected to work at least 37.5 40 hours per week; however, the Department Head may add shifts, reschedule hours, reduce workdays, or revise work assignments as each Department Head sees fit.

Employees will be provided with meal and rest periods as required by law.

3-2 Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

Non-exempt employees must record time worked on forms as prescribed by the payroll office. Non-exempt employees may not start work until their scheduled start time.

Exempt employees are required to report full days of absence from work for reasons such as leaves of absence, sick leave, or personal business.

Altering, falsifying, or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge. No employee may sign in or out for another employee.

3-3 Your Paycheck

Employees will be paid every other week for all the time worked during the past pay period. If a payday falls on a holiday, an employee will receive his or her paycheck on the preceding workday.

Payroll stubs itemize deductions made from gross earnings. By law, Lee County is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of the Payroll Office immediately so Lee County can resolve the matter quickly and amicably.

Direct Deposit

The Board determined it to be beneficial to utilize electronic direct deposit for payroll compensation. All employees shall receive their compensation by direct deposit into a bank account of the employee's choice.

3-4 Overtime

Department Heads are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Sunday and ends 168 hours later at 12 a.m. on the following Sunday.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their normal hourly wage for all time worked in excess of ~~40~~37.5 hours each week, unless otherwise required by law. Overtime may be paid in compensatory time at the rate of one and one-half (1.5) hours for each authorized overtime hour worked. Nothing herein shall permit the pyramiding of all overtime. Overtime shall be paid in 15-minute increments.

Employees may work overtime only with prior management authorization.

An employee classified as exempt does not receive overtime pay because they serve in an executive, managerial, and/or administrative capacity. Such employees are customarily paid on a salaried basis and are expected to work whatever hours are necessary to complete the job.

Compensatory Time in Lieu of Overtime Pay

Employees shall be eligible to select "compensatory time off" in lieu of being paid overtime hours earned, under the following terms and conditions:

- The maximum amount of compensatory time off an employee may accumulate and use in any single fiscal year (Dec. 1 through Nov. 30) shall be eighty (80) hours. Beyond this limitation, the employee shall be paid earned overtime during the fiscal year and may not select compensatory time off in lieu thereof.
- As of December 1st, each year, all accumulated unused compensatory time off for the previous fiscal year shall have been paid to the employee at their appropriate rate of pay, at the end of that previous calendar year, thereby establishing a zero (0) balance in compensatory time off every December 1st. Such payments shall be issued to the employee on the paycheck covering the last pay period in November. There shall be no carry-over of any compensatory time from one calendar year to the next.
- Compensatory Time shall be issued at the rate of one and one-half (1.5) hours for each hour of overtime actually worked by the employee. Such Compensatory Time may be

used, upon approval, in no less than one (1) nor more than eight (8) consecutive hour increments in any single shift period.

- The Department Head maintains discretionary authority to approve or disapprove requested compensatory time off. However, such request shall not be unreasonably denied, and such approval/disapproval shall be based on manpower needs of the department and other relevant prevailing circumstances at the time.

3-5 Deferred Compensation Program

Employees may request a payroll deduction for the County 457(b) deferred compensation program. A deferred compensation program offers employees a way to save and invest for their retirement through payroll deductions, while postponing the payment of income taxes on their contributions and investment earnings until they retire. The County Treasurer's office has information on participation.

3-6 Wage Garnishments

When the County receives a court order to take deductions from an employee's paycheck, the employee will be notified. The County will act in accordance with the Federal Consumer Credit Protection Act, which may place restrictions on the total amount that may be garnished from the employee's paycheck. The County will only comply with written directives by a signed court order.

3-7 Safe Harbor Policy for Exempt Employees

It is Lee County's policy and practice to accurately compensate employees in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for Lee County. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary may be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);

- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a deferred compensation or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because Lee County has decided to close a facility on a scheduled workday;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless the law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact the Department Head or any other supervisor in Lee County with whom the employee feels comfortable.

3-8 Longevity Bonus

Full Time employees not represented by a bargaining contract are eligible for a longevity bonus in the amount of \$1,800 upon each five (5) year anniversary. Full Time employees represented by a bargaining contract are eligible for longevity compensation as specific in their current contract.

Part-Time I employees not represented by a bargaining contract are eligible for a pro-rated longevity bonus based on the percentage of hours regularly worked per week. For example, an employee scheduled to work thirty (30) hours per week on a regularly scheduled basis would receive 75% of the current Longevity Pay. (30hours/40 hours)

Longevity bonuses will be paid in a lump sum, (not added to the base salary). Payment is made on the next scheduled payday following the anniversary, or as soon as practical thereafter.

3-9 Salary Advances

Lee County does not permit advances on paychecks or against accrued paid time off.

Section 4 – Benefits

4-1 Benefits Overview

In addition to good working conditions, it is Lee County's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs Lee County provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, Lee County (including the officers and Human Resource Representatives who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority regarding administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While Lee County intends to maintain these employee benefits, it reserves the right to modify, amend or terminate these benefits at any time and for any reason.

4-2 Eligibility

Full-Time employees are eligible for all benefits and all types of Leave as described in this Handbook.

Part Time-I employees work at least 30 hours per week and are covered by Workman's Comp, are eligible for Unemployment Insurance benefits, Social Security benefits, Disability Leave, Leave of Absence (without pay), Military Leave, Jury Duty Leave, and the Family Medical Leave.

Part Time-I employees are also eligible for pro-rated Vacation, Sick/personal Leave, and Longevity Pay benefits. Pro-ration of benefits is determined as follows:

- Vacation time. Part time-I employees earn 75% of the full-time vacation allocation.
- Sick/personal Leave. Part-time-I employees will be entitled to 9 days of sick leave per year, accruing at the rate of six (6) hours per month during the fiscal year, any two (2) of which can be used as personal days
- Longevity Pay is pro-rated based on the percentage of hours worked per week.

Part Time-II employees and Short term or Seasonal employees are covered by Workman’s Comp and eligible for Social Security benefits only.

Eligibility during Introductory Period. Introductory employees are entitled to the benefits commiserate with their position (**Full-time, Part Time-I, or Part Time-II**) during the introductory period. In the event employment is terminated by either the employee or the County Department during the introductory period, any accrued benefits, leave time, etc. will be lost.

Illinois Municipal Retirement Fund (IMRF). Employees scheduled to work 1,000 hours or more per year will be enrolled in the Illinois Municipal Retirement Fund (IMRF). (Mandatory participation for employees working 1,000 hours per year or more.) However, those employees who have reached age 70 when first employed by the County will not be eligible for participation in IMRF.

Health Insurance. Employees who are regularly scheduled thirty (30) or more hours per week may elect to receive health insurance benefits.

4-3 Paid Holidays

The Board has authorized the following annual paid holidays:

New Year's Day	Labor Day
Martin Luther King’s Birthday	Columbus Day
Lincoln’s Birthday	General Election Day (Even Years)
Washington’s Birthday	Veterans' Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
<u>Juneteenth</u>	Christmas Eve
Independence Day	Christmas Day



To qualify for holiday pay, an employee shall work his or her last regularly scheduled workday before the holiday and his or her first regularly scheduled workday after the holiday, unless otherwise excused by the Department Head.

When holidays fall or are celebrated on a regular workday, eligible employees will receive one (1) day's pay at their regular straight-time rate. If any above stated holiday falls on a Saturday, it shall be recognized and celebrated on the preceding Friday. If it should fall on a Sunday, it shall be recognized and celebrated on the following Monday.

Certain discrepancies may exist in the holiday schedule for employees under the authority of the Presiding Judge of the 15th Judicial Circuit.

Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment at time and a half for the actual time they work that day.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate), reserving the vacation day for future use, subject to scheduling, department needs, and available coverage.

If a holiday falls within a jury duty or family bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate). The eligible employee may receive an additional day off at the option of Lee County.

4-4 Paid Vacations

Lee County appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. Lee County fully encourages employees to get this rest by taking their earned vacation time.

Vacation days shall be earned on an accrual basis during active employment in each fiscal year at the following rates:

<u>Service Years</u>	<u>Annual Vacation Accrual</u>	<u>Bank Maximum</u>
First Year	Five (5) Days	
Year two (2) through six (6)	Ten (10) Days	Fifteen (15) Days
Year seven (7) through eleven (11)	Fifteen (15) Days	Twenty (20) Days
Twelve (12) years and beyond	Twenty (20) Days	Twenty-five (25) Days

For example, an employee with 2 years of service will accrue up to ten (10) days of paid vacation at the rate of 3.33 hours twice a month.

Eligible employees begin to accrue vacation time from the first day of regular employment and may begin to use accrued time as soon as it is available.

Paid vacation time is accrued during periods of active employment and may not be used before it is earned. Paid vacation time does not accrue during an employee's personal leave of absence, unpaid time off, or periods of administrative leave. Once earned, vacation days shall be paid as used, at the employee's then-current rate of pay and based on the employee's regular work schedule.

Vacation days will not be considered as time worked for purposes of calculating overtime. If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate), reserving the vacation day for future use, subject to scheduling, department needs, and available coverage.

Requesting Time Off:

[Vacation time may be taken by an employee for any reason of the employee's choosing. An employee is not required to provide the employer a reason for the leave.](#) Employees shall request time off from their Department Head or direct Supervisor as early as possible. Requests for time off will be reviewed with due consideration for peak work periods during the year. Time-off requests must be coordinated and approved by the Department Head, and will be subject to scheduling, department needs and available coverage.

Accrual Carry-over and Cap:

Lee County recognizes the importance of vacation time as a period of rest and rejuvenation away from the job and encourages staff to use their vacation time fully as possible during the year in which it is earned. In the event the accrued vacation time is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. ***If the total amount of unused vacation time reaches a "cap" equal to the employee's annual vacation amount plus five (5) days, further vacation accrual will stop.*** When the employee uses sufficient paid vacation time to bring the accrued amount below the cap, vacation accrual will begin again up to the cap limit.

Upon separation of employment, employees will be paid for any unused vacation days that have accrued through the last day worked, based on the employee's regular rate of pay at the time of separation. [In the event employment is terminated by either the employee or the County Department during the introductory period, any accrued benefits, leave time, etc. will be lost.](#)

4-5 Paid Personal and Sick Days

It is the policy of Lee County to provide protection for its Full-Time and Part-Time-I employees against loss of income because of illness. Sick and personal days shall be paid to the employee at the employee's current rate of pay.

Any employee contracting or incurring any non-service-connected sickness or disability which renders such employee unable to perform the duties of his or her employment shall receive sick leave with pursuant to the following:

- Full-time employees will be entitled to 12 days of sick leave per year, accruing at the rate of one (1) day per month during the fiscal year, any two (2) of which can be used as personal days.
- Part-time-I employees will be entitled to 9 days of sick leave per year, accruing at the rate of six (6) hours per month during the fiscal year, any two (2) of which can be used as personal days.
- An eligible employee will not be permitted to take a paid sick or personal day if it has not yet been approved.

Requests for Personal and Sick Leave

Employees must contact the Department Head and/or his or her supervisor as early as possible to request a sick day, but no later than the start of the workday.

Personal leave must be approved, in advance, by the employee's immediate supervisor and will normally be granted unless Department functions will be disrupted.

Extended Sick Leave

Employees shall be entitled to receive pay for sick leave for a period of ~~three (3) five (5)~~ successive days without submitting a physician's certificate attesting to the illness, but such certificate must be submitted before sick leave pay can be claimed for any sick leave in excess of ~~three (3) five (5)~~ successive days. The Department Head may require a physician's statement ~~of for~~ verification of absences of shorter periods of time. They may also require the employee to be examined by a physician of the County's choice at the expense of the County.

Accumulation of Sick and Personal Days

If the allowable period of 12 days sick/personal leave for the first year is not used, the unused portion shall be accumulated, or "banked" and shall be available to the employee in the second year, in addition to the 12 days sick/personal leave of which the employee would be entitled to the second year, and unused sick/personal leave allowable during the second year, plus any carryover from the first year shall be available to the fourth, fifth and sixth years of employment, plus any carryover, from prior years, shall accumulate up to a maximum of 60 "banked" days.

Compensation for Banked Sick/Personal Leave

Any employee who has accrued more than sixty (60) sick leave days shall be allowed to receive payment for ½ of the unused sick days accumulated in each year after the first 60 days are accumulated, while the other ½ shall be banked toward the employee's IMRF. Any such payment shall be included on the paycheck covering the last pay period of November of the calendar year during which the time is accumulated. Such payments will be based on the employee's rate of pay for the County's previous fiscal year. Employees terminated for misconduct will not be eligible for such benefits.

4-6 Sick Leave to Care for a Family Member

The Illinois Employee Sick Leave Act (820 ILCS 191/1) allows an employee to use sick leave benefits provided by Lee County for absences due to an illness, injury, or medical appointment of the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent or for the personal care of a covered family member on the same terms upon which the employee is able to use personal sick leave benefits for the employee's own illness or injury.

4-6 Health Insurance

Lee County, the employer, shall provide group health insurance benefits, to all employees working thirty (30) hours or more during a normal work week; The extent of coverage under the insurance policies or programs referred to in this Section shall be resolved in accordance with the terms and conditions of said policies, rules, and guidelines (including provisions governing self-insurance). Specific policy benefit information concerning deductibles, co-insurance payouts, and the like may be obtained from the Lee County Health Insurance Liaison.

Start and Termination Dates

Insurance is effective upon an eligible employee's start date and will terminate on the last day the employee reports to work, or if the termination date is on or after the 15th of the month, insurance coverage will terminate on the last day of the month in which employment is terminated. Accrued benefit time cannot be used to extend insurance past the insurance coverage termination date.

The applicable premium will be deducted bi-monthly, beginning with the employee's first paycheck and continuing until employment is terminated or until the employee discontinues insurance coverage. If insurance is terminated for any reason on or after the 15th of the month, the employee is responsible for paying the employee's portion of the premium fees for the entire month.

Employee Contribution

Benefit contributions paid by the employee, if applicable, shall be deducted from the employee's pay. In the event the employer finds it necessary to require additional payments from employees for insurance, it will do so in the same manner and in the same amounts as charged to Sheriff employees covered by the current FOP contract.

Plan Modifications

The County expressly reserves the right to modify coverage, change benefit levels, implement cost containment measures, change carriers, or to self-insure as it deems necessary.

Advisory Insurance Committee

Lee County has created an Advisory Insurance Committee, comprised of nine (9) members, a maximum of three (3) of which will be County Board members with the remaining members being drawn from the ranks of the employees and Department Heads. One of the Board members shall chair the Committee.

- Meeting dates. The Committee shall meet at least quarterly each calendar year, with proper notice given. The meetings are open for attendance by non-committee members.
- Committee Responsibilities. The Committee shall review insurance issues affecting employees, including but not limited to reviewing cost containment measures, seeking proposals from insurance carriers and Human Resource Representatives for insurance plans to cover employees in future years, and researching general insurance issues affecting employees.
- Non-binding Recommendations. The Committee will vote on recommendations to be made to the Lee County Finance Committee regarding employee health insurance issues. The vote is non-binding on the Finance Committee but is to serve as advisory information to the Finance Committee and the Lee County Board.
- Confidentiality. The Committee will not review individual insurance claims.

4-7 Workers' Compensation Coverage

Illinois' Worker's Compensation law may provide compensation for accidental injuries or death suffered in the course of employment. Lee County carries Worker's Compensation Insurance for all employees and pays the entire cost of the insurance program. An employee who suffers an injury or illness arising out of or in the course of employment may be eligible to receive payment through the insurance company for lost wages. In addition to disability payments, necessary hospital, medical and surgical expenses may be covered under Worker's Compensation, with payments being made directly to the hospital or physician. Worker's Compensation benefits to injured workers may also include assistance to help qualified injured employees return to suitable employment.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence.

Reporting

Employees receiving any type of injury while on duty, no matter how minor, shall submit a report to the Department Head within 24 hours or as soon as possible following the injury/incident. The following reports shall be completed by the designated individual, when applicable, and are available at www.leecountyil.com on the Safety Committee page.

- The "Employee Incident Report" shall be completed by the employee involved in an accident and/or sustaining an injury within 24 hours or as soon as possible following

the injury/incident. The Report shall include the date, time, place of accident/injury, how it occurred, type of injury (if applicable), and whether medical assistance was obtained.

- The “Witness Statement” shall be completed by any/all witnesses to any type of incident within 24 hours or as soon as possible following the incident and retained by the Department Head.
- The Illinois Form 45: Employers First Report of Injury is completed by the Department Head and forwarded within 24 hours or as soon as possible to the County Administrator for claim processing.

Follow-up

Follow-up visits, physical therapy, etc., should be scheduled during non-working hours, as this time is not covered under worker’s compensation. An Employee who takes time during their work-day to attend follow-up visits, PT, etc. must use their accrued sick time.

Temporary Total Disability

Employees who receive Temporary Total Disability (TTD) benefits are not eligible for IMRF disability benefits. However, the Employee should contact IMRF if they will be unable to work for 30 or more days to maintain service credit and death benefits.

Return to Work

The Employee is responsible for notifying their Department Head or Supervisor when they are released to return to work from a work-related injury or illness. A completed “Transitional Duty Guidelines Form” providing written notice from the physician, specifying work restrictions, if any, is required before the Employee can return to work. The “Transitional Duty Guidelines Form” is available from the Employee’s Department Head or on the County’s website under the Safety Committee tab.

Section 5 – Leave Policies

5-1 Jury Duty Leave

Lee County realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. Full-Time, Part-Time-I and Part-Time-II employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of any request to perform jury duty as noted below and provide verification of their service, including fees received for jury duty service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Lee County is not obligated to compensate employees for time taken off for jury duty. However, exempt employees will be paid their full salary less jury duty fees for any week in which they performed work for Lee County and missed work due to jury service.

Employees summoned for jury duty must deliver a copy of the summons to Lee County within 10 days of the date of issuance of the summons to the employee.

5-2 Witness Leave

Employees called to serve as a witness in a judicial proceeding must notify their supervisor as soon as possible.

Employees will not be compensated for time away from work to participate in a court case but may use available vacation and personal time to cover the period of absence.

Employees attending judicial proceedings in response to a subpoena will not be disciplined for their absence.

5-3 Disability Leave

This policy covers absences caused by physical or mental disability, long-term illness, or pregnancy. It is in effect as of the date that a physician certifies in writing that an employee is unable to continue working due to one of the above-mentioned situations. The physician's certification must be provided to the Department Head.

During the first thirty (30) calendar days of the disability or while on paid leave, the employee's position shall be kept vacant. After this time has elapsed, the County reserves the right to fill the position. When ready to return to work, the employee will be offered the first available vacancy in his/her job category provided that he or she is in fact physically and or mentally able to perform assigned duties. Employees who are unable or unwilling to resume their duties on the same schedule to which they were assigned immediately prior to the period of disability are not guaranteed

reemployment. For example, a full-time staff member is not guaranteed the right to demand rehire on a part-time basis or vice versa.

In the event the disability is determined to be permanent, and the employee is unable or unwilling to resume assigned duties, the employee will be separated, and all unused benefits paid in accordance with the Handbook Section for Involuntary Termination.

Time off during the first 30 calendar days will be charged to accrued sick days, then vacation, personal and/or comp. so long as benefit time exists. If no accumulated benefit time exists, or if all accumulated benefit time is expended, the employee is eligible for leave of absence without pay.

Disability beyond 30 calendar days may be covered by the Illinois Municipal Retirement Fund (IMRF) for eligible employees. It is the employees' responsibility to contact an IMRF representative or visit the IMRF website to receive the required forms. It is the employee's responsibility to sign the forms as required, provide the necessary physician's statement or other proof of disability, and return all forms to the County's IMRF representative. Any unused sick leave, vacation, personal, and comp time will be held pending the employee's return. Sick leave, vacation and personal time will continue to be accrued only during the period when the employee is being paid by the County.

Instead of applying for IMRF disability benefits, an employee may elect to continue use of accumulated benefit time beyond 30 days with the Department Head's approval so long as benefit time exists.

In the event the employee is not eligible for IMRF benefits or IMRF does not accept the absence as a valid disability, the employee will be paid on a normal basis until all sick leave, vacation, personal and comp time are expended, at which time the employee has the option of taking a Leave of Absence without pay.

Insurance Continuation

Employees who participate in the County Health Insurance Plan are responsible for the employee's portion of any health insurance premiums falling due during the Disability Leave if he or she desires to continue receiving health insurance benefits. Health Insurance continuation beyond six months will be subject to current eligibility requirements [and review by the County](#).

Premium Payment - Paid Leave

While on "paid leave" status, the employee's share of the premium cost shall continue to be deducted from payroll, as though they were on active duty status.

Premium Payment - Unpaid Leave

Employees on an unpaid ~~Disability leave~~ ~~Leave of Absence~~ are responsible for the employee's share of the premium for the insurance coverage elected by the employee. Such payment by the

employee for their insurance premiums shall be directly submitted to the County, no later than the first of the month, and shall be in the amount of premium owed by the employee. If the health insurance premium payment is more than thirty (30) days late, the employee's health care coverage may be dropped for the duration of the leave.

Participation in the Group Life Insurance program will be continued while the employee is on Disability Leave.

5-4 Family and Medical Leave

The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). The 12-month period employed to determine FMLA benefits is the 12-month period measured backward from the date an employee uses any FMLA leave. Under this method of computation, each time an employee takes FMLA leave, his or her remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months. If employees have any questions concerning FMLA leave, they should contact the Human Resources Representative.

Employee FMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify Lee County of their need for FMLA leave. The following describes the content and timing of such employee notices.

- 1. Content of Employee Notice.** To trigger FMLA leave protections, employees must inform the Department Head of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically or explaining the reasons for leave to allow Lee County to determine that the leave is FMLA-qualifying. For example, employees might explain that:
 - a medical condition renders them unable to perform the functions of their job;
 - they are pregnant or have been hospitalized overnight;
 - they or a covered family member are under the continuing care of a health care provider;
 - the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country; or
 - if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to Lee County's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which Lee County has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. **Timing of Employee Notice.** Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide Lee County notice of the need for leave as soon as practicable under the facts and circumstances of their particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with Lee County and make a reasonable effort to schedule treatment so as not to unduly disrupt Lee County's operations, subject to the approval of the employee's health care provider. Employees must consult with Lee County prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both Lee County and the employees, subject to the approval of the employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, Lee County may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, Lee County may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise Lee County of the reason why such leave is medically necessary. In such instances, Lee County and the employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting Lee County's operations, subject to the approval of the employee's health care provider.

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide Lee County with timely, complete, and sufficient medical certifications. Whenever Lee County requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after Lee County's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. Lee County will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. Lee County will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, Lee County (through individuals other than the employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide Lee County with authorization allowing it to clarify or authenticate certifications with health care providers, Lee County may deny FMLA leave if certifications are unclear.

Whenever Lee County deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

1. Initial Medical Certifications. Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If Lee County has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at Lee County's expense. If the opinions of the initial and second health care providers differ, Lee County may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by Lee County and the employee.

2. Medical Recertification. Depending on the circumstances and duration of FMLA leave, Lee County may require employees to provide recertification of medical conditions giving rise to the need for leave. Lee County will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.
3. Return to Work/Fitness for Duty Medical Certifications. Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to

perform their jobs must provide Lee County with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. Lee County may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, Lee County may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active-duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered service member with a serious injury or illness, Lee County may require employees to obtain certifications completed by an authorized health care provider of the covered service member. In addition, and in accordance with the FMLA regulations, Lee County may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

E. Substitute Paid Leave for Unpaid FMLA Leave

Employees must use any accrued paid time while taking unpaid FMLA leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with the employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, Lee County will allow employees to use accrued paid time to supplement any paid disability benefits.

F. Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continue group health plan coverage under the same conditions as if they had continued to work. Unless Lee County notifies employees of other arrangements, whenever employees are receiving pay from Lee County during FMLA leave, Lee County will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a pre-pay method.

Lee County's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, Lee County will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse Lee County for the cost of the premiums Lee County paid for maintaining coverage during their unpaid FMLA leave.

5-5 Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that Lee County can maintain proper coverage while employees are away.

5-6 Family Military Leave Act

Lee County will grant eligible employees up to 30 days of unpaid family military leave if their spouse or child is called to military service with the State or the United States for more than 30 days. Family military leave must be taken during the time federal or state deployment orders are in effect.

To be eligible, the employee must have been employed for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the request for family military leave. Employees may take family military leave only if they have exhausted all accrued vacation, personal, compensatory and other leave, except sick and disability leave.

The request for leave must be made at least 14 days in advance if the leave will consist of five (5) or more consecutive workdays. If the leave will consist of less than five (5) days, the request must be made with as much advance notice as is practicable.

Employees that take family military leave may elect to continue benefits at their own expense during the leave.

Employees that take family military leave will be reinstated to the position they held before commencing leave, or to a position with equivalent seniority, status, employee benefits, pay and other terms and conditions of employment.

Employees must provide certification from the proper military authority to verify their eligibility for the family military leave requested.

5-7 Family Bereavement Leave

The death of a family member is a time when employees wish to be with their families. If employees lose an immediate family member, they will be allowed paid time off up to three (3) workdays to assist in attending to their obligations and commitments. For the purposes of this policy, an immediate family member includes a spouse, domestic partner, civil union partner, grandparents, [step-grandparent](#), grandchildren, [step-grandchild](#), guardian, ~~parents~~, child ([biological, adopted, or foster](#)), step-child, parent, step-parents, sibling, step-siblings, [mother-in-law](#), [father-in-law](#), or any other relation required by applicable law.

In the event of the death of an employee's niece or nephew, they shall be allowed one (1) day with pay to attend such relative's funeral.

Paid leave days may only be taken on regularly scheduled, consecutive workdays following the day of death. Employees must inform their supervisor prior to commencing bereavement leave. In administering this policy, Lee County may require verification of death.

In extenuating circumstances, the Department Head may authorize an extension of the above time periods. Such extensions will be charged to personal, sick, vacation or compensatory time.

5-8 Illinois Family Bereavement Leave Act

[In June 2022, the State of Illinois amended its existing Child Bereavement Leave Act to become the Family Bereavement Leave Act. Previously, unpaid bereavement leave was available for eligible employees following the death of a child. Starting on January 1, 2023, unpaid bereavement leave will be available for eligible employees following the death of a covered family member. The Illinois Family Bereavement Leave Act \(820 ILCS 154/1\) provides eligible employees a maximum of two \(2\) weeks \(ten workdays\) of unpaid bereavement leave to:](#)

- [1. attend the funeral or alternative to a funeral of a covered family member;](#)
- [2. make arrangements necessitated by the death of the covered family member;](#)
- [3. grieve the death of the covered family member; or](#)
- [4. be absent from work due to \(i\) a miscarriage; \(ii\) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; \(iii\) a failed adoption match or an adoption that is not finalized because it is contested by](#)

another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

An employee who is entitled to take paid or unpaid leave (including family, medical, sick, personal, or similar leave) from employment, pursuant to federal, State, local law, a collective bargaining agreement, or the Lee County Employee Handbook, may elect to substitute any period of such leave for an equivalent period of leave provided under the Illinois Family Bereavement Leave Act.

If employees have any questions concerning the Illinois Family Bereavement Leave Act, they should contact the Human Resources Representative.

5-9 School Visitation Leave

Parents and guardians having custody of schoolchildren from kindergarten through Grade 12 are provided up to eight (8) hours per year of unpaid time off (not to exceed four (4) hours in any single day) to attend school conferences or classroom activities related to the child if the conference or classroom activities cannot be scheduled during non-work hours. Lee County may require proof that the employee attended school conferences or classroom activities related to the child. Employees first must exhaust all accrued paid time off, then they may take unpaid time off for this purpose. However, employees will be given the opportunity to make up any lost work time. Seven (7) days' written notice (except in emergency situations when 24-hours' notice is sufficient) must be given to the supervisor or supervisor before taking any time off for school children. Employees must consult with Lee County to schedule their leave so as not to unduly disrupt operations.

5-10 Blood Donation Leave

The County will comply with provisions relative to the Illinois Employee Blood Donation Leave Act, which may provide regular, full-time employees with paid leave time for the purpose of donating blood. If employees have any questions concerning blood donation leave, they should contact the Human Resources Representative.

5-11 Leave for Domestic, Sexual and Gender Violence

Illinois' Victims' Economic Security and Safety Act (VESSA) may provide employees who are the victims of gender, domestic or sexual violence, or who have family or household members who are the victims of gender, domestic or sexual violence, with up to 12 weeks of unpaid leave. If employees have any questions concerning domestic, sexual or gender violence leave, they should contact the Human Resources Representative.

5-12 Voting Leave

Lee County recognizes General Election Day as a holiday to give employees the time and opportunity to vote.

5-13 Voluntary Emergency Workers Leave

Lee County will not discharge employees who serve as volunteer emergency workers and are absent from or late to work due to their participation in an emergency. Volunteer emergency workers include volunteer firefighters, emergency medical technicians, ambulance drivers or attendants, first responders, members of county municipal emergency services and disaster agencies, and auxiliary policemen or deputies. Employees must make a reasonable effort to notify Lee County that they may be absent from or late for work.

5-14 Leave of Absence without Pay

A leave of absence without pay is an authorized absence from work for a period of more than five (5) consecutive workdays and not to exceed 12 calendar weeks, for reasons other than a Disability Leave or a Family Medical Leave under the Family Medical Leave Act (FMLA).

Leaves of absence may be granted for the following reasons:

- Approved educational courses and programs; or
- Jury obligations for Jury Duty or Court Service as a Witness Leave; or
- Other reasons approved by the Department Head.

Vacation days, compensatory time, and unused sick leave time shall be exhausted before a leave of absence will be granted.

Written Request

The employee will submit a written request to the Department Head for a leave of absence. The request should specify the reason for the leave, the anticipated duration of the leave, and any other information necessary to explain or justify the request.

Granting of Request

Each request shall be considered individually based on staffing requirements and the reasons for the requested leave, as well as performance and attendance records. If a leave of absence is granted, it is done with the understanding that the Department Head cannot guarantee that the employee will be able to return to the same, or comparable, job, or even the same rate of pay.

Benefits Cessation

Subject to section outlining Seniority While on Leave, an employee's benefits shall cease during a leave of absence, however employees can elect to continue enrollment in the Health Insurance



Plan. Insurance and retirement may be reinstated when an employee returns from a leave of absence.

Health Insurance

Employees who participate in the County Health Insurance Plan must pay 100% of the premium cost of any insurance premiums falling due during the unpaid Leave of Absence if he or she desires to continue enrollment in the County Health Insurance Plan. Such payment by the employee for their insurance premiums shall be directly submitted to the County, no later than the first of the month. If the health insurance premium payment is more than thirty (30) days late, the employee's health care coverage may be dropped for the duration of the leave.

Return to Work

When the employee anticipates returning to work, they should notify management of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by Lee County will be considered a voluntary resignation of employment.

Section 6 – Administrative Policies

6-1 Punctuality and Attendance

Employees are hired to perform important functions at Lee County. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than the start of the workday. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should communicate (ie call or text) with their direct supervisor, stating the nature of the illness and its expected duration, for every day of absenteeism.

Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no-call/no-show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no-call/no-show lasting three (3) days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

Callback

A callback is considered an official assignment of work, which does not continuously precede or follow a non-exempt employee's regularly, scheduled working hours. A non-exempt employee who is called back and who reports back to work after having left shall be compensated based upon the employee's applicable appropriate rate of pay outlined in the other policies in this Section.

6-2 Recording and Reporting of Leave

The Department Head for each County Department shall maintain an individual record of each employee's leave for any reason and shall authorize changes to an employees' wage in accordance with these policies.

All Department Heads shall furnish the Payroll Office an accounting of the number of sick days and vacation time earned and used by each County employee under his/her direction and for him or herself at the end of the fiscal year. If an employee is eligible for compensatory time, the report shall also include the total number of compensatory hours which is currently owed to that employee as of the effective date of the report.

Prohibition Against Misuse of Leaves

During any leaves granted pursuant to this handbook, regardless of being with or without pay, an employee may not be gainfully employed or independently self-employed without prior approval by the Department Head. Violation of the provisions contained within this Handbook, shall subject the employee to immediate discharge and loss of any and all benefits and rights accrued pursuant hereto.

6-3 Professional Appearance

It is important for all employees to project a professional image while at work by being appropriately attired. Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed. Some employees may be required to wear uniforms or safety equipment/clothing.

Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

6-4 Use of Facilities, Equipment, Property, Vehicles, and Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of Lee County's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, Lee County is not responsible for any damage to employees' personal belongings unless the employee's supervisor provides advance approval for the employee to bring the personal property to work.

Operation of Vehicles

The operation of County vehicles or any moveable County equipment on the roadways and streets is indispensable in conducting County business, and a loss of any vehicle due to accident and/or abuse will adversely affect the overall mission capability of the County. This policy provides employee guidelines for the use of County equipment/ vehicles.

- Compliance with Federal, State, and Local Laws. All drivers of County vehicles, and those using their personal vehicle in pursuit of County business, shall comply with all applicable Federal, State, and Local laws. All County drivers should keep themselves abreast of any changes in State law and County policies regarding driving, such as the seat belt requirements.
- Driver's License. No employee shall be directed to operate a vehicle for which he does not have the appropriate classification of driver's license. This is a minimum requirement and in no way restricts departments from being more restrictive in their use in demands to operate heavy equipment and proper skills. Any employee who operates a County vehicle, (or those who use their personal vehicle while conducting County business), is required to report suspension or revocation of his driver's license to his Supervisor. The Supervisor is required to report this to the Department Head and the Insurance Liaison.
- Driving under the influence. No person shall drive or be required or permitted to drive a County owned vehicle, or personal vehicle while performing official county business, while under the influence of any alcoholic beverage or narcotic drug. Employees who are taking prescription drugs which may cause drowsiness, affect the safety of the individual or others, shall receive authorization from their Department Head or Supervisor before operating equipment or driving a vehicle while on duty with the County.
- Accountability for Actions. Since all County drivers are working for the public, they should remember that they are being observed by the same and will be held accountable for their actions. County vehicles are easily identified as such, and thus they constitute, whether we like it or not, a direct reflection upon the organization. By demonstrating courteous and considerate driving habits, and the safe operation of County vehicles, employees can reflect well upon the County and build good public relations. Therefore, employees should always make every effort to avoid incidents which may aggravate citizens, and to apply the principles of defensive driving to prevent accidents and avoid endangering citizens.

Employees shall not use County vehicles and/or equipment for personal use unless specifically authorized by the County Board or his/her Supervisor who maintains authority to specify the terms and conditions for such use, as well as its duration.

All employees, while on duty, are prohibited from using either personal or County-provided, cell phones while driving for any purpose other than placing or receiving a call with a voice-activated device.

Motor Vehicle Accidents

- Report to Supervisor. Any accidents involving County vehicles (including personal, rented, or leased vehicles used on official business) must be reported to the driver's

Supervisor. If the driver is unable to make a report, another employee who witnessed the accident must make the report.

- Accident Responsibility. It is Lee County's policy that employees should not admit responsibility for vehicle accidents occurring while on official business. It is important that such admissions, when appropriate, be reserved for the County's insurance carrier.
- Exchange of Information. The law requires that each driver involved in a vehicle accident must show his/her license on request by the other party. Be sure to obtain adequate information on the drivers involved as well as on the owner of the vehicles. Names, addresses, driver's license numbers, vehicle descriptions, and registration information are essential. In addition, a description of damages is needed for the completion of accident reports. If the accident is investigated by off-site police agencies, request that a copy of the police report be sent to the Insurance Liaison or obtain the name and department of the investigating officer.
- Accident Reporting. The driver of any County vehicle, or personal vehicle while in use for official county business, involved in an accident must notify local law enforcement and complete a Motor Vehicle Accident Report. A copy of the Motor Vehicle Accident Report shall be submitted to his/her Supervisor within one workday of the accident. The Insurance Liaison will receive copies of all accident reports and will prepare any required OSHA reports.
- Unattended vehicle or other property. In case of collision with an unattended vehicle (or other property), the driver of the moving vehicle is required by law to notify the other party and to exchange information pertaining to the collision. If unable to locate the other party, leave a note in, or attached to, the vehicle (or other property) giving the driver's name, address, and vehicle license number.

Use of Private Vehicle for Business

This policy is intended to provide guidelines for the authorized use of an employee's personal vehicle for County business when a County-owned vehicle is not available or practical.

Using an employee's personal vehicle for County business shall be authorized by the Department Head or Supervisor. Employees using his/her personal vehicle for County business are subject to the same rules/guidelines identified in Use of Facilities, Equipment, Property and Vehicles. Each employee who is required to use his/her personal automobile for County business must have and maintain auto liability coverage on the personal automobile used for County business.

6-5 Personal and County-Provided Portable Communication Devices

Lee County-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy regarding the use of such devices, and all use is subject to monitoring, to

the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through Lee County's networks. [Lee County will respect the privacy of the employee's personal PCD, and will only request access to the device by technicians to implement security controls, or to respond to legitimate discovery requests arising out of administrative, civil or criminal proceedings \(applicable only if user downloads government email/attachments/documents to their personal PCD\).](#)

[If a personal PCD is used for legitimate business purposes by an employee that is either frequently away from a traditional landline phone \(on the road or in the field\), or in a position where he or she is expected to be "on call" outside of normal business hours, the employee may be eligible for a prorated reimbursement by the County. Said reimbursement is contingent upon the Department Head's approval, and available budget as approved by the County Board. Reimbursement shall be based on the amount of personal versus business use of the PCD on an average monthly basis. In no case shall the reimbursement be greater than \\$50.00 per month.](#)

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Lee County-provided or personal device, employees must comply with applicable Lee County guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a Lee County-issued PCD to send or receive personal text messages is always prohibited and personal use during working hours should be limited to emergency situations.

Please note that whether employees use their personal PCD or a Lee County-issued device, Lee County's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on Lee County business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

6-6 Remote Work Policy

Eligibility

An employee may be eligible to work remotely if their duties can be met through basic hardware and software, they've proven to be trustworthy, disciplined, and self-motivated, and have been given permission by the Department Head.

Rules and other County policies

While working remotely, employees must adhere to all the conditions in the Employee Handbook. All County policies around conduct, confidentiality, sick leave, etc., continue to apply, regardless of location.

Disciplinary actions will follow policy transgressions of any kind.

Work expectations

Employees must follow the work schedules provided to them, be sure to meet deadlines, uphold high-quality standards, and submit daily reports. And while some flexibility is allowed, the employee must agree to work set hours as much as possible, five days a week.

Performance will be measured weekly, focusing on the same metrics that apply to work done in the office.

Communication

Employees are to be online and accessible for 8 hours, Monday to Friday. They are expected to check-in with their Department Heads at least once a day.

Any correspondence from a co-worker or client must be answered as quickly as possible.

Insurance and liability

Employees working remotely will still receive full County benefits, including health insurance and worker's compensation.

Employees are advised to choose a safe and secure location to work from, and to maintain high levels of safety.

Only equipment owned by the County and on loan to the employee is covered by the County's chosen insurer. All other equipment is to be covered by the employee's personal insurance provider.

Security

As per the Employee Handbook, securing data and County information should be of utmost concern. Any breaches in security protocol will lead to strict and swift disciplinary action.

Employees will be given access to a Virtual Private Network to secure connections with County servers and networks. The VPN must be used at all times during work hours. The VPN may be used outside of work hours for County business only.

Compensation

No changes will be made to an employee's salary because of an employee working from home.

6-7 Business ~~and~~ Travel Expenses

Employees are expected to use good judgment regarding all expenses incurred while conducting business for Lee County.

Expenses must be reasonable in the circumstances, necessary and incidental to the performance of the business involved and for the primary benefit of Lee County rather than the employee.

Travel or meetings shall be reimbursed for the following purposes only:

1. To meet continuing education requirements; and
2. To expand or enhance knowledge pertaining to the individual's field of expertise:
and
3. To perform any other official County business.

Expense Reporting

All expense reports should be submitted in a timely manner, no later than 30 calendar days from the date the expense was incurred. Expenses submitted more than 30 calendar days after being incurred may be denied for reimbursement, at Lee County's discretion.

Employees are expected to submit original receipts or other supporting documentation for all business expenses incurred on behalf of Lee County in accordance with this policy. However, if a receipt or other supporting documentation is missing, lost or nonexistent, employees should contact their Manager or Supervisor to discuss whether reimbursement may still be available.

Maximum Allowable Reimbursement for Expenses are outlined below for various categories:

- Lodging. \$250/night – Out of State, Chicago and collar counties; \$150/night – Down-state.
 - Lodging is eligible for reimbursement will be covered only if the meeting is 65 or more miles from the individual’s regular workplace.
- Meals ~~—\$40/day in-state; \$50/day out-of-state and Chicago and collar counties.~~
 - If an employee leaves after 7:00 a.m. he or she will not be eligible for breakfast reimbursement.
 - If an employee returns before 7:00 p.m. he or she will not be eligible for dinner reimbursement.
 - Employees will not be reimbursed for any meals which are included as part of the meeting/conference/training fee or included as part of the meeting/conference/training. Meals served on airlines count as provided meals.
 - Meal expenses incurred during normal working hours within 30 miles or within jurisdiction of the individual employee’s building or place of employment are not eligible for reimbursement or claims unless County business was conducted at the meeting.
 - Receipts are required for all Per Diem reimbursements.
 - Employees eligible for reimbursement of three meals in a single day will be reimbursed for the actual cost of the meals and tips, not to exceed the in-state and out-of-state Per Diem rates the following:-
 - Breakfast: \$10.00
 - Lunch: \$15.00
 - Dinner: \$20.00
- Mileage – as set by IRS rate on January 1st of each year.
- Registration fees – covered in full.
- Rental Car – reimbursed in full, including gas and additional rental insurance.
- Parking and tolls – \$30/day Out of State, Chicago and collar counties; \$20/day down-state.
- All other travel expenses (airfare included) shall not exceed 200% of the reimbursement rates set by the General Services Administration (GSA) for the applicable time and place.

Other Ineligible Expenses

- ~~• Lee County will not reimburse employees for any expenses that are not required or that primarily benefit employees, rather than the Lee County. This includes, but is not limited to, expenses employees incur by purchasing smartphones or other electronic devices that the employees own, voice or data plans on such devices, Internet service at employees' residence, other home office equipment or furniture, and like expenses. Even if items or services such as these are used for business purposes at times, employees are generally not required to purchase them in order to perform their job duties, and they are primarily for the employee's benefit rather than for the Lee County's. Accordingly, expenses for item or services of this nature will not be reimbursed by the Lee County.~~
- No employee or officer of the County shall be reimbursed by the County for any entertainment expenses.
- No employee or officer of the County shall be reimbursed by the County for any alcohol, drug or stretch limousines purchased during the time period of travel or for traffic tickets or parking tickets incurred while traveling on business.
- Snacks are a personal expense and not reimbursable.
- Claims for meals purchased by a County employee on behalf of federal, state or local public officials or employees are prohibited, including any other Lee County employees, unless prior approval is given by the Department Head.
- County travelers are not eligible to claim meals or other expenses for those persons who are not otherwise eligible to file a claim themselves for County reimbursement.
- County travelers are not eligible to keep or claim per diem allowances for anyone other than themselves.
- Claims for meals, food, or parties purchased by a County employee with federal, state, or local match funds will not be eligible for reimbursement or claims unless otherwise approved by the funding agency.
- Any other expenses that, in Lee County's discretion, are unreasonable, extravagant, or not business-related, will not be reimbursed by Lee County.
- Lee County assumes no responsibility to reimburse employees for expenses that are not in compliance with this policy.

6-8 Gift Ban

No officer or employee, and no spouse or immediate family member living with any officer or employee, shall intentionally solicit or accept any gift from a "Prohibited Source: i.e., any person who:

- is seeking official action by an officer or by an employee;

- does business or seeks to do business with the officer, or with an employee;
- conducts activities regulated by the officer or by the employee; or
- has an interest that may be substantially affected by the performance or non-performance of the official duties of the officer or employee

Exceptions

- Opportunities, benefits, and services that are available on the same conditions as for the general public;
- Anything for which the officer or employee, or his or her spouse, or immediate family member, pays the fair market value;
- Any contribution that is lawfully made under the election code or any activities association with a fundraising event in support of a political organization or candidate;
- Educational materials and missions;
- Travel expenses for a meeting to discuss business;
- Gifts from relatives or personal friends;
- Food or refreshments not exceeding \$75 per person value and that the food or refreshments are consumed on the premises from which they were prepared or purchased or catered.

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 policy 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 501(c) charity.

Penalties

A person who intentionally violates the Prohibited Political Activities or Gift Ban may be charged with a criminal offense. Penalties could include a fine and/or incarceration.

A person who intentionally makes a false report alleging a violation of these policies could be punished. Penalties may include a fine and/or incarceration.

6-9 Use of County Issued Credit Cards

County Departments are allowed to purchase goods and services directly from vendors when those items are needed, but it is not expedient, practical, or desirable to have either a check or cash available when payment is demanded.

The use of County issued credit cards are restricted for Lee County Government to acquire goods and services for the conduct of County business.

No personal expenditures are allowed by employees with credit cards, even if the intent is to repay the County at a future point.

Credit card bills (statements) must be submitted for claim reimbursement and must include supporting documentation, such as receipts and invoices, which clearly show what goods and services were purchased using the credit card.

Department Head Authorization and Responsibility

Each Department Head should determine how many cards are needed for their department and which employees will be authorized to use them.

Each Department Head should establish appropriate credit limits for each card issued, recognizing that individual cards may vary with the types of goods and services which are anticipated to be acquired.

Each Department Head is responsible for the use of cards by their department, for ensuring that any charges are authorized County expenditures, and that adequate monies are available within the Department's approved budget.

Each Department Head is responsible for reconciling the credit card statement to itemized receipts and invoices prior to submitting the claim for payment. All supporting documentation such as receipts and invoices, which clearly show what goods and services were purchased, must be submitted with the claim.

Employee Responsibilities and Acknowledgement Form

All employees issued a credit card must sign an acknowledgment form recognizing their responsibility to comply with the County's policy regarding credit cards.

In the event of a lost card, it is the responsibility of the employee authorized to use the card to immediately notify the Department Head.

Non-compliance

If any employee uses a county credit card for any unauthorized transaction in violation of this policy and incurs financial liability on the County's part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase will be the financial responsibility of that employee.

Failure to comply with this policy may subject an employee to disciplinary action including suspension or discharge. In addition, all violations of this policy will be reported to the appropriate law enforcement agency.

6-10 Outside Employment

Full Time employees are expected to consider his/her employment with Lee County as his/her primary employment. Lee County recognizes the fact that an employee may be justified, under some circumstances, in accepting outside employment to be performed after working hours, if no conflict with Lee County's interest is involved, and if the outside employment does not interfere with the performance of the primary employment. An employee who is absent from work because of illness or injury, whether the status of the absence is disability leave, accident compensation time, or leave of absence without pay should not work outside his/her county employment.

Conflict of Interest

No employee shall accept or engage in any activity, business, or employment, either during or after working hours, that would conflict with Lee County interests or diminish the ability of the employee to render Lee County the full, loyal, and undivided service which is contemplated in his/her employment by Lee County.

Ability to Perform Duties

Outside employment is permissible only if the employee can continue his/her normal work requirements within the scheduled work week. Work assignments and schedules will not be changed for the employee to perform duties not related to Lee County. If the employee is unable to continue his/her normal work requirements he/she may be subject to disciplinary action.

Performing activities relating to any outside employment while on duty for Lee County is strictly prohibited.

Section 7 – Communication Policies

7-1 Personal Visits and Telephone Calls

Disruptions during work time can lead to errors and delays. Therefore, personal telephone calls must be kept to a minimum, and only be made or received after working time, or during lunch or break time.

7-2 Camera Phones/Recording Devices

Due to the potential for issues such as invasion of privacy, sexual harassment and loss of productivity, as well as inappropriate disclosure of confidential information, no employee may use a camera phone function on any phone on county property or while performing work for Lee County unless it is used solely for legitimate business purposes and authorized by the Supervisor and/or Department Head.

The use of tape recorders, Dictaphones or other types of voice recording devices anywhere on Lee County property, including to record conversations or activities of other employees or management, or while performing work for Lee County, is also strictly prohibited, unless ~~the device was provided to you by Lee County and it~~ is used solely for legitimate business purposes and authorized by the Supervisor and/or Department Head.

7-3 Use of Communications and Computer Systems

Lee County's communication and computer systems are intended primarily for business purposes; however, limited personal usage is permitted if it does not hinder performance of job duties or violate any other Lee County policy. This includes voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy regarding their use of Lee County systems.

Lee County may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when Lee County deems it appropriate to do so. The reasons for which Lee County may obtain such access include but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Lee County operations continue appropriately during the employee's absence.

Further, Lee County may review Internet usage to ensure that such use with Lee County property, or communications sent via the Internet with Lee County property, are appropriate. The reasons for which Lee County may review employees' use of the Internet with Lee County property include but are not limited to maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Lee County operations continue appropriately during the employee's absence.

Lee County may store electronic communications for a period after the communication is created. From time to time, copies of communications may be deleted.

Lee County's policies prohibiting harassment, in their entirety, apply to the use of Lee County's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs, or any other characteristic protected by federal, state or local law.

Further, since Lee County's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

7-4 Solicitation and Distribution

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing his or her work tasks for Lee County. Solicitation of any kind by non-employees on Lee County premises is always prohibited.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of Lee County is always prohibited. Distribution of literature by non-employees on Lee County premises is always prohibited.

Provisions

- Nonemployees may not solicit employees or distribute literature of any kind on County premises at any time.
- Employees may only admit nonemployees to work areas with management approval or as part of a County sponsored program. These visits should not disrupt workflow. An employee must always accompany the non-employee.
- Employees may not solicit other employees during work times, except in connection with a County-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a County-sponsored event.
- The posting of materials or electronic announcements are permitted with approval from the Department Head.
- Violations of this policy should be reported to management.

7-5 Use of Social Media

Lee County respects the right of any employee to maintain a blog or web page or to participate in social networking. However, to protect Lee County interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform during work time or at any time with Lee County equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions Lee County and also expresses either a political opinion or an opinion regarding Lee County's actions that could pose an actual or potential conflict of interest with Lee County, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his or her personal opinion and not Lee County's position. This is necessary to preserve Lee County's goodwill in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. Lee County policies apply equally to employee social media usage.

Lee County encourages all employees to keep in mind the speed and way information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their supervisor. Failure to follow these guidelines may result in discipline, up to and including discharge.

Social Media as a Representative of Lee County

Before engaging in social media as a representative of Lee County, you must be authorized to comment by an elected official, County Human Resource Representative or Department Head. You may not comment as a representative of the County unless you are authorized to do so. Once authorized to comment, you must:

- Disclose you are an employee or elected official of the County and use only your own identity.
- Disclose and comment only on non-confidential information.
- Ensure that all content published is accurate and not misleading and complies with all Lee County policies.
- Comment only on your area of expertise and authority.

- Ensure comments are respectful and refrain from posting or responding to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, infringes copyright, breaches a Court order, or is otherwise unlawful.
- Refrain from making comments or posting material that might otherwise cause damage to the County's reputation or bring it into disrepute.

Publicity and Statements to the Media

All media inquiries regarding the position of Lee County as to any issues must be referred to the Department Head. Only Department Heads are authorized to make or approve public statements on behalf of Lee County. No employees, unless specifically designated by the Department Head, are authorized to make those statements on behalf of Lee County. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of Lee County must first obtain approval from his/her Department Head.

Section 8 – Standards of Conduct

8-1 Discipline and Discharge

While on Lee County premises or engaged in Lee County activities, each employee is expected to observe all County rules and to conduct him/herself in a professional and respectful manner. Failure to do so shall subject the employee to discipline appropriate under the circumstances, including discharge.

Lee County recognizes the principles of progressive and corrective discipline. Disciplinary action or measures shall include but not be limited to the following:

- Oral reprimand, or
- Written reprimand, or
- Suspension (notice to be given in writing), or
- Discharge

Disciplinary action may be imposed upon an employee for any cause deemed appropriate under the circumstance, as determined by the Department Head. Any disciplinary action or measure imposed upon an employee may be processed as a complaint through the regular complaint procedures contained herein.

Employees may be subject to disciplinary action for a variety of causes, some of which are itemized below. These causes are not exclusive, and the Department Head reserves the right to discipline and/or discharge an employee for unacceptable conduct other than those prescribed below:

- excessive absenteeism, or
- excessive tardiness, or
- inappropriate work habits, or
- negligence of duty, or
- incompetence in the performance of assigned work, or
- dereliction of duty or obligation, or
- failure to follow work rules, or
- failure to follow directives by supervisory staff, or
- failure to follow safety rules, or
- insubordination, or

- loud and abusive language, or
- the use of vulgarity in the workplace, or
- damage and/or loss of County property, or
- possession, use, consumption, transfer or sale of alcohol or unlawful substances while on County property or in the performance of duties, or
- reporting to work following the use or consumption of alcohol, lawful, ~~and~~ or unlawful substance in such a condition that the ability to perform work duties ~~and~~ is impaired or is a danger to fellow employees and/or the general public. If, ~~or if~~ so requested, an employee suspected of having consumed alcoholic beverages or a lawful, or unlawful substance which has impaired the employee's ability to perform work duties shall agree to submit to testing as deemed necessary by his/her Department Head; the refusal to take such test as requested shall subject that employee to disciplinary action; or
- falsifying County records, including but not limited to timecards, employment applications, or
- failure to cooperate in a County authorized investigation, or
- theft, fraud, or embezzlement of County and/or employee property and/or funds or,
- fighting, provoking a fight, threatening or attempting harm while on County property or in the performance of duties.

If the Department Head has reason to reprimand an employee, it is recommended that it be done in a manner that will not embarrass the employee. Prior to such a meeting the employee may request a third-party witness.

Limitation

The County's use of progressive and corrective disciplinary action does not prohibit the Department Head in any case from imposing discipline, which is commensurate with the severity of the offense, skipping any steps up to discharge, if appropriate.

Reassignments

The Department Head may, at his/her discretion, reassign any employee while an investigation of possible wrongful behavior is being completed. Such assignment shall be without prejudice.

8-2 Administrative Leave

An employee or appointed Department Head may be placed on Administrative Leave with or without pay in circumstances following an allegation of misconduct, which requires an investigation and review of the related facts. Pending an investigation, steps will be taken to secure any documents or evidence relating to the investigation. It is the responsibility of the employee's immediate

supervisor or Department Head to terminate or suspend the employee's access to County documents and systems and secure any evidence relating to the investigation. The employee placed on Administrative Leave will be allowed to leave the County premises with only his/her personal items as approved by his/her immediate supervisor or Department Head.

Paid Administrative Leave

Time off during a paid Administrative Leave will first be charged to accrued vacation, and or/comp time, so long as benefit time exists, and until all benefit time is exhausted. At the conclusion of the investigation, if the employee is determined not to be at fault, any charged vacation, and/or comp time will be restored.

Compensation will be equal to the employee's base rate of pay.

Unpaid Administrative Leave

At the conclusion of the investigation, if the employee is determined not to be at fault, any wages and benefits owed while on administrative leave without pay will be restored.

Administrative Leave will not continue beyond the length of the investigation.

If the employee is determined to be at fault, the employee will be terminated, and any remaining accrued benefit time will be paid in accordance with policy on Suspension or Dismissal.

Notwithstanding anything to the contrary stated in this policy, nothing herein is intended to alter the at-will status of any employee. Lee County retains the right to terminate any employee at any time for any lawful reason.

8-3 Dispute Resolution and Complaint Procedures

The County Board Labor Relations Committee is comprised of three (3) Lee County Board members chosen by ~~and potentially including~~ the Board Chair. The Labor Relations Board will be convened only on an "as needed" basis.

A complaint is defined as any unresolved difference between the Department Head and the employee regarding the application, meaning, or interpretation of the terms of this Handbook.

Dispute Resolution

In the interest of resolving disputes at the earliest possible time, an attempt to resolve a dispute shall be made between the employee and his/her immediate Supervisor.

The employee shall make his/her complaint to the immediate Supervisor within five (5) working days of the date on which the employee knew, or reasonably should have known, of the event giving rise to the complaint. The Supervisor will notify the employee of the decision within two (2) workdays following the date when the complaint was made. Settlements or withdrawals at this

step shall not constitute a precedent in the handling of other complaints. In the event of a complaint, the employee shall first complete his/her assigned work task, and file a complaint later, unless it is reasonably believed that the assignment will endanger their safety.

Only one subject matter shall be covered in any one complaint. A complaint shall contain a statement of the employee's position, the Article and Section of this Handbook allegedly violated, the date of the alleged violation, the relief sought, the signature(s) of the grieving employee, and the date the complaint is filed.

Time Limitations

A complaint may be withdrawn at any step of the complaint procedure without prejudice. A complaint not appealed within the designated time limit will be treated as a withdrawn complaint.

Should the Department Head or County Board Labor Relations committee fail to respond within a set time frame, that fact alone shall not be a finding in favor of the employee but shall automatically advance the complaint to the next step.

Complaint Meetings

The employee(s) may be excused from work for the time reasonably required to present the complaint. The employee(s) shall not be paid for any time during which a complaint meeting occurs outside of the employee's work shift.

Steps in Procedure

Complaints shall be addressed as follows:

- **County Employees Employed Within an Elected Office.** The following paragraph outlines the steps necessary to proceed with a complaint for those employees employed within a County Elected Office (constitutional officers):
 - If no agreement is reached between the employee and the Supervisor, as provided for in the Dispute Resolution procedures, the employee shall prepare a written complaint to present to the Department Head no later than ten (10) workdays after the employee was notified of the decision by the Supervisor.
 - Within five (5) workdays after the complaint has been submitted, the Department Head shall meet with the employee to discuss the complaint and make a good faith attempt to resolve the complaint. The Department Head shall respond in writing to the complaint within five (5) workdays following the meeting.
 - The decision by the Department Head (County Elected Official) shall be final.
- **County Employees Employed Within an Appointed Office.** The following paragraph outlines the steps necessary to proceed with a complaint for those employees employed within a County Appointed Office (non-constitutional County Department Heads):

- If no agreement is reached between the employee and the Supervisor as provided for in the Dispute Resolution procedures, the employee shall prepare a written complaint to present to the Department Head no later than ten (10) workdays after the employee was notified of the decision by the Supervisor.
- Within five (5) workdays after the complaint has been submitted, the Department Head shall meet with the employee to discuss the complaint and make a good faith attempt to resolve the complaint. The Department Head shall respond in writing to the complaint within five (5) workdays following the meeting.
- If the complaint is not settled the complaint may be referred in writing, within five (5) workdays after the decision of the Department Head, to the County Board Labor Relations Committee. Within twenty (20) workdays after the complaint has been filed to the Committee, the Committee shall meet with the Department Head and the employee to discuss the complaint. The Committee shall respond in writing to the complaint (with a copy to the Department Head) within five (5) workdays following the meeting.
- A decision by the County Board Labor Relations Committee shall be final.

8-4 Performance Review

Depending on the employee's position and classification, Lee County endeavors to review performance on an annual basis. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, Lee County encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

The performance reviews will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas of improvement and job goals for the next review period have been clearly communicated. Performance review forms will be retained in the employee's personnel file.

Section 9 – Safety and Security

9-1 Safety Policy

The health and safety of employees and others on Lee County property are of critical concern to Lee County. Lee County intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on Lee County's premises, or in a product, facility, piece of equipment, process or business practice for which Lee County is responsible should be brought to the attention of management immediately.

It is the policy of the County that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intent to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees. The prevention of accidents is an objective affecting all levels of the County and its operations. It is therefore a basic requirement that each Department Head, Supervisor and Manager make the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Board members, Department Heads, Officers, Supervisors, Managers and Employees shall become familiar with and follow the safety policies and guidelines of the “Lee County Administrative Safety Manual”.

Department Heads are responsible for distributing the Lee County Administrative Safety Manual to all employees under their supervision and keeping a signed copy of the Employee Acknowledgement Form on file for each employee under their supervision.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

Failure to comply with this policy may subject an employee to disciplinary action including suspension or discharge in accordance with the Discipline and Discharge policy.

9-2 Accidents and Injuries

All accidents involving damage to a vehicle being operated for County business shall be reported immediately to the employee's supervisor. Any required police reports are the employee's responsibility. Any other accident which causes damage to publicly or privately owned property during official County business shall be reported to the employee's supervisor immediately.

Staff receiving any type of injury while on duty, no matter how minor, shall submit an “Employee Incident Report” to the Department Head or Supervisor within 24 hours or as soon as possible following the injury/incident.

Employees may be required to submit to a physical and/or drug exam following an accident or injury. Refusal to comply with the physical and/or drug exam shall be subject to employee discipline but taking the exam shall not operate to waive any objection or rights the employee may have.

Reporting

The following reports shall be completed by the designated individual, when applicable, and are available at www.leecountyil.com on the Safety Committee page:

1. The “Employee Incident Report” shall be completed by the employee involved in an accident and/or sustaining an injury within 24 hours or as soon as possible following the injury/incident. The Report shall include the date, time, place of accident/injury, how it occurred, type of injury (if applicable), and whether medical assistance was obtained.
2. The “Witness Statement” shall be completed by any/all witnesses to any type of incident within 24 hours or as soon as possible following the incident and retained by the Department Head.
3. The “Property Damage Incident Report” shall be completed by the Department Head, Insurance Liaison or other individual involved with property damage. The Report shall be filed within 24 hours or as soon as possible with the Insurance Liaison.
4. The “Illinois Form 45: Employers First Report of Injury” is completed by the Department Head and forwarded within 24 hours or as soon as possible to the Insurance Liaison for Claim processing.

9-3 Workplace Violence

Lee County is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Lee County and personal property.

Lee County does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, Lee County specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, Lee County does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a par-

ticular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Lee County policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Lee County employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious, or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Lee County premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede Lee County's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation, or disciplinary action as a result of reporting a threat in good faith under this policy.

If Lee County determines, after an appropriate good faith investigation, that someone has violated this policy, Lee County will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for Lee County to be aware of any potential danger in its offices. Indeed, Lee County wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

9-4 Concealed Weapons

In the interest of protecting the safety of employees and citizens of Lee County, the Lee County Board adopts the following concealed weapons policy.

The word "employee" in this policy shall mean classifications including but not limited to, classified employees, unclassified employees, contractual employees, members of any boards or commissions approved by County officials, or functioning on County property, volunteers working on behalf of the County, or an elected or appointed Lee County Official. This definition shall not

include law enforcement officials specifically authorized to carry a firearm or any other employee authorized by statute.

Guidelines

Employees of Lee County are prohibited from carrying firearms in any county owned or leased building on any county premise, at any county work location, in any county vehicle, at a county-controlled site, or at any time or in an area that is associated with county employment while the employee is acting within the course and scope of his or her employment.

Employees who bring a weapon into one of the statutorily defined prohibited areas while acting within the course and scope of his or her employment will be subject to disciplinary action including, but not limited to, termination by the County.

Safekeeping of Weapons

Employees of Lee County are prohibited from bringing a firearm onto a County owned or leased parking lot, even if it is kept in his or her own vehicle, except for employees who possess a valid license to carry a concealed weapon.

A County Employee with a valid license to carry a concealed weapon who chooses to carry a concealed weapon while driving to and from work, and park in a County owned or leased parking lot, must secure his or her weapon in his or her own locked vehicle, either in a locked compartment within the vehicle or in the trunk before he or she acts in the course and scope of his or her employment.

Violations

Any County Employee who violates this policy shall be considered as acting outside the course and scope of his or her duties and will be subject to disciplinary action up to and including termination by the County.

Lee County will not defend or indemnify an employee who carries or discharges personal weapons on the job unless the employee is a law enforcement official specifically authorized to carry a firearm or any other employee authorized by statute.

Section 10 – Employee Separation

10-1 If You Must Leave Us

Should an employee decide to leave Lee County, we ask that they provide the Supervisor with at least two (2) weeks' advance notice of departure. Thoughtfulness will be appreciated. All Lee County property including, but not limited to, keys, security cards, credit cards, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of Lee County's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay Lee County (through payroll deduction, if lawful) for any lost or damaged Lee County property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

10-2 Types of Separation

Resignation

To resign, an employee shall submit a written notice to his/her immediate supervisor at least two (2) weeks before the effective date of the resignation. Two weeks is understood to mean that the resigning employee will be available for work during this time to aid in the training of a replacement. Department Heads, Supervisors and Management personnel are requested to provide six (6) weeks' advance notice when possible.

The official date of termination will be the last full day the employee reports to work. Accrued benefit time cannot be used to extend employment past that day.

Sick/personal leave, vacation, and Life Insurance benefits cease at midnight of the date of termination. Health Insurance may be continued following applicable COBRA laws.

The employee shall be compensated for unused compensatory time and vacation time, unless the resignation occurs during the Introductory Period. Payment shall be made on the soonest practical pay date.

The employee shall be compensated at the rate of one-half (1/2) day for each day of banked (earned in a prior year) unused sick/personal leave up to but not exceeding a total of 60 banked days (maximum compensation of 30 days). The employee is also eligible for compensation at the rate of ½ day for each day of earned unused sick/personal leave accumulated in the current fiscal year. Payment shall be made on the soonest practical pay date.

Monies accumulated in the employee's IMRF retirement account are refundable per IMRF guidelines. Employees may be eligible to leave these funds in the plan in order to receive retirement benefits when eligible. Employees are responsible for contacting IMRF to determine eligibility.

Retirement

Retirement is defined as the employee's eligibility and intent to draw their IMRF pension upon leaving employment. It is the employee's responsibility to inform their supervisor as soon as possible of their intent to retire so a benefit payment plan can be prepared.

The official date of retirement will be the last full day the employee reports to work. Accrued benefit time cannot be used to extend employment past that day.

Retirement benefits will be paid in accordance with the provisions of the Illinois Municipal Retirement Act and the Social Security Act. It is the employee's responsibility to contact a representative from the appropriate agency (IMRF or Social Security) to determine eligibility and benefits. It is the employee's responsibility to complete any required forms and return them to the appropriate agency.

Employees eligible for retirement are entitled to 100% compensation for any banked (earned in a prior year) sick/personal leave not in excess of the (60) banked day. The retiring employee is also eligible for 100% compensation for each day of earned unused sick/personal leave accumulated in the current fiscal year. Payment shall be made on the soonest practical pay date.

Employees eligible for retirement will be entitled to 100% compensation for any compensatory and vacation time earned in the current fiscal year. Payment shall be made on the soonest practical pay date.

Sick/personal leave, vacation, and Life Insurance benefits cease at midnight of the date of retirement.

If the retiring employee is covered under the County's group health insurance plan, the employee is entitled to continue the same coverage after retirement up until the age of 65 years old, if the employee meets the applicable IMRF vesting requirements, and upon the condition that the employee so elects within 30 days of retirement and continues to remain on the plan without interruption. The employee shall pay a portion of the monthly premium cost of the health insurance coverage based upon the retiree rate identified in Insurance and Pension of the FOP bargaining contract. The said employee's share of the premium cost shall be directly submitted to the County, on or before each regularly scheduled payday. If the health insurance premium payment is more than 30 days late, the employee's health care coverage may be dropped.

Involuntary Termination

The Department Head may dismiss any employee because of budgetary constraints or work curtailment within the Department.

Employees terminated involuntarily due to budgetary constraints or work curtailment shall be compensated for accrued, unused compensatory time, vacation time and sick time, except when the termination occurs during the employee's Introductory Period. Payment shall be made on the soonest practical pay date.

Suspension

Department Heads may suspend, with or without pay or allowance, any employee for disciplinary reasons. Suspension may not exceed 20 working days for any single offense.

Two suspensions in any twelve-month period, the total of which exceed 20 working days will constitute a dismissal.

Dismissal (Termination)

Employees terminated for misconduct shall be compensated for unused compensatory time and vacation time, except when the termination occurs during the employee's Introductory Period. Employees terminated for misconduct are not eligible for compensation for any unused earned sick leave.

10-3 Exit Interviews

Employees who resign are requested to participate in an exit interview with the Human Resources Representative, if possible.

10-4 Continuation of Health Insurance Benefits

Under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, if an employee is covered under the County's group health insurance plan, the employee may be entitled to continue coverage in the event employment with the County ends. Under COBRA, the County may also be required to offer coverage continuation to each qualified beneficiary (the employee and any covered dependents) who would otherwise lose their insurance coverage. If employees have any questions concerning COBRA rights, they should contact the Human Resources Representative.

10-5 Unemployment Insurance

The County participates in Unemployment Insurance, a state-operated insurance program which may partially replace lost wages in the event an employee becomes unemployed. This insurance is administered by applicable state agencies, which determine eligibility for benefits, the amount of benefits (if any), and duration of benefits. More information is available from the Illinois Department of Employment Security.

10-6 Social Security/Medicare

Employees are covered by Social Security and Medicare as required by law. Deductions are withheld from each paycheck according to the current rate. The County also contributes on behalf of the employees at the rate required by law.



10-7 Illinois Municipal Retirement Fund

The County contributes to the IMRF on behalf of qualifying employees in amounts required by Illinois law. Benefits may include retirement, disability insurance, life insurance and widow's annuities. Further details are available in the member's section of the IMRF website.



General Handbook Acknowledgment

This Employee handbook is an important document intended to help employees become acquainted with Lee County. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because Lee County's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this handbook.

I have received and read a copy of Lee County's Employee handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of Lee County at any time.

I further understand that my employment is terminable at will, either by myself or Lee County, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of Lee County other than the Department Head may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of Lee County's Employee handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Department/Position: _____

Date: _____

Two copies should be made of this form. The original should be kept in the employee's file, one copy should stay with the Department Head, and the remaining copy returned to the employee to be kept in this handbook.



Receipt of Non-Harassment Policy

It is Lee County's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If the employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to any member of management. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Department Head. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level supervisor in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, Lee County will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand Lee County's Non-Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Department/Position: _____

Date: _____

Two copies should be made of this form. The original should be kept in the employee's file, one copy should stay with the Department Head, and the remaining copy returned to the employee to be kept in this handbook.



Receipt of Sexual Harassment Policy

It is Lee County's policy to prohibit harassment of any employee by any supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within Lee County. It is to ensure that at Lee County all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about the employee's physical appearance, conversation about one's own or someone else's sex life, or teasing or other conduct directed toward a person because of their gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If the employees feel they have been subjected to conduct which violates this policy, they should immediately report the matter to any member of management. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact the Department Head. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level supervisor in their reporting hierarchy. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, Lee County will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employees feel they have been subjected to any such retaliation, they should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand Lee County's Sexual Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Department/Position: _____ Date: _____

Two copies should be made of this form. The original should be kept in the employee's file, one copy should stay with the Department Head, and the remaining copy returned to the employee to be kept in this handbook.