

VILLAGE OF BRADLEY

ORDINANCE NO. 0-3-20-2

AN ORDINANCE AMENDING SECTION 2 (ADMINISTRATION), ARTICLE III (OFFICERS AND EMPLOYEES), DIVISION 1 (GENERALLY), SECTION 2.111, PERSONNEL POLICY HANDBOOK FOR THE VILLAGE OF BRADLEY, KANKAKEE COUNTY, ILLINOIS

ADOPTED BY THE
BOARD OF TRUSTEES OF THE
VILLAGE OF BRADLEY

THIS 13 DAY OF April, 2020

Published in pamphlet form by the order and authority of the Board of Trustees of the Village of Bradley, Kankakee County, Illinois, this 13 day of April, 2020.

CERTIFICATE:


Julie Tambling, Village Clerk

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BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF BRADLEY, as follows:

WHEREAS, the Village President and Board of Trustees of the Village of Bradley have the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety and welfare of its citizens; and

WHEREAS, the Village current Personnel Policy Handbook must be amended and updated in its entirety; and

WHEREAS, the Village has determined that it is in its best interest to amend and update the existing Personnel Policy Handbook for the Village of Bradley in its entirety, and the updated 2020 Personnel Policy Handbook is attached hereto and incorporated herein as Exhibit "A".

NOW THEREFORE, BE IT ORDAINED by the President and the Trustees of the Village of Bradley, Kankakee County, Illinois:

SECTION 1: The above recitals are true, correct, complete and are hereby incorporated by reference as though fully set forth herein.

SECTION 2: The 2020 Personnel Policy Handbook of the Village of Bradley, Illinois, attached hereto and incorporated as Exhibit A, is hereby adopted by the Village of Bradley.

SECTION 3: Section 2 (Administration), Article III (Officers and Employees), Division 1 (Generally), Section 2.111 shall be revised to reflect that the 2020 Personnel Policy Handbook is hereby adopted and incorporated by reference, verbatim, with the same force and effect as law, and renumbered and sequenced by the codifier to the extent necessary to be consistent with the Village's existing format in its Code of Ordinances.

SECTION 4: A copy of the Personnel Policy Handbook shall be made available to all employees of the Village and kept on file with the Village Clerk.

SECTION 5: All existing ordinances of the Village of Bradley are hereby repealed insofar as they may be inconsistent with the provisions of this Ordinance. The Clerk of the Village of Bradley shall certify to the adoption of this Ordinance and shall cause it to be published in pamphlet form and this Ordinance shall take effect upon its approval and publication in pamphlet form as so certified.

PASSED by the Board of Trustees on a roll call vote on the 13 day of April, 2020.

TRUSTEES:

MICHAEL WATSON	Aye - <input checked="" type="checkbox"/>	Nay - <input type="checkbox"/>	Absent - <input type="checkbox"/>
ROBERT REDMOND	Aye - <input checked="" type="checkbox"/>	Nay - <input type="checkbox"/>	Absent - <input type="checkbox"/>
RYAN LeBRAN	Aye - <input checked="" type="checkbox"/>	Nay - <input type="checkbox"/>	Absent - <input type="checkbox"/>
DARREN WESTPHAL	Aye - <input checked="" type="checkbox"/>	Nay - <input type="checkbox"/>	Absent - <input type="checkbox"/>
BRIAN BILLINGSLEY	Aye - <input checked="" type="checkbox"/>	Nay - <input type="checkbox"/>	Absent - <input type="checkbox"/>
BRIAN TIERI	Aye - <input checked="" type="checkbox"/>	Nay - <input type="checkbox"/>	Absent - <input type="checkbox"/>

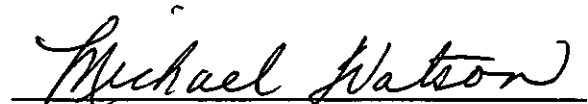
ACTING VILLAGE PRESIDENT:

MICHAEL WATSON Non-Voting - X

TOTALS: Aye - 6 Nay - 0 Absent - 0


JULIE TAMBLING, VILLAGE CLERK

APPROVED this 13 day of April, 2020.


MICHAEL WATSON,
ACTING VILLAGE PRESIDENT

ATTEST:


JULIE TAMBLING, VILLAGE CLERK

STATE OF ILLINOIS)
)
COUNTY OF KANKAKEE) §§

I, Julie Tambling, Village Clerk of the Village of Bradley, County of Kankakee and State of Illinois, DO HEREBY CERTIFY that the attached is a true, perfect, and complete copy of Ordinance number 03-20-2, "AN ORDINANCE ADOPTING AND APPROVING THE PERSONNEL POLICY HANDBOOK FOR THE VILLAGE OF BRADLEY, KANKAKEE COUNTY, ILLINOIS," which was adopted by the Village Corporate Authorities at a meeting held on the 13 day of April, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand in the Village of Bradley, County of Kankakee and State of Illinois, on this 13 day of April, 2020.

Julie Tambling

JULIE TAMBLING, VILLAGE CLERK

(SEAL)



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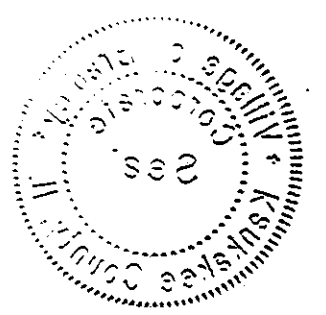
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VILLAGE OF BRADLEY
Personnel Policy Handbook

1.0 GENERAL PROVISIONS

1.1 FOREWORD

Whether you have just joined our staff or have been with the Village of Bradley, Illinois (hereinafter "Village") for a while, we are confident that you will find this a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of the Village of Bradley to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a benefit or the applicability of a policy or practice to you, you should address your specific questions with your Department Head. Neither this handbook nor any other document confers any contractual right, either expressed or implied, to remain in the Village's employ, nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the Village, or you may resign for any reason at any time. No Department Head or other representative of the Village, other than the Village Board, has the authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the above. Any such agreement with the Board must be by specific individual agreement in writing and signed by the President of the Board of Trustees and the employee. No one has the authority to make any oral statements that should be considered or construed as a contract or guarantee of employment or compensation or guarantee of employment in a position with the Village.

The procedures, practices, policies, and benefits described here may be modified or discontinued at any time, with or without notice. This handbook supersedes all previous versions of the Village of Bradley Personnel Policy Handbook.

Federal, state or local laws shall supersede these stated policies, until corrections can be published, in the following instances:

- If any of the polices are or become in conflict with federal, state or local laws or regulations; or
- If any omissions or inclusions cause conflict with federal, state or local laws or regulations; or
- If typographical or printer error should cause conflict with any federal, state or local laws or regulations.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

This handbook applies to all employees listed in the Application of Handbook section herein unless otherwise provided under the terms of any applicable collective bargaining agreement.

Additionally, in the event of any conflict between the provisions of this handbook and the terms of any collective bargaining agreement, the terms of the collective bargaining agreement will control as to the employees covered by such agreement.

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1.3 MANAGEMENT RIGHTS CLAUSE

Except as limited by the specific provisions of the Personnel Policy Handbook and applicable law, the Village shall retain the right and authority to operate and direct the affairs of the Village in all its various aspects. All the rights, functions and prerogatives of management are reserved and retained exclusively to the Village. In no event shall any right, function or prerogative ever be deemed or construed to have been modified, diminished or impaired by any past practice or course of conduct, including by the interpretation of any provision of the Personnel Policy Handbook.

Specifically, but without limiting the generality of the foregoing, it is distinctly understood and agreed that the Personnel Policy Handbook does not affect and shall not be deemed or construed to impair or limit in any way the Village's right in its sole discretion and judgment to determine matters of inherent managerial policy, the functions of the employer, its mission including the nature, extent and standards of service offered to the public, its overall and departmental budget, the organizational structure and selection of new employees, examination techniques, and to direct or reassign the working force or any individual therein; to plan, direct, control, subcontract and determine the operations or service to be conducted by the employees of the Village; to meet and confer with employees directly, either individually or collectively; to schedule, assign and transfer employees; to hire, promote, demote, suspend, discipline or discharge; or relieve employees due to lack of work, shortage of budgeted funds, or for other legitimate reasons, to make and enforce, and from time to time change the rules and regulations.

The Village retains all prerogatives, rights, and powers including its right to take any action mandated or allowed by state law and nothing in the Personnel Policy Handbook shall prohibit such action. The Village further retains and reserves all its rights to perform its management responsibilities and to take any action necessary to carry out those responsibilities unless clearly and expressly prohibited by the Personnel Policy Handbook.

1.4 APPLICATION OF HANDBOOK

The Village of Bradley Board has deemed it advisable to establish a written Personnel Policy Handbook that sets forth operational guidelines concerning various aspects of the Village of Bradley's personnel management procedures and benefits. The Village Administrator shall be responsible for the overall administration of these policies and procedures once they are approved by the Village Board of Trustees. This Personnel Policy Handbook applies to all the Village of Bradley employees, except:

- Officers elected by the people and persons appointed to the vacancies in elected office;
- The members of boards and commissions, and all officers appointed by officers elected by the people;
- Volunteer personnel who receive no regular compensation from the Village;
- Independent Contractors; and
- Members of any bargaining unit recognized by the Village to the extent of a conflict between these rules and the provisions of their collective bargaining agreement.

This Personnel Policy Handbook is not a contract, and the policies, procedures and benefits described in the handbook are subject to change: addition or deletion by the Village of Bradley Board of Trustees in their sole discretion. To the extent a conflict exists between these policies and procedures and the provisions of any Village collective bargaining agreement, the provisions of the collective bargaining agreement shall control.

1.5 DEPARTMENTAL AND OTHER RULES

Any individual department has the right to establish certain rules of acceptable behavior that are unique to that department (shop rules) and, if reviewed and approved by the Department Head and the Administrator, they are given the same weight as if they were contained in this Personnel Policy Handbook.

Beyond acts that are illegal, any behavior that is not conducive to properly and effectively serving the citizens of Bradley is prohibited. Merely because a form of conduct is not specifically prohibited in this handbook does not mean the Village will condone it. If such conduct is contrary to the standards of behavior alluded to within this handbook; especially, if it is relevant to on-the-job performance, then disciplinary action can be taken.

1.6 CONSTRUCTION OF THE RULES

In the construction of the rules, the following conventions will be observed and applied, except when the context clearly indicates otherwise.

- Words used in the present tense shall include the future; words used in the singular number shall include the plural; and the plural, the singular.
- The word "shall" is mandatory and not discretionary.
- The word "may" is permissive.

2.0 DEFINITIONS

2.1 EMPLOYEE CLASSIFICATION CATEGORIES

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the Village of Bradley.

- **Nonexempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime provisions.
- **Exempt employees** are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA.

Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

The Village of Bradley has established the following categories for both nonexempt and exempt employees:

- **Full Time:** Employees who are not in a temporary status and who are regularly scheduled to work the Village's full-time schedule of at least 30 hours each week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
- **Part Time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule of 30 or more hours per week.
- **Temporary:** Temporary employees are those who are hired to work for a temporary period. Such appointments are made when a special project requires the addition of an employee for a specific period, for student intern appointments, or for emergency appointments. Generally, the duration of time the employee is needed is specified at the time of hire. The schedule and duration of the temporary assignment may be altered or terminated at any time. Temporary assignments usually will not exceed twelve (12) calendar months. (Where the terms of a collective bargaining agreement permit a longer period of temporary employment in a position, the collective bargaining agreement shall control.) Temporary assignments can be extended beyond twelve (12) calendar months with approval from the Village of Bradley Board of Trustees. Temporary employees are only eligible to receive legally mandated benefits (such as Social Security and Workers' Compensation Insurance).
- **Transfer:** An employee who moves from one department to another.
- **Independent Contractors/Contractual Staff:** Individuals or companies contracted on a limited basis for a specific purpose and are paid at a predetermined rate for a specific project. Such individuals or companies are considered "self-employed" or independent contractors and are, therefore, not eligible for any fringe benefits of employment available to employees of the Village.
- **Volunteers:** Individuals who donate their time and talents in one or more services provided by the Village and who are covered by Village liability insurance. Volunteers shall preserve client confidentiality and shall observe the general rules of conduct applicable to Village employees.
- **Students and Interns:** Individuals who participate on a temporary basis in Village activities and/or serve without compensation as a condition of fulfilling an academic requirement or training. The Village will attempt to cooperate with college and high schools by allowing students to spend time in the Village when it is convenient for the staff. The decision will be made by the Department Head. Students and interns shall preserve client confidentiality and shall observe the general rules of conduct applicable to other employees.

2.2 INTRODUCTORY PERIOD

To give the Village an opportunity to review the work and qualifications of new employees, and to give new employees time to become familiar with their new positions and evaluate the Village, there is an introductory period of ninety (90) days for all new employees. Although evaluation of employees' job performance is a continuous, on-going process throughout the introductory period, your Department Head will meet with you to personally evaluate your performance at the end of the introductory period. Successful completion of the introductory period is not a promise or guarantee of continued employment and does not alter the at-will employment relationship.

3.0 DIVERSITY

3.1 AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with fifteen (15) or more employees from discriminating against applicants and individuals with disabilities and that when needed, provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the Village of Bradley to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

"Disability" refers to a physical or mental impairment which substantially limits one or more of the major life activities of an individual. An individual who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment is a "disabled individual." A "qualified person with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.

The Village will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the Village of Bradley. Contact the Village Administrator with any questions or requests for accommodation.

3.2 ANTI-HARASSMENT & DISCRIMINATION POLICY

The Village of Bradley is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices,

including harassment. Therefore, the Village of Bradley expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

It is the policy of the Village of Bradley to ensure equal employment opportunity without discrimination or harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. The Village of Bradley prohibits any such discrimination or harassment.

Investigation of Harassment Complaints

All allegations of harassment will be investigated. The Village of Bradley will investigate every complaint of harassment, without bias or premature judgment. Such an investigation should include interviews with the complaining employee, the subject of the complaint, and co-workers, or others who may have knowledge of the situation. The investigation may include a review of files and other tangible evidence. The investigator will make every reasonable attempt to rationally and objectively resolve any questions of credibility between the complaining and the accused parties. All employees are expected to cooperate fully with such investigations. Where investigations confirm the misconduct, appropriate corrective action will be taken up to and including discharge from employment.

Confidentiality

To the extent possible, the employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. Information obtained during the course of an investigation of harassment will be maintained in confidence. It will be released only to individuals who have a need to know it e.g., individuals who will enable the Village to investigate the charges thoroughly. However, the identity of allegations by complaining employees and/or witnesses may be disclosed to the accused employee in order to complete the investigation.

Reporting Procedure

Employees should promptly report incidents of harassment in the workplace whether he or she observes harassment or believes him or herself to be the object of harassment. Reports should be made to the employee's supervisor, who will conduct thorough, prompt, and confidential investigations of the allegations. In cases of incidents of harassment by an employee's supervisor, reports should be made to the offending employee's supervisor. Supervisors receiving such reports shall immediately inform the Village Administrator. Should the person making the report believe the Village Administrator has violated this policy regarding harassment or retaliation; the report should be made to the Village President.

The Village of Bradley prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports. For more specifics on anti-harassment as it relates to Sexual Harassment, please refer to Resolution No. R-12-17-3 Sexual Harassment Policy adopted by the Board of Trustees on December 27, 2017.

3.3 EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Village of Bradley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state, and local laws. The Village of Bradley complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The Village of Bradley expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of the Village of Bradley employees to perform their expected job duties is not tolerated.

3.4 IMMIGRATION AND EMPLOYMENT

It is the policy of the Village of Bradley to employ only those individuals that are legally authorized to work in the United States. In complying with the Immigration Reform and Control Act of 1986, it is against the Village of Bradley policy to discriminate because of an individual's national origin, citizenship, or intent to become a US citizen.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I9 and present documentation establishing identity and employment eligibility. These requirements must be fulfilled within three (3) business days of the employee's first day of work. Former employees who are rehired must also complete the form if they have not completed an I9 with the Village of Bradley within the past three (3) years, or if their previous I9 is no longer retained or valid.

If documentation is unavailable, and has been applied for by the employee, a receipt is required for verification. The employee must produce the receipt within three (3) business days of hire, and the actual document within ninety (90) calendar days of hire.

The Village cannot lawfully employ anyone who fails to comply with the employment eligibility verification and/or Form I9 requirements.

4.0 EMPLOYMENT

4.1 ATTENDANCE

Employees are expected to report to work whenever scheduled and be at their work station at starting time, and again after lunch break at the prescribed time. Failure to observe working hours could result in disciplinary procedures.

When an employee is unable to report to work because of illness or emergency, the employee must call or text his/her Department Head as far in advance as possible, or in the event of an emergency, as soon as practical. Such notification should include a reason for the absence or tardiness and an indication of when the employee can be expected to report to work. The absent employee is responsible for ensuring that proper notice of absent or late arrival is given to the employee's Department Head. Failure to provide proper notification on an absence or lateness, as well as unexcused absences, late arrivals or early departures from work may result in disciplinary action, up to and including discharge unless otherwise prohibited by law.

An employee who fails to report to work and who fails to notify his/her Department Head in advance for the reason of their absence for three (3) or more consecutive shifts, will be considered to have voluntarily resigned his/her position with the Village.

4.2 ATTIRE AND GROOMING

It is important for all employees to project a professional image while at work by being appropriately attired. The Village of Bradley employees are expected to be neat, clean, and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed.

The Village of Bradley is confident that employees will use their best judgment regarding attire and appearance. 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. Work time missed by a non-exempt employee will not be compensated. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

4.3 BACKGROUND CHECKS

To ensure that the Village of Bradley 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 the Village of Bradley. 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 anti-discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the Village of Bradley 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. Background checks may include a criminal record check. If an individual is hired by the Village and convicted of a felony offense thereafter, the Village will take appropriate disciplinary measures, which may include termination.

Additional checks such as a driving record or credit report may be made on applicants for job categories if appropriate and job related.

The Village of Bradley also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above, or upon suspicion of post-hire criminal conviction.

4.4 COMPUTER AND ELECTRONIC MAIL USAGE

Computers, computer files, software, Internet service, the electronic mail system, and all other communication devices or systems furnished to employees are the exclusive property of the Village of Bradley and are intended for business use only. To ensure compliance with this policy, the Village reserves the right to monitor, review and/or trace, at any time, electronic communications (including e-mail), downloaded material, Internet usage and/or computer files stored on or transmitted via the Village's computers or systems. As a result, employees have no expectation of privacy in those files or communications.

Employees are advised that password protection does not confer any privacy right. Password protection is provided for security purposes; however, a password does not prevent or limit the Village's access to files and communications (as explained above). In addition, employees are advised that deleting a communication or file does not eliminate the Village's ability to retrieve and review the communication or file.

The Village strives to maintain an efficient and appropriate workplace environment. Therefore, Village employees are prohibited from using the Village's computers, Internet, electronic mail system, and any other Village communication system in any manner that is disruptive, discriminatory, unlawful, obscene, derogatory, offensive, defamatory, or otherwise inappropriate. For example, playing of games is not permitted, and the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, poor taste or vulgar jokes, or anything that may be construed as harassment or showing disrespect for others.

Employees should not use a password, access a file, or retrieve any stored communication without authorization.

Electronic mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

The Freedom of Information Act (FOIA) requires that all Electronic Communications including Electronic mail, must be performed in accordance with approved Electronic communication methods and resources approved by the Village of Bradley Technology Committee. Under the Freedom of Information Act all Electronic Communications are considered Public Records to be preserved, retained or destroyed in accordance with the Illinois Records Act 5ILCS 205/1 seq.

Employees must and are required to notify their immediate Department Head upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

4.5 CONFIDENTIALITY

Our residents and other parties with whom we do business entrust the Village with important information relating to them personally and/or their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a “need to know.” If an employee questions whether certain information is considered confidential, he/she should first check with his/her Department Head.

This policy is intended to alert employees to the need for discretion always and is not intended to inhibit normal business communications. It is also a reminder of our obligation to the Identify Protection Act, 5 ILCS 179/1 which was adopted by the Board of Trustees on January 24, 2011. Refer to Resolution No. R-1-11-2 Identity Protection Policy.

All requests by the media for information shall be coordinated through the Mayor or Village Administrator. When the Mayor or Village Administrator is not available, a Department Head may provide information to the media. If the department initiated the contact with the media (i.e. sent a news release), the contact person has approval to talk with the media regarding the specific topic of the release. The employee should request a copy of the release for proof reading prior to publication.

4.6 ELECTRONIC DEVICES, CELL PHONES, SMARTPHONES AND OTHER HANDHELD DEVICES

This policy covers those aspects of an employee’s work at the Village regarding the use of cellular phones, smartphones, or other handheld devices, whether Village issued or personally owned, and the use of such electronic devices.

Use of Village Owned Devices

Some job classifications require immediate access to an employee. Under such circumstances, the Village may issue a cell phone, or other device, to an employee for work-related communication. The primary use of such a device is for Village related communication. All personal use of such devices is expected to be kept to a minimum. If the personal use of these devices causes disruption, or loss, in productivity, the employee may be subject to disciplinary action.

Employees in possession of Village equipment, such as cell phones and other electronic devices, are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request of the Village, the employee may be asked to produce the electronic device and its security pass code for return or inspection.

Only when there is a necessity to do so will the Village consider replacing a Village issued electronic device. Under no circumstances will the Village replace business cell phones, or other electronic devices, to keep up with the changes in technology when there is not a need for such a replacement.

In the event an employee goes on leave under the Family Medical Leave Act or other leave described in this policy, the Village reserves the right to deactivate or request for the device to be turned in for the duration of the employee’s leave.

Use of Employee Owned Devices

While at work, employees are expected to exercise the same discretion in using personal cellular phones and other electronic devices as is expected of them in using Village owned devices. Excessive personal calls during the work day, regardless of the type of phone used, can interfere with employee productivity and be distracting to other workers. Employees are encouraged to make any other personal calls on non-work time.

Use of personal cellular phones for making/taking Village calls is discouraged. The Village will not be liable for loss or damage to personal cellular phones or other personal electronic devices brought into the workplace.

Safety and Use of All Electronic Devices in the Workplace

All employees are expected to follow applicable state and federal laws or regulations regarding the use of cellular phones and other electronic devices, always.

In compliance with state law regarding “hands-free” use of cell phones and electronic devices during the operation of any motorized vehicle, the Village will issue employees hands-free equipment with Village issued cellular phones and smartphones. However, employees remain responsible for the continued safe operation of motor vehicles, always.

EMPLOYEES WHO ARE CHARGED WITH TRAFFIC VIOLATIONS RESULTING FROM THE USE OF ANY CELLULAR PHONE OR ELECTRONIC DEVICE WHILE OPERATING A VILLAGE VEHICLE WILL BE SOLELY RESPONSIBLE FOR ALL LIABILITIES THAT RESULT FROM SUCH VIOLATIONS.

4.7 EMPLOYEE - INITIATIVE TRANSFERS AND PROMOTIONS

Village of Bradley believes in providing opportunities for its employees to advance within the organization.

Definitions

Promotion is the movement of an employee to a higher-grade level either within the same department or to another department due to a change in duties and not due to a market adjustment in salary.

Eligibility

Any employee in good standing is eligible for promotion consideration, assuming he/she meets the minimum qualifications for the position.

Procedures

- Promotion Within Same Department
 - All new vacant positions below the Department Head level are posted internally for five (5) business days and are open to all qualified employees of the Village of Bradley.

- Department Heads wishing to recommend a promotion for an employee because of a change in job duties being performed should review and revise the employee's job description in accordance with that employee's actual job duties, making note of major changes in responsibility that would warrant consideration of a promotion.
- The Department Head should submit the new job description, recommended grade/salary/title changes, and a memorandum outlining the recommendation to the Village Administrator.
- The Village Administrator and Finance Director will review the documentation and compare it to market rate and the internal structure at the Village of Bradley and determine if the recommendation should be supported, modified or denied.
- Promotion to Another Department
 - All job vacancies below the Department Head level are posted internally for five (5) business days by the Department Head.
 - Employees who are interested in a posted position should submit a resume for the position.
 - Internal candidates do not need the permission of their Department Head to apply for open positions at Village of Bradley. Internal candidates, if any, will be considered based on a comparison to both internal and external candidates. After qualified applicants are interviewed by the Department Head and if they are considered good candidates for the position, their Department Head will be notified of their application by the Village Administrator.
 - If a vacancy exists for the Village Administrator's position, potential internal candidates will be reviewed by the Mayor. The position may also be advertised externally. A final decision will be made by the Mayor.
 - The maximum time that an employee may be kept in his/her current position after being accepted for another Village of Bradley position is thirty (30) calendar days.

Pay Changes

The salary offered for the new position will be determined primarily based on the employee's qualifications for the new position and internal equity within the department or work group. Employees can choose to accept, or decline offers without repercussions in their current position.

Appointments

Appointments to fill vacancies in regular, part-time, and temporary positions shall be made in accordance with the above said rules. Appointments may be presented to the Village Board for discussion in closed session with approval in open session. All promoted and originally appointed regular and part-time employees shall serve a new introductory period.

In the case that a vacancy must be filled immediately, the Mayor or Village Administrator may make a temporary appointment. The job announcement and recruitment process shall then proceed in the normal manner to fill the vacancy.

Transfers

A position may be filled by transferring an employee from a position of a similar classification with the same basic qualifications and maximum salary rate through recommendation of the Department Head of the employee. If the Department Head recommends the transfer, and it is approved by the Village Administrator, the employee will maintain his/her current salary level.

4.8 EMPLOYEE RELATIONS

The Village of Bradley is in the business of providing services to the individuals who reside within its borders. The success of the Village of Bradley is dependent upon the skill, dedication, and productivity of its employees, and as such, employees are expected to act consistent with the Village's purpose. Employee performance and achievement are enhanced in an open and supportive work environment which is characterized by mutual trust and respect. Department heads are responsible for creating and maintaining a positive work environment in their operations by implementing the policies contained in the Village Administrator Policy Handbook.

The pace of change and the need for greater flexibility necessitate that we work within a climate of openness and participation. This is achieved by establishing open channels of communications, developing personal ownership of our objectives and performance measures, and consulting over the strategic planning and management of the Village of Bradley.

If employees have concerns about working conditions, compensation, or any other employment matter, they are to discuss these concerns openly and directly with their supervisor/Department Head. Department Heads are responsible for responding to employee concerns. An employee may appeal his/her problems to the Village Administrator if they cannot be resolved at the department level. Employees are encouraged to use these problem-solving procedures without fear of retaliation by their Department Head or the Village. Resolution of employee issues and concerns at the earliest possible opportunity is recognized as a fundamental principle of sound employee relations.

To continue achieving our standards of service delivery, we need to maintain operational resilience while at the same time developing the ability to respond quickly and creatively to fluctuating demands. We recognize the need to critically assess our performance, plan for change, and be proactive in bringing further improvements.

4.9 EMPLOYMENT APPLICATION

As part of the hiring process, applicants will be required to complete an employment application. Resumes will not be accepted as employment applications.

The Village of Bradley relies upon the accuracy of information contained in the employment application and other employment-related documents. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

4.10 ETHICAL CONDUCT / POLITICAL ACTIVITY

All employees shall conduct themselves in a professional and responsible manner and in strict conformity with all local, state, and federal laws and ordinances while at work or officially representing the Village of Bradley. No employee shall attempt to further his/her self-interests through use of his/her official position.

Prohibited Political Activities:

- No employee shall, in any manner, engage, conduct, or participate in any political activity while at work/on duty. Such activity shall include, but is not limited to, solicitation, fund-raising, campaign related meetings or activities, literature distribution or any other action that may be deemed as campaigning.
- No Village vehicles shall be used in conjunction with a campaign. No campaign material shall, at any time, be placed or carried in any Village vehicle used by an employee.
- No Village telephone, fax, cell phone, computer/lap top, pager, radio or other communication device, which is Village property or paid for with Village funds, shall be used for any campaign purposes. However, if the Village issues a cell phone, the employee could, if customary, carry the cell phone even while off-duty so that the employee is available, if necessary, for Village business.
- Village supplies, materials, or equipment shall not be used in conjunction with any type of political activity.
- The employee shall not wear the his/her Village uniform at any time off-duty or while attending any type of political event, function, or engaging in any type of political activity. Any clothing that could be classified as "official" departmental or Village clothing that bears the name, logo or any markings associated with the Village of Bradley shall not be worn in conjunction with any political activity, including attendance at any political event.
- No Village funds, including for travel expenses, shall be used in conjunction with a political campaign.
- Employees who are candidates for office shall specifically refrain from giving any indication that the Village of Bradley is supporting their candidacy. An employee, however, can enumerate personal qualifications for office, which may include employment history and duties as part of a campaign.
- Village property or other personal property that identifies the employee with the Village shall not be used in campaign material. For example, the Village of Bradley uniforms or Village vehicles should not be portrayed in any campaign materials.
- All Village employees should exercise due care to assure their participation in political campaigns follows Local Governmental Employees Political Rights Act and applicable Village ordinance and/or policies, including any Village ethics policies.
- Any questions concerning this policy, or its interpretation should be directed in writing to the Village Administrator.

4.11 FRAUD PREVENTION POLICY

Refer to Resolution No. R-10-11-3 Fraud Prevention Policy adopted by the Board of Trustees on October 24, 2011.

4.12 IDENTIFICATION

All employees shall have a photo ID card to be carried with them or worn on outer clothing, except for sworn officers who shall display their badges unless circumstances prevent it. Each employee shall be responsible for the condition and/or replacement of his/her ID card. Upon termination for any reason, the card shall be forfeited to the Village.

4.13 JOB POSTING

The purpose of the Job Posting Policy is to ensure all employees are aware of open positions and can apply for those they are qualified for. Village of Bradley believes in promoting from within when possible and is committed to employing the best candidates for approved positions and engaging in effective recruitment and selection practices in compliance with all applicable employment laws. We provide equal employment opportunity to all applicants and employees.

Scope

This policy applies to all Village of Bradley positions at the level of Department Head and below. The hiring supervisor/Department Head and Village Administrator may elect not to post certain positions when there are lawful, nondiscriminatory bases for doing so.

Job Postings

Once an open position is approved for recruitment, the Village Administrator will generate job announcements electronically and post the announcements in designated areas within Village facilities.

The position will be posted internally for five (5) business days, during which time qualified employees may apply ahead of external candidates. In some cases, external recruiting may take place simultaneously to expedite the process as business needs require.

Eligibility

To be considered for an open position, you must:

- Have worked for Village of Bradley for at least twelve (12) months and have been in your current position for at least six (6) months.
- Have received a rating no lower than “meets expectations” on your most recent performance review and must not currently be on a performance improvement plan.
- Meet the minimum requirements for the job and be able to perform the essential functions of the position, with or without reasonable accommodation.
- Apply by submitting a resume and employment application by the closing date as stated in the posting.

All internal applicants will receive notice from the Village Administrator as to whether they will be interviewed for the position. Although you are not required to notify your Department Head that you have applied for a position, the Department Head will be notified should you become a final candidate. If hired for the position, the current and the new Department Head will work together to determine an appropriate transfer date.

The Village reserves the right to change this policy at any time and for any reason and to grant exceptions to this policy based on business needs.

4.14 LAYOFF AND RECALL

In some circumstances, it may become necessary to use a layoff procedure to adjust the work force. The term layoff is not used when employees are separated from the Village because of failure to perform their duties satisfactorily. The Village may lay off an employee due to shortage of funds to work, the abolition of the position, lack of work, or other material changes in the duties of the position, or for related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee. The duties performed by any employee laid off may be reassigned to other employees already working. In identifying employees to be laid off, the Village will consider various factors, which may include, but are not limited to, length of employment, work performance, and/or ability to satisfactorily perform job duties that are or may be assigned.

Qualified employees on layoff may be recalled at the discretion of the Village. Recall of any employees is contingent upon their ability to satisfactorily perform the work available. Employees affected by a layoff are placed on a recall list for a maximum period of one (1) calendar year. Employees not recalled within one (1) year are removed from the list. If an employee is recalled after an absence of three (3) months or more, the seniority or start date is adjusted to account for the time the employee was absent. If the employee is recalled within three (3) months, the starting date is not adjusted.

Employees receiving a recall offer will be notified by registered mail, return receipt requested. Letters will be sent to the last known address on record in the employment files. Letters should be received by the employee or a member of the employee's immediate family. Such notification will require a reply by telephone or electronic communication within three (3) days of receipt. Failure to reply within the prescribed time will result in withdrawal of the recall offer.

Where the terms of a collective bargaining agreement conflict with this section, the terms of the collective bargaining agreement shall control (as to the relevant employees in the applicable collective bargaining unit).

4.15 NEPOTISM, EMPLOYMENT OF RELATIVES, AND PERSONAL RELATIONSHIPS

Refer to Ordinance No. O-3-16-1 Anti-Nepotism within the Village of Bradley Policy adopted by the Board of Trustees on April 11, 2016.

4.16 OFFICE CLOSURE

Every reasonable effort will be made to keep the Village operated offices open during normal work days and the staff shall make every practical effort to report to work. Should it be necessary to officially close the Village operated offices, the decision to suspend operations will be made by the Mayor and/or Village Administrator. Affected employees will immediately be notified of the closing either in person, by telephone or by email.

When the offices must be closed prior to 8:00 a.m. because of weather emergencies or other man-made or natural disasters, employees that are scheduled to work that day may take either a paid vacation or personal day or an unpaid day or comp time. In the event of hazardous weather or other disaster conditions that occur during the hours of 8:00 a.m. to 4:30 p.m., employees that

are at work that day will be paid from the time the office closes until the end of their normal work day. Some employees may be required to work regardless of weather emergencies or other man-made or natural disasters.

In the event of extreme weather conditions occurring locally, which make it impossible for the employee to report for work when the office and their department is in operation, the employee may take a paid vacation day, personal day, or an unpaid day or comp time.

4.17 OUTSIDE EMPLOYMENT

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with or compromise the Village interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for residents and/or businesses on non-working time that are normally performed by the Village of Bradley. This prohibition also extends to the unauthorized use of any Village tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If the Village of Bradley determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

4.18 PERFORMANCE APPRAISALS

At a minimum all employees will receive a yearly performance review to be administered by their direct supervisor/Department Head and communicated to the employee. The Mayor and/or Village Administrator will evaluate Department Heads based on performance. Evaluation forms shall be signed by both the Department Head and employee and returned to the Village Administrator for record keeping.

In general, a new employee will be formally evaluated by his/her Department Head within 1-2 months after the date of hire and within 5-7 months after the date of hire. Additionally, each employee who has been transferred or promoted to a new position will be formally evaluated by his/her Department Head within 1-2 months after the date of the transfer or promotion, and within 5-7 months after the date of the transfer or promotion.

The purpose of a performance appraisal is to provide Department Heads and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and set goals.

The performance appraisal process is a continuous one, not an activity restricted to the production of a periodic performance appraisal form. Department Heads and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis and summarize progress more formally and in writing in the annual performance appraisal.

4.19 PERFORMANCE STANDARDS

To ensure orderly operations and provide the best possible work environment, the Village expects employees to adhere to disciplinary rules and proper personal standards of conduct always. These rules and standards are necessary to protect the health and safety of all employees, to maintain uninterrupted operation, and to protect the Village's property and goodwill.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records.
- Misrepresentation or withholding information on the employment application or on any other records.
- Working under the influence of alcohol, cannabis or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol, cannabis or illegal drugs in the workplace, while on duty, or while operating Village owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of Village owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Smoking in prohibited areas.
- Sexual or other unlawful or unwelcome harassment, including bullying.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Excessive absenteeism or tardiness, or any absence without notice.
- Unauthorized absence from the work area during the workday.
- Unauthorized use of telephones, mail system, computers or other Village owned equipment.
- Unauthorized disclosure of confidential information.
- Unauthorized purchases.
- Violation of personnel policies.
- Conviction of a felony.
- Sleeping or loafing on the job.
- Obstruction of the work of fellow employees.
- Unsatisfactory performance or conduct.
- Any work rule or regulation set by an individual Department Head.
- Failure to maintain appropriate working relationships with others in the work environment.

- Gambling or soliciting on Village property.

4.20 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify his/her Department Head and designated payroll staff of any changes in personnel data via email. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current always.

4.21 PERSONNEL FILES

Employee files are maintained by the Village and are considered confidential. Supervisors/Department Heads may only have access to personnel file information on a need-to-know basis.

A supervisor/Department Head considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with anti-discrimination laws.

Personnel file access by current employees and former employees upon request will generally be permitted within three (3) days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Village office where they are maintained and may not be taken outside the department.

Representatives of government or law enforcement agencies, during their duties, may be allowed access to file information.

Release of Information for Reference Checks

Any request for employment reference checks for current or former employees of the Village of Bradley shall be handled by the Village Administrator's office. All inquiries are to be directed to the Village Administrator.

It shall be the policy of the Village of Bradley, when requested, to confirm only the following information:

- Individual in question was/is employed by the Village;
- Individual's length of service with the Village;
- Individual's title with the Village; and
- Individual's rate of pay.

Unless required by law, the reason for leaving, job performance, qualitative evaluation, or other such information shall not be given concerning any current or former employee, without signed written consent of the employee in question.

4.22 PROGRESSIVE DISCIPLINE

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

The Village of Bradley supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, human resources best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. The Village of Bradley reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training, the employee's work record, and the impact the conduct and performance issues have on our organization.

The following outlines the Village of Bradley's progressive discipline process:

- **Verbal warning:** A supervisor/Department Head verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor/Department Head considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Final warning / Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed six (6) months or 180 days. Within this time, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor/Department Head and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.
- **Termination:** When a situation is deemed to be extreme, previous warnings have not resulted in a change in unacceptable behavior performance, or performance does not meet acceptable standards as determined by the Village, an employee's employment may be involuntarily terminated with the Village.

The Village of Bradley reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and termination.

4.23 RESIDENCY REQUIREMENT

The Village shall only employ persons who maintain residence in the Village throughout their employment. Wages, salary and benefits may only be paid to persons residing in the Village. Any new employee shall have six months from date of hire to establish actual residency within the Village.

All current Village employees who reside outside the Village on the date of passage and approval of this provision are exempt from the provisions of the residency requirements, however, in the event that any such exempt employee changes their place of residency, that new residence shall be within the Village.

The requirement of Village residency may be varied by collective bargaining agreement(s). Paid on-call village firefighters may reside within 1 ½ miles of the Village boundary.

Further exceptions may be made on a case by case basis by the Village President or his/her designee.

4.24 RIGHT TO MONITOR

All Village-supplied technology and Village-related work records belong to the Village and not to the employee. The Village of Bradley routinely monitors use of Village-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

4.25 SAVINGS CLAUSE AND AMENDMENTS

Invalidation of any section or part of this personnel handbook shall not affect the validity of the other sections.

Any employee may recommend changes to this handbook through a written letter to the Village Administrator who will consider the proposed modification and may propose an amendment to the Village Board of Trustees.

Proposed amendments, additions, or deletions to this policy shall be presented so that a thirty (30) day review period occurs prior to approval. Department Heads will post proposed changes for employee review. Comments regarding proposed changes should be made to the Village Administrator who will communicate those comments to the Mayor and Board of Trustees. Amendments to these rules shall be approved by a majority vote of the Mayor and Board of Trustees.

Any changes to this manual shall be recorded and distributed to all employees within fifteen (15) days of adoption of the change.

Neither the Personnel Policy Handbook, Village practices, nor other communication creates an employment contract or term. The Personnel Policy does not contain all the information an employee will need during his/her employment. Village Administration is committed to reviewing its policies and benefits continually. Accordingly, the policies and benefits outlined in the Personnel Policy Handbook are subject to review and change at any time. No communication or practice limits the reasons or procedures for termination of the employment relationship.

4.26 SERVICE RECOGNITION

Employees who uniquely distinguish themselves through outstanding performance or innovation that exemplifies dedication, personal integrity, and selflessness will be honored and recognized by the Village. Upon recommendation of the Department Head and approval by the Village

Administrator, such recognition may consist of an outstanding achievement award or letter of commendation.

4.27 SOCIAL MEDIA—ACCEPTABLE USE

- The Village recognizes that social networking may be used by employees for personal as well as business purposes. The Village understands how the use of internet social network sites and blogs can shape the way the public views the organization. The Village respects the rights of any employee to maintain a blog or post a comment on social networking sites. However, the Village is also committed to maintaining its identity, integrity, and reputation. Therefore, the Village has established the following rules and guidelines regarding social networking forums. Do not use Village email addresses to register on social networks, blogs or other online tools utilized for personal use.
- Employees may participate in a social networking site, blog, or web page during working hours when explicitly instructed by their Department Head.
- Employees may not post on a personal blog or web page or participate in a personal social networking site during working time with Village equipment or property.
- Any employee who mentions the Village on a personal blog or social networking site must include a disclaimer that specifically states that the opinions expressed are those of the employee alone and may not be the same as those of the Village.
- All Village rules and policies regarding disclosure of sensitive, financial, or confidential information apply in full to blogs and social networking sites. This includes, but is not limited to, information about employees, customers, finances, Village strategies and other information not previously publicly released by the Village.

All Village rules and policies regarding discrimination, harassment and bullying apply in full force to blogs and social networking sites. Any conduct which is impermissible under the law if expressed in any other forum is also impermissible if expressed through blogs or social networks.

This policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

Violations of this policy may result in disciplinary action, including possible termination, and civil and criminal liability.

Use of the Internet via the Village computer system constitutes consent by the user to all the terms and conditions of this policy.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

Confidentiality

Do not identify or reference Village customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

Expectations

On-duty use of social media

Social media use should not interfere with employee's responsibilities at the Village. The Village computer systems are to be used for business purposes only. When using the Village computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.

Note: Nothing in this policy is meant to, nor should it be interpreted to in any way, limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

Village logo and copyrights

Do not use the Village's logo on a social media site or reproduce the Village's or others' material without first obtaining permission.

4.28 SOLICITATIONS, DISTRIBUTIONS AND POSTING OF MATERIALS

The Village of Bradley prohibits the solicitation, distribution, and posting of materials on or at Village property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by the Village of Bradley and Village-sponsored programs related to the Village of Bradley's services.

Provisions:

- Non-employees may not solicit employees or distribute literature of any kind on Village premises at any time.
- Employees may only admit non-employees to work areas with management's approval or as part of a Village-sponsored program. These visits should not disrupt workflow. An employee must always account for the non-employee. Former employees are not permitted onto Village property except for official Village business.
- Employees may not solicit other employees during work times, except in connection with a Village-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 Village-sponsored event
- The posting of materials or electronic announcements are permitted with approval from a Department Head.

Violations of this policy should be reported to your Department Head.

4.29 TELEPHONE / PERSONAL MAIL

Local telephone calls of a personal nature should be restricted to a minimum. No personal long-distance calls will be permitted. Employees shall not use the Village Hall address to receive personal mail.

4.30 USE OF VILLAGE VEHICLES AND EQUIPMENT

The Village owns various automobiles, trucks, and other motorized vehicles, which may be used by or assigned to different employees. Village owned vehicles may only be used by employees of the Village and for Village business. No vehicle shall be used by the employee for personal purposes unless specifically authorized by the Village Administrator. Unauthorized person(s) will not be transported in a Village owned vehicle unless approved by the Department Head or Village Administrator, on a case by case basis. Any employee who uses a Village vehicle shall be responsible for the proper care and operation of the vehicle. This includes reporting accidents, malfunctions, and needs for repair or service. Employees are further required to abide by all state and local rules of the road and traffic regulations. Furthermore, the employee shall follow Village requirements on the pre-inspection and/or preparation of the vehicle that may be required in the performance of their job. Employees who are assigned or allowed to take a vehicle home after regular business hours shall park the vehicle on their property in a driveway or garage area. The vehicle shall be kept locked when not in use. Personnel who are off work for an extended period (three (3) days or more) will leave the Village owned vehicle in the parking area at Village Hall.

The employee may be required to surrender their vehicle during periods or extended absences from work such as vacation, jury duty, sick leave, etc. as deemed necessary by the Department Head and/or Village Administrator. The vehicle may, in turn, be used by other employees until the assignee returns to work. Nothing herein is a promise or guarantee of the use, or continuing use of a Village vehicle. The Village may provide and/or remove the Village vehicles from employees at any time in its sole discretion.

4.31 WHISTLEBLOWER POLICY

Refer to Resolution No. R-12-10-1 Whistleblower Policy adopted by the Board of Trustees on December 13, 2010.

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

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

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

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Village shall not

retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Village Administrator immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Village Administrator who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the Village Administrator.

5.0 COMPENSATION

5.1 ADMINISTRATION AND REVIEW OF SALARY AND WAGES

The Village of Bradley pay plan is intended to provide fair compensation for positions in the Village within its affordability to do so. Pay will vary depending on the employee's experience and skill set. In establishing the pay plan, the Village takes into consideration the general rates of pay for similar employment in other public jurisdictions in the area as well as the financial condition of the Village. From time to time, the Village may make comparative studies of factors affecting the pay plan to determine whether its pay objectives are being met.

5.2 BUSINESS TRAVEL EXPENSES

Refer to Ordinance No. O-1-17-2 Travel, Meal, and Lodging Reimbursement Policy adopted by the Board of Trustees on February 13, 2017.

No reimbursement of travel, meal or lodging expenses incurred by a Village employee or officer shall be authorized unless the attached "Travel, Meal and Lodging Expense Reimbursement Request Form" has been submitted with all required receipts attached. All documents and information submitted with the form shall be subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 *et seq.*).

5.3 OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be needed to work overtime. All overtime work must receive the Department Head's prior authorization.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Overtime shall be paid at a rate of time and one half for all hours exceeding forty (40) hours in a workweek. The workweek begins on Sunday at 12:00a.m. and ends on the following Saturday at 11:59p.m.

5.4 PAYMENT OF WAGES

All employees are paid biweekly, on every other Friday. The Village reserves the right to alter pay date and schedule with one (1) month's written notice to employees. Each paycheck will include earnings for all work performed through the end of the previous payroll period. It is the Village's policy that employee paychecks will only be given personally to that employee or mailed to his/her home address. No salary or wage advances will be made.

If a regularly scheduled payday falls on a recognized holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Village Administrator's office.

The law requires that the Village make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Village also must deduct Social Security taxes on each employee's earnings up to a specified limit called the Social Security wage base.

All full-time employees hired for the Village of Bradley shall be signed up for the Illinois Municipal Retirement Fund (IMRF) at the time of hire. Wages will be deducted on a pre-tax basis at the rate required by the specific fund and deposited into the employee's account.

The Village offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

The Village takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of his/her Department Head and the Village Administrator so that corrections can be made as soon as possible.

If the employee has questions concerning why deductions were made from his/her paycheck or how the numbers were calculated, his/her Department Head can assist in having the questions answered.

5.5 WORK HOURS AND TIMEKEEPING

The Department Heads shall determine work schedules for employees under their jurisdiction, subject to the Village Administrator's approval. Work schedules shall be arranged to meet the needs of municipal service; especially, through normal business hours of 8:00 AM to 4:30 PM even though some employees may work at different times due either to 24-hour operations,

emergencies, or off-peak hours scheduling. A work week is defined as Sunday 12:00 am through Saturday 11:59 pm.

Accurately recording time worked is the responsibility of every employee and his/her Department Head. Federal and state laws require the Village to keep an accurate record of time worked to calculate employee pay and benefits. Time worked is all the time spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed. If the employee's department has a time clock, the employee must use it.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

If corrections or modifications are made to the time record, both the employee and the Department Head must verify the accuracy of the changes by initialing the time record.

6.0 TIME OFF/LEAVES OF ABSENCE

6.1 BEREAVEMENT LEAVE

In the event of the death of an immediate family member, an employee shall be permitted to be absent from his/her job for up to five (5) work days per year for each occurrence with the Department Head's approval. For each such day's absence, the employee shall receive compensation at his/her normal rate of pay. If the employee desires to be absent for more than five (5) work days, he/she may utilize previously earned, unused, vacation or personal time and receive compensation for each such additional day's absence at his/her normal rate of pay, provided that the Department Head approves such additional absence.

Definition of Immediate Family - A member of the immediate family shall be defined to be an employee's spouse, parent/step-parent/in-law, son/daughter/in-law, grandchild, grandparent, sibling/step-sibling/half-sibling, legal guardian or domestic partner and parents thereof.

Child Bereavement Leave

In the event of the death of a child (biological, adopted, foster, stepchild, a legal ward or the child of a person standing in loco parentis), employees who have worked a minimum of 1,250 hours for the Village during the immediately preceding twelve (12) months are entitled to a maximum of two (2) weeks (10 work days) of unpaid bereavement time and up to six (6) weeks of unpaid bereavement time in the event of the death of more than one (1) child during a twelve (12)-month period. Instead of using unpaid leave, the employee may elect to substitute available vacation or personal leave or comp time.

The time may be used to attend the funeral or alternative to a funeral, make arrangements necessitated by the death, or to grieve the death of the child. The leave must be completed within sixty (60) days after the date the employee receives notice of the death of the child. Employees must give forty-eight (48) hours of notice before the leave, unless it is not practicable, and may be requested to provide documentation demonstrating the need for the leave.

Child bereavement leave may not be taken in addition to unpaid leave permitted under the Family and Medical Leave Act (FMLA) and may not exceed unpaid leave time allowed under that law.

6.2 DISABILITY LEAVE

Disability is defined as a physical or mental condition that incapacitates an employee to a point that he/she is unable to perform their job requirements. Disability may be work or non-work related and must be certified by a licensed physician. It is the responsibility of the employee or his/her representative to contact the Department Head to keep him/her advised of the extent of the disability and contact the Village Administrator's Office as soon as it is anticipated that the employee may go on disability. Employees with a disability may qualify for the Illinois Municipal Retirement Fund (IMRF) or workman's compensation disability benefits; however, IMRF disability benefits are not paid for the first thirty (30) days of disability. An employee may also be eligible for leave under the Family and Medical Leave Act (FMLA) policy, if the employee meets certain eligibility requirements and the employee's disability qualifies as a serious health condition. In such cases, disability leave will run concurrently with FMLA leave and the terms of the FMLA policy will control to the extent such terms conflict with the provisions of this disability policy, until the employee's FMLA leave rights are exhausted.

Employees requesting a disability leave must submit a request for leave in writing, stating the reason for the leave at least thirty (30) days in advance to his/her Department Head. In emergencies, written notice must be provided as soon as possible under the circumstances. The employee must also submit certification from his/her physician stating the diagnosis and nature of the disability, why the disability will preclude the employee from working and the recommended course of treatment, and the estimated length of time that the employee will be out of work because of the disability. This medical certification generally must be provided at the time of the request of the leave, but no later than fifteen (15) days after the request for leave is made. The Village reserves the right to require a second medical opinion by another physician at its designation.

- Employees must use all accrued sick days in conjunction with a disability leave. Employees may (but are not required to) use vacation and personal days during a disability leave to continue their salary, after sick days are exhausted. Sick leave, vacation, and personal time will continue to be accrued only during the period when the employee is being paid by the Village. Otherwise, sick leave, vacation, or personal days will not be accrued while the employee is on disability
- Disability beyond thirty (30) calendar days may be covered by the Illinois Municipal Retirement Fund (IMRF). The Village Administrator's Office will prepare the required Employer's Statement form to request IMRF disability coverage and forward it to IMRF. It is

the employee's responsibility to apply for disability with IMRF, sign the forms as required, provide the necessary physician's statement and return a copy of all forms to the Village Administrator's Office for processing. The amount of IMRF disability benefits is 50% of the employee's average monthly earnings for the twelve (12) calendar months prior to the date he/she is disabled.

- An employee will be returned to his/her former position if the employee returns from a sick/disability leave within thirty (30) calendar days after the first day of absence, provided that the employee is able to perform the essential job functions of the position. 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 within the thirty (30) days are not guaranteed reemployment. For example, a full-time staff member is not guaranteed the right to demand rehire on a part-time basis.
- If during the leave the employee's position has been filled or eliminated, or the duties and responsibilities have been significantly changed requiring new skills and abilities, the returning employee may be offered a position, if open, comparable to the position the employee held immediately prior to the leave. The Village has the sole discretion to determine comparable jobs and the employee's qualifications for any such positions. If the employee's same or a comparable position for which the employee is qualified is not open at the end of the leave of absence, the employee will be automatically terminated from employment. Additionally, if an employee refuses to accept any position offered within one (1) week after such offer, the employee will be terminated from employment, at which time the employee will be notified, as applicable, of any conversion rights and/or rights to group health plan coverage.
- Under current Village policy, the employee pays a portion of the health insurance premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. When the leave is unpaid, then the employee contribution of the health insurance premium will continue to be made at the employee's expense. The employee must make this payment, either in person or by mail. The payment must be received in the Village Administrator's office by the first day of each month. If the payment is more than thirty (30) days late, the employee's health care coverage may be cancelled for the duration of the leave. The Village will provide fifteen (15) days notification prior to the employee's loss of coverage. If mutually agreed upon, extended time frames may be approved.
- If the employee chooses not to return to work for reasons other than a continued disability, the Village will require the employee to reimburse the Village the amount it paid for the employee's health insurance premium during the leave period.
- During a disability leave, the Village may require the employee to periodically report on his/her status and intent to return to work. The Village may also periodically require physician re-certification of the employee's medical condition.

- Employees on unpaid disability will not continue to accrue leave time (vacation, sick or other leave types) or other benefits during any period of the leave. In addition, employees will not be paid for holidays that occur during the unpaid leave.
- Unused vacation and personal time will be held pending the employee's return. In the event the employee does not return to work, unused benefits will be paid in accordance with the Village's separation policy.
- In any event, if after six (6) months of a disability leave the employee is unable or unwilling to perform the normal job functions of their position, the employee will be separated, and all unused benefits paid in accordance with routine separation policy.
- If the employee's disability continues beyond the original requested and approved leave time but the employee has not yet used the maximum six (6) months allowed for a disability leave, the Village may extend the disability leave for up to the maximum leave available upon written request for an extension and presentation of a statement from the employee's physician stating the reason why the employee cannot report back to work and the estimated additional time that will be required for the employee to recover from the disability.
- Failure to return from a disability leave upon the expiration of the approved leave period will be considered a voluntary resignation.
- When an employee returns from a disability leave, the employee must provide a statement of fitness for duty from his/her physician stating that the employee is medically fit to return to work and further stating any limitations that may be imposed by the physician on the employee's ability to work. The Village, in its sole discretion, may require an employee to be examined by a physician designated by the Village before the employee is permitted to return to work from a disability leave. The final decision on whether an employee is ready to return to work rests with the Village.

6.3 FAMILY AND MEDICAL LEAVE ACT (FMLA)

The function of this policy is to provide employees with a general description of their Family and Medical Leave Act (FMLA) rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law 29 U.S.C. 2601, *et seq*

If the employee has any questions, concerns or disputes with this policy, he/she must contact their Department Head in writing.

General Provisions

Under this policy, the Village of Bradley will grant up to twelve (12) weeks (or up to twenty-six (26) weeks of military caregiver leave to care for a covered service member with a serious injury or illness) unpaid, job protected leave during a twelve (12) month period to eligible employees for qualifying reasons. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To qualify to take family or medical leave (FML) under this policy, the employee must meet the following conditions:

- The employee must have worked for the Village for twelve (12) months or fifty-two (52) weeks. The twelve (12) months or fifty-two (52) weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven (7) years. Separate periods of employment will be counted if the break in service exceeds seven (7) years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week; and
- The employee must have worked at least 1,250 hours during the twelve (12) month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours for the eligibility test for an employee under FMLA.

Type of Leave Covered

To qualify as FML leave under this policy, the employee must be taking leave for one (1) of the reasons listed below:

- The birth of a child and to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- A qualifying military exigency arising from the employee's spouse, son, daughter or parent's active military duty or impending call or order to active duty. (See Military Family Leave section for additional details)
- To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin. (See Military Family Leave section for additional details)
- To care for a spouse, child or parent with a serious health condition.
- The serious health condition (described below) of the employee that makes him or her unable to perform the functions of his or her position.

Serious Health Condition

A serious health condition is defined as a condition that requires:

- Hospital Care: Inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider; or
- Incapacity Plus Treatment: A period of incapacity of more than three (3) consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves all of the following:
 - Treatment two (2) or more times by a health care provider, by a nurse or physician's assistant under the direct supervision of a health care provider, or by a provider of health care services under orders or, on referral by, a health care

- provider within the first thirty (30) days of incapacity unless extenuating circumstances exist; and
- Treatment by a health care provider on at least one (1) occasion that results in a regimen of continuing treatment under the supervision of the health care provider; and
- The first or only in-person visit to a health care provider must occur within seven (7) days of the first day of incapacity; or
- **Pregnancy:** Any period of incapacity due to pregnancy or for prenatal care; or
- **Chronic Conditions Requiring Treatment:** A chronic condition that requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider continues over an extended period of time and may cause episodic rather than a continuing period of incapacity; or
- **Permanent/Long-Term Conditions Requiring Supervision:** A period of incapacity that is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or
- **Multiple Treatment (non-chronic conditions):** Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by provider of health care services under orders of, or in referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.

Amount of Leave

An eligible employee may take up to 12 weeks for the first five (5) FML circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. The Village will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Village will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FML military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the Village will measure the 12-month period as a rolling 12-month period measured backward. FML leave already taken for other FML circumstances will be deducted from the total of 26 weeks available.

If spouses both work for the Village and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. If spouses both work for the Village and each wish to take leave to care for a covered injured or ill service member, the spouses may only take a combined total of 26 weeks of leave.

Procedure for Requesting FML Leave

All employees requesting FML leave must provide the Department Head with written notice of the need for the leave. The employee must specifically reference either the qualifying reason for leave or the need for FML. Within five (5) business days after the employee has provided this

notice, the Department Head will provide the employee with the DOL Notice of Eligibility and Rights and Responsibilities.

When the need for the leave is foreseeable, the employee must provide the employer with at least thirty (30) days' notice. When the need for FML leave is not foreseeable, the employee must comply with the Village's usual and customary notice and procedural requirements for requesting leave.

In all instances, the employee must provide sufficient information to allow the Village to determine whether an absence is for a FML qualifying reason. Failure to provide such information can result in a delay or denial of FML coverage. The employee must submit one of the following certifications, based on the qualifying reason, to support their request for FML.

Certification for the Employee's Serious Health Condition

The Village will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

Certification for the Family Member's Serious Health Condition

The Village will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

Certification of Qualifying Exigency for Military Family Leave

The Village will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The Village will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Certification will be provided using the DOL Certification for Serious Injury or Illness of a Current Service Member – for Military Family Leave.

Designation of FMLA Leave

Within five (5) business days after the employee has submitted the appropriate certification form, the Department Head will provide the employee with a written response to the employee's request for FML leave.

Recertification

The Village may require recertification for leave due to an employee's serious health condition every thirty (30) days. The Village may require recertification of employee or family medical leave at any point when circumstances have changed significantly, the Village receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his/her leave. The Village may require, at its own discretion, recertification every six (6) months in connection with an intermittent FML medical leave, or more frequently, as permitted by law.

Employee Status and Benefits during Leave

While an employee is on leave, the Village will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Under current Village policy, the employee pays a portion of the health insurance premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. When the leave is unpaid, then the employee contribution of the health insurance premium will continue to be made at the employee's expense. The employee must make this payment, either in person or by mail. The payment must be received in the Village Administrator's office by the first day of each month. If the payment is more than thirty (30) days late, the employee's health care coverage may be cancelled for the duration of the leave. The Village will provide fifteen (15) days notification prior to the employee's loss of coverage. If mutually agreed upon, extended time frames may be approved.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Village will require the employee to reimburse the Village the amount it paid for the employee's health insurance premium during the leave period.

If the employee participates in voluntary benefits that require payment, the employer will continue making the necessary payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay their portion of the voluntary benefits.

Employees on unpaid FML will not continue to accrue leave time (vacation, sick or other leave types) or other benefits during any period of the leave. In addition, employees will not be paid for holidays that occur during the unpaid leave.

Use of Paid and Unpaid Leave

An employee who is taking FML must use all paid vacation, personal, compensatory and sick leave prior to being eligible for unpaid leave. All paid leave runs concurrently with FML leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FML leave and will run concurrently with FML.

Intermittent Leave or a Reduced Work Schedule

The employee may take FML leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

Employees on intermittent leave have the sole responsibility to properly notify the Village of upcoming intermittent leave use. If an employee needs intermittent or reduced schedule leave for planned medical treatment, the employee must attempt to schedule treatment outside of working hours as to not unduly disrupt operations. If the leave is foreseeable, employees must provide 30 days advance notice or as soon as practicable for intermittent leave that is foreseeable.

The Village Administrator's Office or designee will request FML usage per pay period for tracking purposes. FML usage will be reported to the employee upon his/her request.

Intent to Return to Work from FMLA Leave

The Village may require an employee on FML leave to report periodically on the employee's status and intent to return to work.

Return to Work and Fitness for Duty

An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from their health care provider. Upon return from FML, an employee who takes FML will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms.

The Village may choose to exempt certain employees from this requirement and not return them to the same or similar position. Key employees are those who are among the highest paid ten percent (10%) of the employees employed by the Village. The Village will notify such employees of their "key employee" status and the conditions under which job restoration may be denied, if applicable.

6.4 HOLIDAYS

The Village of Bradley will grant holiday time off to all employees on the following days:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas

- New Year's Eve
- Employee's Birthday

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. In the event there is a discrepancy concerning the day a holiday is to be observed, the holiday(s) will be observed as the day designated by the State of Illinois.

If a recognized holiday falls during a full-time employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Holiday pay for full-time employees will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. To qualify for holiday pay, employees shall work their last regularly scheduled workday before the holiday and their first regularly scheduled workday after the holiday. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

An employee in a non-exempt position working on one of the above enumerated holidays may, at the option of the Department Head, be given an equivalent time off or time and one-half pay for the number of hours worked.

An employee in an exempt position who is required to work on a day designated as a holiday shall be entitled to exchange time off for hours worked.

6.5 JURY DUTY

Serving on a jury or serving as a witness when called is a civic duty, and as such is recognized and supported by the Village of Bradley.

An employee who receives a summons or subpoena from a civil authority and serves during work hours will be paid his/her current base rate of pay. To receive full pay, an employee must submit the amount of pay received from the court system for jury and witness duty. Only full-time employees are eligible to receive paid jury and witness duty leave. Part-time and temporary employees are not eligible for paid jury and witness duty leave.

If an employee is asked to appear in court as a witness at the request of a party other than the Village, the employee may use vacation leave. If the subpoena is Village related, the employee will receive paid time off for the entire period of witness duty.

In the event the employee is engaged in litigation against the Village, other Village employees and/or Village Elected officials, the employee will not be paid in any manner for their absence to appear as a witness and/or litigant. However, if an employee is witness for the Village in a litigation matter, the employee will receive their regular hourly rate of pay.

The Village will continue to provide health insurance benefits for the full term of the absence, if the employee has coverage. Vacation, sick leave, and holiday benefits, will also continue to accrue during jury duty leave.

6.6 LACTATION/BREASTFEEDING

As part of our family-friendly policies and benefits, Village of Bradley supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday.

Accommodation for Lactating Mothers

For up to one (1) year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. Village of Bradley will designate a room for this purpose. A small refrigerator reserved for the specific storage of breast milk will be available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering. Additional rules that may apply for use of the room and refrigerator storage will be posted in the room. Employees who work offsite or in other locations will be accommodated with a private area as necessary.

Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

6.7 MEAL BREAKS

In accordance with Illinois State Law, employees whose workday is at least 7 1/2 hours long are given a meal period beginning no later than the end of the fifth hour. The duration of the meal period will be at least twenty minutes. Nonexempt employees must clock out and are to be completely relieved of all job duties while on meal breaks. Department Heads arrange time schedules and meal periods to accommodate operating requirements.

6.8 MILITARY FAMILY LEAVE

Military Family Leave under the Family and Medical Leave Act (FMLA) includes two provisions, Qualifying Exigency Leave and Military Caregiver Leave. Although FMLA leave may be unpaid, employees will be required to use accrued leave, if it is available. After exhausting all accrued leave the Military Family Leave will be unpaid.

Eligibility

To qualify for Medical Family Military Leave under the FMLA policy, the employee must meet all the conditions as defined in the Family and Medical Leave Act Policy section "Eligibility" in addition to the conditions listed in the applicable sections below.

Qualifying Exigency Leave

If an employee's spouse, parent, son or daughter is a military member who is on covered active duty with the Armed Forces or has been notified of an impending call or ordered to covered active duty and the employee qualifies for Family Medical Leave (FML) they may be entitled to take up to a total of twelve (12) weeks of unpaid leave under the FML for qualifying exigencies.

Covered active duty includes duty of a member of a regular component of the Armed Forces during deployment to a foreign country and duty of a member of a reserve component of the

Armed Forces during deployment to a foreign country under a call or order to active duty in support of specified contingency operation. Certification of such leave is required.

Deployment to a foreign country means deployment to areas outside the United States, outside the District of Columbia, or outside any Territory or possession of the United States.

Categories of Qualifying Exigencies

An employee is entitled to use qualifying exigency leave for the following purposes (refer to Federal FMLA guidance for additional information regarding qualifying circumstances) for:

- Short notice deployment
- Military events and related activities
- Childcare and school activities
- Financial and legal arrangements
- Counseling
- Rest and recuperation
- Post-deployment activities
- Parental care
- Additional activities

Duration of Leave and Measurement Period of Exigency Leave

The employee is entitled to up to twelve (12) weeks of FML during a rolling twelve (12) month period measured backward from the date an employee uses any leave for the exigencies listed above. The leave may be taken intermittently as defined in the FMLA policy.

Military Exigency Leave will be counted towards an employee's annual twelve (12) week FML allotment. An employee may take leave for other qualifying reasons under the FMLA to the extent the combined leave does not exceed twelve (12) weeks during the rolling twelve (12) month period. To request FML unrelated to Military Exigency Leave, see in the FMLA policy section "Procedure for Requesting FML."

Under the Illinois Family Military Leave Act (IFMLA) an eligible employee who is the grandparent of a person called to military service lasting longer than thirty (30) days pursuant to a state or federal deployment order may also be entitled to up to fifteen (15) days of unpaid family military leave during the time the deployment order is in effect. The number of days provided to an employee under the IFMLA shall be reduced by the number of days of leave provided under FMLA. Although IFMLA leave is unpaid, employees will be required to use accrued leave, if it is available. After exhausting all accrued leave the IFMLA may be unpaid.

Requesting Military Exigency Leave Procedures

In accordance with FMLA policy section "Procedure for Requesting FML," it is the responsibility of the employee to request Military Exigency Leave by providing written notice of the need for leave to the Village Administrator's office or designee. Within five (5) business days after the employee has provided this notice, the Village Administrator's office will complete and provide the employee with a Notice of Eligibility and the DOL Certification of Qualifying Exigency for Military Family Leave form WH-384.

The Village will request certification form WH-384 and a copy of the military member's active duty orders (or other documentation issued by the military). The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in the denial of continuation of leave. The Village may request authentication and confirmation by directly contacting the Department of Defense to request verification that the military member is on covered active duty. The Village may also contact directly any third parties necessary to verify the validity of the request. This contact will be made by the Village Administrator's office or designee – not by the employee's direct supervisor.

Employee Benefits on Exigency Leave

Employees on Exigency Leave will be provided with employee benefits as defined in the FMLA policy section "Employee Benefits During Leave."

Military Caregiver Leave

If an employee is the spouse, parent, son, daughter or next-of-kin of a covered service member or veteran and the employee qualifies for FML they may be entitled to take up to a total of twenty-six (26) weeks of unpaid leave under the FMLA to take care of their military relative if they have a qualifying serious injury or illness. See Department of Labor FMLA regulations for definitions of familial relationships, including next-of-kin.

A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retire list for a serious injury or illness.

A covered veteran is a former member of the Armed Forces (including a member of the National Guard or Reserves), who was discharged or released under conditions, other than dishonorable discharge, and was discharged within a five-year period before the eligible employee first takes leave under the Military Caregiver provision who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. See Department of Labor FMLA regulations for service members discharged prior to March 8, 2013.

Serious Injury or Illness of a Current Service Member

A serious injury or illness – is one that was incurred in the line-of-duty while on active duty that may cause the service member to be medically unfit to perform the duties of their office, grade, rank or rating. A serious injury or illness also includes injuries or illnesses that existed before the service members' active duty and that were aggravated by service in the line-of-duty or active duty.

Serious Injury or Illness of a Veteran

A serious injury or illness is one that was incurred in the line-of-duty while on active duty and is either:

- A continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Services and rendered the service member medically unfit to perform the duties of their military position; or

- A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50% or greater, and the need for military caregiver leave is related to that condition; or
- A physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service, or would do so absent treatment; or
 - An injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program or Comprehensive Assistance for Family Caregivers.

Any one of these definitions meets the FMLA's definition of a serious injury or illness for a covered veteran regardless of whether the injury or illness manifested before or after the individual became a veteran.

Duration of Leave and Measurement Period of Military Caregiver Leave

The employee is entitled to up to twenty-six (26) weeks of Military Caregiver Leave for the reasons listed above. The leave is to be completed within a single twelve (12) months beginning from the first day of Military Caregiver Leave. The leave may be taken intermittently or on a reduced schedule for planned medical treatment appointments for the covered service member or where there is a medical necessity for the service member to have periodic care, as supported by a certification. Spouses are limited to a combined total of twenty-six (26) workweeks of leave, in conjunction with other limits on combined leave under the FMLA policy, if each spouse is a parent, spouse, son or daughter, or next of kin of the service member.

Military Caregiver Leave may be counted against an employee's annual twelve (12) week FMLA allotment. An employee may take leave for other qualifying reasons under the FMLA during the twelve (12) month measurement period that the employee is eligible for Military Caregiver Leave; however, combined leave under the FMLA is limited in two (2) key regards:

- 1) An employee may not take more than twelve (12) weeks of leave for any reason other than Military Caregiver Leave; and
- 2) Any Military Caregiver Leave that is taken cannot exceed the difference between twenty-six (26) weeks and the amount of leave taken within the employee's twelve (12) week FMLA allotment for other qualifying reasons. To request FMLA leave unrelated to Military Caregiver Leave, see in the FMLA policy section "Procedure for Requesting FML."

Requesting Military Caregiver Leave Procedures

In accordance with the FMLA policy section "Procedure for Requesting FML," it is the responsibility of the employee to request Military Caregiver Leave by providing written notice of the need to the Village Administrator's office or designee. Within five (5) business days after the employee has provided this notice, the Village Administrator's office or designee will notify the employee of his/her eligibility for leave and the DOL Certification for Serious Injury or Illness of Covered Service member WH-385 or Certification for Serious Injury or Illness of a Veteran for Military Caregiver WH-385-V.

The Village will request certification form WH-385 and/or form WH-385-V. The employee must respond within fifteen (15) days of the request or provide a reasonable explanation for the

delay. Failure to provide certification may result in the denial of continuation of leave. The Village may request authentication and clarification by directly contacting the covered injured or ill service member's military unit or other health care provider and may require confirmation of the covered family relationship to the seriously injured or ill service member. This contact will be made by the Village Administrator's office or designee not by the employee's Department Head. The employee's covered injured or ill service member may be required to consent to disclosure of the information to the Village pursuant to HIPAA Medical Privacy Rules, and if the covered injured or ill service member fails to provide such consent, the Village may deny FMLA where the certification is unclear.

Employee Status and Benefits on Military Caregiver Leave

Employees on Military Caregiver Leave will be provided with employee benefits as defined in the FMLA policy section "Employee Status and Benefits During Leave." Employees will be required to use accrued vacation, personal and sick time during Military Caregiver Leave as explained in the FMLA policy section "Use of Paid and Unpaid Leave."

6.9 MILITARY LEAVE

Village employees who are members of the uniformed or military services shall be extended employment rights as set forth in the Illinois Services Employment and Reemployment Rights Act (ISERRA) (330 ILCS 61/1-1 *et seq.*), the Uniformed Services Employment and Reemployment Rights Act (USERRA) (38 USCA 4301, *et seq.*) and all other applicable state and federal laws. This policy is not intended to grant any rights or impose any responsibilities in excess of those contained in state and federal law.

If an employee needs leave for uniformed or military service, the employee shall provide notice to his/her Department Head and the Village Administrator's office, along with a copy of their orders for service, as soon as they become aware of their need for leave. The Village will provide leave for uniformed or military service in accordance with the requirements of state and federal law.

During periods of uniformed or military leave, the Village's health benefits will continue in accordance with state and federal law. For periods of leave for active duty, the Village shall continue to pay the employer's share of the full premium and administrative costs related to the continuation of health plan benefits.

During periods of military leave for annual training, employees shall continue to receive full concurrent compensation for up to thirty (30) calendar days per year. During periods of leave for active service, employees shall receive differential compensation, meaning pay due when the employee's rate of compensation for military service is less than his or her daily rate of compensation as a public employee. In the case of differential pay, the employee shall receive his or her regular compensation as a public employee minus the amount of base pay for active service. Differential compensation for voluntary active service is limited to sixty (60) work days in a calendar year. Differential compensation will not be paid for active service without pay. Employees who have exhausted concurrent compensation for annual training, may receive differential pay for annual training, as set forth and limited by law.

6.10 PERSONAL TIME

Personal time provides an all-purpose time-off policy for eligible employees for personal business. Full-time employees are eligible, after one year's employment, to take personal time which equals two (2) paid working days per year. An employee's year for establishing personal days will commence on the anniversary date of employment. Personal days cannot be accumulated from year to year and may not be paid out.

Personal days can be used in minimum increments of one (1) day. To schedule planned personal days, employees should request advance approval from their Department Heads. When employees have an unexpected need to be absent from work, they should notify their direct Department Head before the scheduled start of their workday, if possible. The employee's Department Head based on business need and staffing requirements will review requests for personal days. The direct Department Head must also be contacted on each additional day of absence.

Personal days are paid at the employee's base rate of pay at the time of absence, not including any overtime or special forms of compensation such as bonuses or shift differentials.

6.11 PREGNANCY RIGHTS AND ACCOMMODATIONS

Pursuant to the Illinois Human Rights Act, the Village provides reasonable accommodations, to the extent required by law, for conditions related to pregnancy, childbirth or related medical conditions. Employees requesting a leave or reasonable accommodation should promptly notify their Department Head.

Use of Accrued Paid Leave

The Village requires employees to use accrued paid sick leave, concurrently with some or all of the leave taken under this policy. Additionally, employees must comply with the Village's normal procedures for the applicable leave policy (e.g., call-in procedures, notice).

Maintenance of Health Benefits

If employees and their families participate in the Village's group health plan, the Village will maintain coverage during leave under this policy on the same terms as if employees had continued to work. If applicable, employees must decide to pay their shares of health plan premiums while on leave. In some instances, the Village may recover premiums it paid to maintain health coverage or other benefits for employees and their families. Use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of leave under this policy. Employees should consult the applicable plan document for information regarding eligibility, coverage, and benefits.

Procedures

When seeking leave or a reasonable accommodation under this policy, an employee must provide their Department Head with the following:

- As soon as practicable and if possible prior to commencing leave, a statement from his/her health care provider supporting the request for leave or reasonable accommodation. The statement should confirm that the requested leave or reasonable

accommodation is based on a pregnancy-related disability, and if the statement is provided in support of a leave request, the statement should include an anticipated start and end date. An employee must also supply periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.

- Upon return from leave, medical certification of fitness for duty must be submitted before returning to work. The Village will require this certification to address whether the employee can perform the essential functions of her position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

Employer Responsibilities

To the extent required by law, the Village will inform employees whether they are eligible for leave under this policy. As detailed in the Family and Medical Leave Act (FMLA) Policy, the Village will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against employees' leave entitlements. If employees are not eligible for FMLA leave, the Village will provide a reason for the ineligibility.

Job Restoration

Upon returning from leave, employees will typically be restored to their original positions or to equivalent positions with equivalent pay, benefits, and other employment terms and conditions.

Failure to Return After Leave

If an employee fails to return to work as scheduled after leave under this policy, or if an employee exceeds the leave entitlement, the employee will be subject to the Village's other applicable leave of absence, accommodation, and attendance policies. This may result in termination if the employee has no other Village-provided leave available that applies to the continued absence. Likewise, if leave under this policy ran concurrently with FMLA leave, following the conclusion of the FMLA leave, the Village's obligation to maintain the employee's group health plan benefits ends (subject to any applicable COBRA rights).

6.12 SCHOOL VISITATION RIGHTS

The School Visitation Rights Act of 1993 provides employed parents and guardians (who are otherwise unable to meet with educators because of work conflicts) the right to eight (8) hours of unpaid time off during the school year to attend necessary education or behavioral conferences at their children's schools. The Village will provide employees their rights under this act as follows:

- This act applies solely to public and private employers with fifty (50) or more individuals in Illinois.
- The employee must have been employed at least six (6) months and have been employed at least half-time.
- The employee can be granted up to eight (8) hours during any school year; no more than four (4) hours may be taken at any one day.
- This time can only be taken if the employee has exhausted all earned leave time, except sick leave or disability leave.

- The employee must provide the employer with a written request for leave at least seven (7) days in advance. In an emergency, twenty-four (24) hours' notice is required.
- The leave permitted under this Act will not be paid time.
- The school administrator shall provide the employees with documentation of the school visitation.
- The State Superintendent of Education and the Director of IDOL must develop the form. The following link takes you to the visitation form. <http://www.illinois.gov/idol/Laws-Rules/FLS/Documents/FLSSVA01.PDF>

6.13 SICK LEAVE

The Village of Bradley provides paid sick leave benefits to all eligible employees for periods of temporary absence due to non-occupational illness, accident or disability, or to keep medical/dental appointments. In addition, sick leave can be used in the event of illness, medical/dental appointments, disability or injury, or medical emergency of children or step-children, spouses or dependent resident. A medical emergency is defined as a condition that requires immediate medical (or surgical) treatment.

Eligible employees will accrue one (1) day per month of sick leave benefits which is credited at the last payroll cycle of the month.

Paid sick leave can be used in minimum increments of one (1) hour. Employees who are unable to report to work due to illness or injury should notify, via call, text or email, their direct Department Head at least thirty (30) minutes before they are to report to work. Department Heads have discretion as to how they want to receive notification. The direct Department Head must also be contacted on each additional day of absence. Failure to notify the direct Department Head, except under extenuating circumstances, shall be cause for disciplinary action.

For absences greater than three (3) consecutive calendar days, employees are required to provide a physician's statement to their Department Head verifying the absence and the employee's inability to perform the duties of the position during the absence. A physician's verification is not required for absences of three (3) days or less, except in cases where there is a pattern of suspected abuse or repeated illness.

Any employee who submits a falsified absence report and/or physician's statement will be subject to discipline, up to and including termination.

An employee "abuses" sick leave when the employee uses or attempts to use sick leave for reasons that do not qualify for sick leave (as identified above). An employee who is determined to have abused sick leave will not be paid for the inappropriate sick leave. "Abuse" of sick leave shall subject the employee to disciplinary action.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as bonuses or shift differentials.

Upon separation from the Village the employee will be paid for accrued but unused sick time up to a maximum of 720 hours (90 days).

6.14 TEMPORARY LIGHT DUTY ASSIGNMENTS

To aid a temporarily injured/ill employee through the transition period toward full recovery, the Village may offer temporary light duty assignments in circumstances where light duty work is available. Light duty assignments are not available in connection with and are not intended to cover permanent disabilities; therefore, they will not be made available to employees with permanent restrictions.

Temporary light duty assignments may include work within the employee's normal duties, duties normally performed by another person within the department, duties in another department, or a combination thereof. For the light duty assignment to be offered the employee must have the skills to perform the assignment and the assignment must accommodate the employee's medical and/or physical restrictions. Employees on light duty are not permitted, under any circumstances, to perform any work that violates their return to work restrictions. Light duty assignments may be modified as necessary at the supervisor's discretion, as long as the work restrictions are enforced.

Requesting Light Duty

Before a light duty assignment will be considered, an employee must submit a work status note to their supervisor and the Village Administrator's office, which has been completed and signed by the employee's treating physician, or Independent Medical Examiner, on their company letterhead. The medical note must answer the following questions:

1. Is the employee's medical condition/work restrictions temporary?
2. When is the employee expected to be able to return to full, unrestricted duty?
3. When is the employee next scheduled to be evaluated?
4. What, if any, workplace accommodations can the Village provide (other than light duty) that would aid the employee in performing the essential function of their job?
5. What are the employee's work restrictions?

Light duty cannot be offered if the medical note does not provide the requested information. If additional clarification is needed regarding the employee's restrictions, the Village Administrator's Office will seek clarifications either through the employee or the physician who provided the note. Once all restrictions have been clarified, the Village Administrator's office will coordinate with the employee and their supervisor to explore work availability that is consistent with the given restrictions. Please note, light duty may not be approved immediately, pending the need for additional clarification from the employee's treating physician. During this period the employee is required to use the appropriate accrued leave until the request can be evaluated. Light duty may be denied if there is no work available that matches the employee's skill set and current work restrictions.

An employee working in a light duty capacity will continue to receive the wages earned before requesting light duty and are generally not scheduled for overtime.

Returning to Work

In order to return-to-work without restrictions, an employee must submit a work status note providing medical clearance from their treating physician or from an Independent Medical Examiner. The Village may direct an independent medical examination if it suspects the injured employee cannot fulfill the duties as described in the employee's job description.

Work-Related Injury/Illness

It is the policy of the Village to provide light duty work, if available, to employees with work-related injuries/illnesses of a temporary nature, as an option to assist in the recovery process.

For work related injuries/illnesses, state worker's compensation laws generally require an employee to work, if work is available. If available work is not accepted by the employee, worker's compensation benefits may not be paid, depending on the applicable worker's compensation law. This may limit the amount of short-term disability benefits an employee is eligible to receive. The employee cannot use sick leave when refusing a light duty assignment and is required to use all applicable accrued leave before entering into an unpaid status.

All work related injury/illness light duty information will be maintained by the Village Administrator's office in the workers' compensation file.

Non-Work Related Injury/Illness

Light duty, for a non-work-related injury/illness, may be offered for up to six (6) weeks in a rolling year for the same condition, unless extended by the Village in its sole discretion in accordance with the individual's work restrictions. If the light duty assignment is not otherwise extended, the employee will be treated for all purposes as if the restrictions are permanent, until such time as the employee submits verification from the treating physician or the independent medical examiner that the restrictions have materially changed or have been eliminated.

Light duty certification from the treating physician will be required every thirty (30) days regardless of the timeframe given on the original medical clearance note. Failure to re-certify may result in the denial of continued or extended light duty work.

If the light duty assignment is refused, an injured/ill employee must use their accrued time before taking unpaid leave in accordance with the FMLA, if the employee otherwise meets the requirements for such leave. If the employee has exhausted their light duty period, they will be placed on FML (if eligible) and/or may apply for disability leave.

All light duty information will be maintained by the Village Administrator's office in the employee's respective medical file.

6.15 UNPAID LEAVE OF ABSENCE

An unpaid leave of absence is intended to provide the Village of Bradley with a means to allow employees to be reinstated with past seniority if they need to suspend active employment status

for personal or disability reasons. Unpaid leaves are granted to employees in good standing at the discretion of the Village Administrator.

An employee requesting an unpaid leave must be a full-time employee with at least one (1) year of service. An employee requesting an unpaid leave must provide a written request (to the appropriate Department Head and Village Administrator) which relates the anticipated term of the leave and its purpose. The Village Administrator will recommend his/her acceptance or denial based on operational needs. Unpaid leaves are without pay with a minimum duration of one (1) month, a maximum duration of six (6) months. At the end of an unpaid leave of absence, at the request of an employee who is unable to return to work, the Village Administrator and Village Board will review the situation to determine whether additional leave should be granted.

During the leave of absence, the employee's contribution of the health insurance premium will continue to be made at the employee's expense. The employee must make this payment, either in person or by mail. The payment must be received in the Village Administrator's office by the first day of each month. If the payment is more than thirty (30) days late, the employee's health care coverage may be cancelled for the duration of the leave. The Village will provide fifteen (15) days notification prior to the employee's loss of coverage. If mutually agreed upon, extended time frames may be approved.

Employees will not earn sick leave or vacation credit while on an unpaid leave and no pay will be given for holidays occurring during this period. Time spent on an approved unpaid leave shall not be credited toward seniority or vacation benefits.

An employee returning from an unpaid leave is requested to provide the Village Administrator and direct Department Head with at least two (2) weeks' notice of the date the employee intends to return to work. The employee may be reinstated to his/her former position, if it exists, or, if not, to another vacant position in the same class. Reinstatement from an unpaid leave is not guaranteed.

6.16 VACATION

The Village of Bradley vacation policy is intended to provide eligible employees with opportunities for rest, relaxation, and personal pursuits. Full-time employees earn vacation time according to their length of service on their anniversary date as shown below:

YEARS OF SERVICE	VACATION TIME EARNED
0 to 5 years of service	10 Days
6 to 11 years of service	15 Days
12 to 17 years of service	20 Days
18+ years of service	25 Days

Currently, vacation for a calendar year is granted on January 1 of each year. Effective January 1, 2021, vacation time shall be earned during the work year. The Village may allow employees to take vacation time during the calendar that has not yet accrued but will accrue later in that same calendar year (i.e. if ten (10) days will accrue over the course of the year, an employee may be allowed to take off the first ten (10) work days in January using that year's vacation days). Part-time and temporary employees are not eligible for vacation.

Paid vacation time can be used in minimum increments of half a day (4 hours), unless special permission is granted by the Department Head. To use vacation benefits, employees must request advance approval from their Department Head. Vacation requests are reviewed based on business needs and staffing requirements. Seniority of employees shall be considered in approval of vacation requests.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, bonuses, or shift differentials.

Employees may elect to receive cash compensation for accrued vacation time, up to a maximum of two (2) weeks (ten (10) workdays) per year. Employees must provide formal (email/written) indication of intention for cash compensation for accrued vacation time by November 1 to their Supervisor, Department Head, Finance Director, and Village Administrator.

Regular employees leaving municipal service shall be compensated for vacation leave earned and unused to the date of separation or resignation. In the event of separation due to death of the employee, compensation for earned but unused vacation leave shall be made to the employee's beneficiary or estate.

Vacation time is granted in addition to any recognized holidays which may fall during the employee's vacation.

6.17 VICTIMS ECONOMIC SECURITY AND SAFETY ACT (VESSA)

General

The Village will provide up to twelve (12) weeks of unpaid leave from work during any twelve (12) month period to an employee who is a victim of domestic or sexual violence (or who has a family or household member who is a victim of domestic or sexual violence), pursuant to the Illinois Victims' Economic Security and Safety Act (VESSA), to address domestic or sexual violence if the employee is:

- seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- obtaining services from a victim services organization for the employee or the employee's family or household member;
- obtaining psychological or other counseling for the employee or the employee's family or household member;

- participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

Period of Leave

Employees shall be entitled to a total of twelve (12) workweeks of unpaid leave during any twelve (12) month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act). Leave may be taken intermittently or on a reduced work schedule.

Use of Paid and Unpaid Leave

An employee who is taking leave must use all paid vacation, personal, compensatory and sick leave prior to being eligible for unpaid leave. All paid leave runs concurrently with VESSA leave.

Employee Notice Requirements

The employee shall provide the Village Administrator's office or designee with at least forty-eight (48) hours' advance notice of the employee's intention to take the leave, unless providing such notice is not practicable. When an unscheduled absence occurs, the Village will not take any action against the employee within a reasonable period after the absence (generally defined herein as fifteen (15) days), provided certification as shown under the section below.

Employee Certification

The Village may require the employee to provide certification to the Village Administrator's office or designee that:

- the employee or the employee's family or household member is a victim of domestic or sexual violence; and
- the leave is for one (1) of the purposes enumerated in the above "General" section.

The employee shall provide such certification to the Village's Administrator's office or designee within a reasonable period after the Village requests certification. An employee may satisfy the above certification requirement by providing to the Village a signed and dated statement by the employee, and upon obtaining such documents the employee shall provide;

- documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;
- a police or court record; or
- other corroborating evidence.

Confidentiality

All information provided to the Village, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy shall be retained in the strictest confidence by the Village, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable federal or state law.

Restoration to Position

In general, an employee who takes leave under this policy shall be entitled, on return from such leave, to be restored by the Village to the position of employment held by the employee when the leave commenced, or to be restored to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

Accrual of Benefits

The taking of leave under this policy shall not result in the loss of any employment benefits accrued prior to the date on which the leave commenced. An employee who takes leave under this policy for the intended purpose of the leave shall be entitled upon return from such leave to be restored to the same position or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. However, the employee is not entitled to the accrual of any seniority or employment benefits during any period of leave.

Reporting to the Village

The Village may require an employee on leave under this policy to report periodically to the Village Administrator's office or designee on the status and intention of the employee to return to work.

Maintenance of Health Benefits

During any period that an employee takes leave under this policy, the Village shall maintain coverage for the employee under the group health plan for the duration of such leave at the level and under conditions of coverage that would have been provided if the employee had continued in employment continuously for the duration of the leave.

Failure to Return from Leave

The Village may recover the premium that it paid for maintaining coverage for the employee under such group health plan during any period of leave under this policy if:

- (i) the employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired; and
- (ii) the employee fails to return to work for a reason other than:
 - a. the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave; or
 - b. other circumstances beyond the control of the employee.

The Village may require an employee who claims that he/she is unable to return to work because of a reason described in (i) or (ii) above to provide, within a reasonable period after making the claim, certification to the Village that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement above by providing to the Village Administrator's office or designee with:

- (i) a sworn statement of the employee;
- (ii) documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional with whom the employee has sought assistance in addressing domestic or sexual violence and the effects of that violence;
- (iii) a police or court record; or
- (iv) other corroborating evidence.

The Village will not fail to hire, refuse to hire, discharge or harass any individual exercising their rights under this policy or otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions, or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising their rights under this policy.

Leave Availability Calculation

The Village has adopted a "rolling" twelve (12) month period measured backward from the date of any VESSA leave usage. In order to determine the amount of available leave, the calculation is made each time the employee commences leave. From the date, the preceding twelve (12) month period is examined. Any leave used during that preceding twelve (12) months is deducted from the twelve (12) weeks annual leave provided by law under this policy. An employee is entitled to take no more than the remaining balance of leave.

6.18 VOTING LEAVE

The Village encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees can find time to vote either before or after their regular work schedule. If the polls are not open at least two (2) hours before or after the employee is scheduled to work, the Village will grant up to two (2) hours off to vote.

Employees are required to request time off to vote from their Department Head at least two (2) working days prior to the Election Day. Notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt to their Department Head on the first working day following the election to qualify for paid time off.

7.0 BENEFITS

7.1 CONTINUATION OF BENEFITS (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the

Village's Health plan when a 'qualifying event' would normally result in the loss of eligibility. Some common "qualifying events" are as follows:

- Death of the employee;
- Termination of the employee's employment for any reason other than gross misconduct;
- Reduction in the employee's hours of work below the minimum required for eligibility under the plan;
- Divorce or legal separation;
- Employee becoming entitled to Medicare; or
- Dependent child ceasing to be a "dependent child" under the terms of the Village's health care plan.

Under COBRA, the employee or beneficiary pays the full premium at applicable rates as determined by the plan actuary, plus a service fee. The Village provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Village's Health Insurance plan. The notice contains important information about the employee's rights and obligations.

7.2 EDUCATION/TRAINING ASSISTANCE

The Department Head or Village Administrator may approve attendance at conferences, seminars, and other such training sessions that are work-related or in the Village's best interest to employees after recommendation from the Department Head. All approved expenses for such activity will be reimbursed by the Village including travel, lodging, and other related costs, which will be reimbursed as described in 5.2. All requests for upcoming education/training reimbursement for the next fiscal year must be made to the Department Head or Village Administrator by April 1 (see form in Appendix A).

Employees who decide to work toward a degree or enroll in selected courses may be eligible for tuition and book fee reimbursement from the Village. To be eligible, the following items must be met:

- Be a full-time employee;
- The Village must have funds budgeted for course work;
- Course work must be approved in advance by the Village Administrator;
- Course work relates to and/or enhances the employee's skills in their present position or prepares them for possible advancement within the Village; and
- The employee receives a "B" or above grade, or a PASS grade in a pass/fail class.

The Village will reimburse 100% of the tuition and book fee costs for approved course work at a recognized State University or a Junior College. Courses taken at private schools or institutions will be reimbursed for the actual amount spent or the equivalent cost of like course work at Governors State University, whichever is less. Book fees/book rentals (whichever is less) will be reimbursed. Employees must submit copies of paid receipts and grade verification to support all reimbursement requests. Upon acceptance of a tuition reimbursement from (see Appendix A) the Village, the employee agrees to continue employment with the Village of Bradley for a minimum of twelve (12) months. Failure to comply shall result in the employee returning the amount of reimbursement received to the Village at time of termination.

7.3 EMPLOYEE ASSISTANCE PROGRAM (EAP)

Through the employee assistance program (EAP), the Village of Bradley provides confidential access to professional counseling services. The EAP, available to all employees and their immediate family members, offers problem assessment, short-term counseling, and referral to appropriate community and private services. This service is provided on behalf of the Village of Bradley by Amita Health St. Mary's Hospital.

The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. Contacts and information given to the EAP counselor may be released to the Village of Bradley only if requested by the employee in writing. There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs employed with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

7.4 Exempt, Full-Time, Leadership Benefits

The following benefits are provided to active exempt, full-time leadership positions (Village Administrator, Finance Director, Police Chief, Deputy Police Chief, Lieutenants, Public Works Director and Public Works Supervisor), unless specified otherwise.

Years of Service	Vacation Time Earned
0-5	15 days
6-15	20 days
16-25+	25 days

*Craig Anderson, Robert Mason and Phil Trudeau shall receive 25 days each year.

- **Uniform Allowance:** Quartermaster program; Allowance shall not exceed \$1,200. All shirts and outerwear must include the Village logo.
- **Village Vehicle:** Take home vehicles are provided to the following personnel: Village Administrator, Police Chief, Deputy Police Chief, Lieutenants, Public Works Director and Fire Chief.

Retiree: A retiree is at least 55 years of age with at least 20 years of active service except for employee Craig Anderson, who shall be eligible for retirement at 50 years of age with 20 years of active service.

- **Retiree Health/Dental Insurance:** Employees who are at least fifty-five (55) years of age and retire after twenty (20) or more years of active service in good standing shall be eligible to receive continued coverage in the group health/dental insurance plan provided by the Village, if any, upon the following terms: (1) The retiree pays the same percentage toward such insurance as paid by those subject to collective bargaining agreements in the Village; and (2) When the retiree or his/her spouse, otherwise eligible for these benefits shall become eligible for Medicare benefits, then the Village shall provide supplemental

medical insurance benefits only. The following are eligible for retiree health and dental: Catherine Wojnarowski, Robert Romo, Don Barber, Robert Mason, Phil Trudeau, Terry Memenga and Dennis Peters.

- **Retiree Health/Dental Insurance:** Employees who are at least fifty (50) years of age and retire after twenty (20) or more years of active service in good standing shall be eligible to receive continued coverage in the group health/dental insurance plan provided by the Village, if any, upon the following terms: (1) The retiree pays the same percentage toward such insurance as paid by those subject to collective bargaining agreements in the Village; and (2) When the retiree or his/her spouse, otherwise eligible for benefits shall become eligible for Medicare benefits, then the Village shall provide supplemental medical insurance benefits only. Craig Anderson is eligible for the aforementioned benefit.
- All employees hired after May 1, 2020 shall not receive Village paid retiree health/dental insurance.

7.5 RETIREMENT, INSURANCE AND OTHER BENEFITS

The Village provides retirement, group health insurance, life insurance, disability insurance and other benefits for eligible employees. These various benefits are described below. Additional information, including summary plan descriptions ("SPDs") which explain coverage of our benefits in greater detail are available from the Village Administrator's office. Please note, however, that the actual plan documents are the final authority in all matters relative to the benefits described in this handbook or the SPDs, and will govern in the event of any conflict, including any oral representations or statements concerning such benefits. The Village of Bradley also reserves the right to change or eliminate benefits at any time at its discretion in accordance with applicable law.

Retirement Plan

All regular employees, except sworn Police personnel and Fire personnel, will be enrolled as a participating member in the Illinois Municipal Retirement Fund (IMRF). All sworn Police personnel may enroll in the Bradley Police Pension Fund as a participating member. All full-time fire fighter personnel may enroll in the Fire Pension Fund as a participating member. Specifics of the retirement programs are available through the Village Administrator's office.

Group Health Insurance

The Village of Bradley shall provide group health insurance benefits to eligible full-time employees. The covered employee has the option to add their spouse and children for inclusion in the insurance plan, provided the appropriate deductions will be taken from the employee's salary.

The Village does not offer post-employment health insurance benefits.

Life Insurance

The Village of Bradley shall provide, on behalf of full-time employees, \$50,000.00 in term life insurance. Upon retirement, those retirees shall receive continued life insurance benefits at a \$10,000.00 coverage policy. A retiree is at least 55 years of age with at least 20 years of active service, except for employee Craig Anderson, who shall be eligible for retirement at 50 years of age with 20 years of active service.

Disability Insurance

- **IMRF Disability Benefits** - All regular employees, except sworn Police and Fire personnel enrolled in the Police and/or Fire Pension Fund, upon completion of one (1) year of service, may be eligible to receive disability benefits from IMRF subject to the rules and regulations of IMRF.
- **Police Pension Fund Disability Benefits** - Sworn Police personnel may apply to the Bradley Police Pension Fund for a disability pension per the guidelines set forth in 40 ILCS 5/3-114.
- **Fire Pension Fund Disability Benefits** - Fire personnel may apply to the Fire Pension Fund for a disability pension per the guidelines set forth in 40 ILCS 5/4-110.

Optional Benefits

- **Voluntary Life Insurance** - The Village of Bradley offers a Voluntary Life Insurance Plan to employees who participate in IMRF which offers low cost, group decreasing term life insurance. This plan will pay in addition to other benefit programs and is a payroll deduction. For more details, consult with the Village Administrator's office.
- **Optional Insurance and Cafeteria Programs** - The Village of Bradley has adopted optional insurance plans through American Heritage, Combined Benefits and New York Life. All regular employees are eligible to participate in these optional programs. For more details, consult with the Village Administrator's office.
- **Deferred Compensation Plan** - The Village of Bradley offers a deferred compensation plan that permits all regular employees to voluntarily contribute pre-tax dollars through payroll deduction. For more details, consult with the Village Administrator's office.
- **Credit Unions** - The Village of Bradley currently will deduct for Illiana, Commonwealth, and Riverside credit unions. For more details, consult with the Village Administrator's office.
- **IRA Program** - The Village of Bradley currently will deduct for the Smith Barney-Roth IRA program. For more details, consult with the Village Administrator's office.

7.6 WORKER'S COMPENSATION INSURANCE

The Village of Bradley provides a Workers' Compensation insurance program at no cost to employees. This program covers injuries or illnesses sustained during employment that require medical, surgical, or hospital treatment. Subject to applicable legal requirements, Workers' Compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Under the provisions of the Occupational Safety and Health Act of 1970 (OSHA), the Village of Bradley is required by law to keep a log of all occupational injuries and illnesses. Therefore, it is mandatory that all potentially work-related injuries must be reported IMMEDIATELY to the Department Head. An Accident Report Form must be completed within 24 hours of a work-related accident (forms are available from the Department Head). This report will be the basis of a review to determine if the illness/injury is covered by Workers' Compensation under the guidelines of the State of Illinois.

The Village of Bradley retains the right to investigate and contest any Worker's Compensation claims made by employees. The Village may require that a medical examination be conducted to determine the nature and extent of injuries claimed. Any such required medical exams will be performed at the Village's expense.

To limit the obligations of the Village for each new separate injury, the Village (or the insurer or administrator, as applicable) requires the employee to furnish medical proof or submit to a medical examination, whether any subsequent injury is a new and separate injury, or an aggravation of a former injury received while in the Village's service. Neither the Village nor the insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Village.

8.0 WORKPLACE SAFETY

8.1 DRUG & ALCOHOL-FREE WORKPLACE

The public has a right to expect Village employees will not report to work under the influence of drugs or alcohol. The Village has a right to expect its employees to report to work ready for duty and to set a positive example for the community. In all instances, employees are expected to maintain a safe workplace and to promote the safety of employees and the public. The Village has adopted a strict drug and alcohol-free workplace policy to provide a safe and healthy workplace for all employees, prevent accidents and to comply with federal and state health and safety regulations.

The Village of Bradley, in compliance with its obligations under the Drug-Free Workplace Act of 1988 and the Illinois Drug-Free Workplace Act, hereby notifies all employees that the Village has a policy of maintaining a drug and alcohol-free workplace and that the unlawful manufacture, dispensing, possession, use or distribution of drugs or alcohol is prohibited on Village premises. All employees must abide by the terms of this policy as a condition of employment with the Village.

Note: Pursuant to federal law, employees in positions requiring a CDL are subject to the Controlled Substances and Alcohol Use and Testing regulations contained in 49 CFR §382 et seq. Accordingly, such employees are governed by the federal regulations in addition to the provisions of this Village policy.

Definitions

“Drugs” include any controlled substance listed in the Illinois Controlled Substances Act (720 ILCS 570) or Cannabis Control Act (720 ILCS 550) and substances listed in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. §812, any drug which is not legally obtainable, and/or any drug which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescribed purposes, and/or is not being taken according to prescribed dosages, or any other intoxicating substance. Prohibited substances include, but are not limited to: narcotics (heroin, morphine, etc.) cannabis (marijuana, hashish), stimulants (cocaine, crack, diet pills, etc.), depressants (tranquilizers), and hallucinogens (PCP, LSD, “designer drugs”, etc.).

“Under the Influence of Alcohol” means an alcohol concentration of .02 or more, or actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use, or conduct involving alcohol adversely affecting the employee’s work performance, the safety of the employee, fellow workers, or the public, or the Village’s reputation.

“Under the Influence of Drugs” means a confirmed positive test result for drug use or their metabolites, or conduct evidencing apparent impairment such as conduct involving drugs adversely affecting the employee’s work performance, the safety of the employee, fellow workers, or the public, or the Village’s reputation.

“Refusal to submit” means to obstruct the collection process, to submit an altered, adulterated, or substitute sample, or to fail to promptly provide specimen for testing when directed.

“Positive Test Results” means a positive result on both the initial screening test and confirming test.

“Sensitive Positions” are defined as those positions involving functions, duties and responsibilities which have a direct and substantial effect on public health or safety or the health or safety of coworkers.

“Qualifying Patient” is defined under 410 ILCS 130 Compassionate Use of Medical Pilot Program Act as a patient who holds a Registry Identification Card from the Department of Public Health permitting them to obtain and use legally prescribed medical cannabis.

Prohibitions

All employees shall be prohibited from:

- Consuming, possessing, or using alcohol or drugs at any time while on call or during the employee’s working hours, including breaks, on any of the Village’s premises or job sites, including all Village facilities, properties, vehicles, and the employee’s personal vehicle while engaged in the business of the Village;
- Using, selling, purchasing, manufacturing, dispensing, or delivering any drug during the employee’s working hours, including breaks, or when off duty;
- Being under the influence of alcohol and/or drugs while working;

- Consuming alcohol or using drugs in public, outside of work hours, while in a Village uniform, or attire indicating employment with the Village;
- Consumption, possession, or being under the influence of marijuana, including medical cannabis products, as defined by 410 ILCS 130, during the employee's working hours, including breaks;
- Failing to report to their supervisor any known adverse side effects of the medication or prescription drugs which they are taking.

Reporting Requirement

It is the responsibility of the employee to report to their supervisor at the beginning of their shift of any restrictions from prescription drugs that have been prescribed for them by a physician, which could alter their behavior or impair their ability to perform work safely. If the employee finds that their behavior or ability to perform work safely has been compromised, they are to report this to a supervisor immediately. Failure to report the impact or potential impact of prescription drugs on an employee's ability to safely perform their job duties could subject the employee to discipline.

Medicinal Cannabis Use

Effective January 1, 2014, the 410 ILCS 130 Compassionate Use of Medical Cannabis Pilot Program Act allows for the lawful use of medical cannabis for a "Qualifying Patient" whose physician certifies has a debilitating medical condition that the patient would receive therapeutic benefit from medical cannabis.

A "Qualifying Patient" is prohibited from and subject to discharge if they are found using, possessing, or being under the influence of legally prescribed medical cannabis during work hours, on Village property, or anywhere conducting business on behalf of the Village. Unless otherwise noted, "Qualified Patients" are required to comply with this policy, which will apply to Qualified Patients on the same basis as any other employee who violates a provision of this Policy.

A "Qualifying Patient" who is subject to random drug testing or drug testing as part of their required physical (CDL holders, Telecommunicators, Firefighters, and Police Officers) will be held to the same standards as employees not in possession of a Registry Identification Card.

Circumstances Requiring Drug and Alcohol Testing

There are several conditions or situations in which an employee will be ordered to submit to an alcohol or drug test.

- **Pre-employment Testing:** All offers of employment are contingent upon applicants passing a drug test before beginning their employment with the Village. Refusal to submit to testing will result in disqualification of further employment consideration.
- **Random Testing:** Employees employed in safety sensitive positions may be subject to periodic or random testing. Employees are required to submit for testing when selected.
- **Reasonable Suspicion Testing:** If the Village has reasonable suspicion to believe an employee is under the influence of alcohol or drugs during the course of the employee's shift, the Village has the right to require the employee to submit to alcohol and/or drug

testing. Under no circumstances will the employee be allowed to drive themselves to the testing facility.

Reasonable suspicion shall be deemed to exist if the facts and circumstances warrant rational inferences by a supervisor that a person is using and/or is physically or mentally impaired due to being under the influence of a controlled substance. Reasonable suspicion will be based on the following:

- When a supervisor observes that reasonable suspicion exists based on specific, contemporaneous, observations concerning the appearance, behavior, speech or body odors of the employee; and when a supervisor has confirmed with the input of a second supervisor, the reasonable suspicion determination;
- When an employee has been arrested or indicted for conduct involving illegal drug and or alcohol related activity on or off duty;
- When an employee has been involved in an on-the-job injury or accident causing reasonable suspicion of drug or alcohol use. Based on the individual circumstances surrounding the accident and the employee's conduct, when an employee is involved in an on-duty accident, while driving their personal or Village vehicle, resulting in a human fatality or bodily injury with immediate medical treatment away from the scene, or disabling damage to any motor vehicle. The subsequent testing must take place within two (2) hours following the accident.

Officer Involved Shooting

To comply with 50 ILCS 727/1-25, any sworn police officer who discharges their firearm causing injury or death to a person or persons during the performance of their official duties or in the line of duty, must submit to drug and alcohol testing as soon as practicable, but in any event by the end of the covered member's shift or tour of duty. If multiple officers discharged their firearm, during an incident resulting in an injury or death, and it is unclear whose bullet struck the person or persons, then all officers who discharged their firearm shall be required to submit to drug and alcohol testing. If an officer is physically unable to comply with such testing due to their own injuries (e.g. undergoing surgery, unconscious) testing shall be conducted as soon as possible following necessary life saving measures. The provisions of this policy are independent of any drug and alcohol testing of the officer that may be conducted if otherwise advised or requested by the State's Attorney's Office.

Order to Submit to Testing

Employees subject to testing for reasonable suspicion, officer involved shooting or due to an accident shall be driven by a supervisor to a Village designated medical facility. When testing is ordered, the employee may be removed from duty and placed on administrative leave with pay pending the receipt of results. Any refusal to submit to drug or alcohol testing when requested by the Village, will result in discipline up to and including termination, but the employee's taking of the test shall not be construed as a waiver of an objections or rights the employee may have. Employees who hold a Commercial Driver's License may be subject to additional rules and regulations as defined under the Department of Transportation.

Confidentiality

Information and records relating to positive test results, drug dependencies and legitimate medical explanations provided to the Village Administrator's office shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed where relevant to a grievance, charge, claim, or other legal proceeding initiated by or on behalf of an employee or applicant.

Discipline

Any employee found to be in violation of this policy shall be subject to discipline under existing employee disciplinary policies and procedures. The penalties for violation could include oral or written reprimand, suspension, or other disciplinary action up to and including termination from employment and referral for criminal prosecution.

Follow-up Testing

Depending upon the circumstances and the employee's work history/record, the Village 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, but are not limited to, follow-up testing at times and frequencies determined by the Village. If the employee either does not complete their rehabilitation program or tests positive during, or after completing, the rehabilitation program, the employee may be subject to immediate discharge from employment.

Voluntary Request for Assistance

The Village will assist and support employees who voluntarily seek help for alcohol or drug problems before becoming subject to discipline under this policy. No employee will be disciplined or discharged for voluntarily seeking medical or other professional assistance for alcohol and drug problems. However, the employee must continue to observe all of the Village's policies and rules, including those relating to the use and possession of drugs and alcohol. Seeking professional assistance or participating in a drug and/or alcohol rehabilitation program will not insulate an employee from discipline, up to and including immediate termination, for violation of the Village's policies and rules.

Enforcement

The Village Administrator is responsible for policy interpretation, administration, and enforcement.

8.2 SAFETY AND HEALTH

The Village of Bradley is committed to maintaining safe and healthy working conditions. It is the responsibility of every employee to do their part to help us achieve this goal.

Every employee is expected to take all safety and health policies seriously and help enforce these policies within the work place - safety is everyone's job. The responsibilities of all employees in this regard include, but are not limited to, the following:

- Approach your job from the point of view of SAFETY - don't take risks. Come to your job well-rested and alert;
- Eliminate fire and other hazards by practicing good housekeeping;

- Never block fire exits, extinguishers, fire alarm boxes, aisles, switches, or power panels;
- Familiarize yourself with the location of the nearest outside exit from your work area;
- Wear proper safety equipment as required by job duties;
- Follow all safety instructions and policies relating to the performance of your job duties;
- Do not operate any machines, mechanical equipment, etc., unless you have been properly authorized to do so;
- Turn off all machinery when unattended or not in use, and when making repairs or cleaning;
- Do not perform any task that calls for more than one (1) person until the required number of persons are present;
- Bring any unsafe conditions that you may notice to the Department Head's attention immediately;
- Report all accidents or injuries to the Department Head immediately.

Common sense is the most important rule of all. Failure to observe and follow safety rules and procedures will result in disciplinary action, up to and including immediate discharge.

8.3 SMOKE-FREE WORKPLACE

Pursuant to the Smoke Free Illinois Act (410 ILCS 82/1, et seq.), smoking is prohibited in all Village facilities and within fifteen (15) feet of all entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited. In addition, smoking is prohibited in any vehicle owned, leased, or operated by the Village. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." This policy also applies to vaping, chewing and using any tobacco products, smokeless tobacco and/or herbal products as well as e-cigarettes are prohibited.

In keeping with the Village's intent to provide a safe and healthful work environment, smoking on Village property is permitted only in outdoor smoking areas designated by the person responsible for the relevant Village facility.

8.4 VIOLENCE IN THE WORKPLACE

All employees, customers and vendors must be treated with courtesy and respect always. Employees are expected to refrain from conduct that may be dangerous to others. One way we are protecting our employees and our patrons is with resolution No. R-4-11-1 Security Procedures for the Village Hall policy adopted by the Board of Trustees on April 11, 2011.

Conduct that threatens, intimidates, coerces, or creates a hostile work environment towards another employee, customer or vendor will not be tolerated. The Village of Bradley resources may not be used to threaten, stalk, or harass anyone at the workplace or outside the workplace. The Village of Bradley treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to any Department Head or sworn police personnel, or a member of the Village of Bradley's Board. When reporting a threat or incident of

violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform their Department Head of any protective or restraining order that they have obtained that lists the workplace as a protected area. The Village of Bradley will not retaliate against employees making good-faith reports. The Village of Bradley is committed to supporting victims of intimate partner violence by providing referrals to the Village of Bradley's employee assistance program (EAP) and community resources.

The Village of Bradley will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. The Village of Bradley will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, the Village of Bradley may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Village of Bradley encourages employees to bring their disputes to the attention of their Department Head before the situation escalates. The Village of Bradley will not discipline employees for raising such concerns.

8.5 WEAPONS PROHIBITION POLICY

Employees of the Village of Bradley are prohibited from the use of open or concealed carrying or storing of firearms or weapons on or in: any building, owned, leased or controlled by the Village; any vehicle or equipment owned, leased or controlled by the Village; any public playground or any public park under the control of the Village; or at any time or in any area that is associated with Village employment, while they are acting within the scope of his or her employment.

The term "weapons" includes, but is not limited to: all firearms; any knife with a blade length of three (3) inches or more; a switch blade knife; a stun gun or Taser; metal knuckles; a pneumatic gun, spring gun, paint ball gun, or BB gun; any bomb, bomb-shell, grenade, bottle or other container containing an explosive or noxious substance for like purposes (other than an object containing a non-lethal noxious liquid gas or substance designed solely for personal defense carried by a person 18 years of age or older); any other weapon identified in subsection (a) of Section 24-1 of the Illinois Criminal Code, or any object or chemical whose purpose or the use of which is to cause harm to another person.

The term "firearms" includes, but is not limited to, any loaded or unloaded: handgun; machine gun; rifle; shotgun; pistol; revolver; or any device, by whatever name known, which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas or escape of gas.

Any Village employee who violates this policy will be subject to disciplinary action up to and including termination of employment. In addition, any Village employee who violates this policy shall be considered as acting outside the course and scope of his or her duties and the Village of Bradley will not defend or indemnify an employee (not otherwise authorized) who carries or discharges a weapon while on the job.

Sworn law enforcement officers employed by the Village specifically authorized to carry a firearm or weapon are exempt from the mandates of this policy.

8.6 WORKPLACE BULLYING

The Village of Bradley defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one (1) or more persons against another or others, at the place of work and/or during employment.”

The purpose of this policy is to communicate to all employees, including Department Heads, that the Village will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The Village of Bradley considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

8.7 WORKPLACE CONTRABAND AND SECURITY INSPECTIONS

The Village of Bradley wishes to maintain a work environment that is free of illegal drugs, alcohol, cannabis, firearms, explosives, or other improper materials. To this end, the Village prohibits the possession, transfer, sale or use of such materials on its premises. The Village requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the Village. Accordingly, they, as well as any articles found within them, can be inspected at any time, either with or without prior notice.

The Village likewise wishes to discourage theft or unauthorized possession of the property of employees, the Village, visitors, and customers. To facilitate enforcement of this policy, the

Village or its representative may inspect not only desks and lockers, but also persons entering and/or leaving the premises and any packages or other belongings.

8.8 WORK-RELATED ACCIDENT, INJURY OR ILLNESS

In accordance with applicable state law, employees will be paid benefits (lost salary and medical expenses) if disabled as result of a work-related accident or illness. The amount and duration of these benefits are specified by law based upon the nature and circumstances of the illness or injury.

Employees must immediately report to their Department Head all injuries, illnesses, or accidents that occur while working - no matter how minor. This ensures that the Village can assist the employee in obtaining any necessary medical treatment and determine if the employee is eligible for worker's compensation benefits. Failure to promptly report any illness, injury, or accident or to otherwise cooperate with the Village's investigation and documentation of the incident may affect eligibility for worker's compensation benefits and will result in disciplinary action up to and including immediate discharge. (See also Worker's Compensation Insurance section under Benefits)

9.0 SEPARATION OF EMPLOYMENT

9.1 EMPLOYEE SEPARATION

It is the policy of Village of Bradley to ensure that employee terminations, including voluntary and involuntary terminations and terminations due to the death of an employee, are handled in a professional manner with minimal disruption to the workplace.

At-Will Employment

Employment with Village of Bradley is voluntary and subject to termination by the employee or Village of Bradley at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to conflict with or to eliminate or modify in any way the employment-at-will status of Village of Bradley employees.

Voluntary Terminations

A voluntary termination of employment occurs when an employee submits a written or verbal notice of resignation to his/her Department Head or when an employee is absent from work for more than three (3) consecutive workdays and fails to contact his/her Department Head (job abandonment).

Procedures

- Employees retiring from the Village are requested to provide forty-five (45) days notice of their intention to retire to the direct Department Head, Finance Director and Village Administrator. The Employee must provide in writing his/her age, tenure and requested retirement date.

Employees intending to separate from the Village are requested to provide a minimum of two (2) weeks' notice to allow a reasonable amount of time to transfer ongoing workloads. The employee should provide a written resignation notification to his/her Department Head. Upon receipt of an employee's resignation, the Department Head will notify the Village Administrator by sending a copy of the resignation letter and any other pertinent information (e.g., employee's reason for leaving, last day of work). The Village Administrator will coordinate the employee's off-boarding. This process will include the employee returning all Village property (e.g., keys, ID card, etc.); a review of the employee's post-termination benefits status; and the employee's completion of an exit interview.

Involuntary Terminations

An involuntary termination of employment, including layoffs of over 30 days, is a management-initiated dismissal with or without cause.

The inability of an employee to perform the essential functions of his/her job with or without a reasonable accommodation may also result in an involuntary termination. An employee may also be discharged for any legal reason, including but not limited to: misconduct, tardiness, absenteeism, unsatisfactory performance, or inability to perform.

Procedures

- Before any action is taken to involuntarily discharge an employee, the employee's Department Head must request a review by the Mayor and the Village Administrator. The Mayor and Village Administrator will be responsible for reviewing the circumstances and determining if discharge is warranted. If discharge is recommended, then the employee's Department Head and the Village Administrator will notify the employee. The employee's Department Head should notify the Village Administrator's office of the last day worked by the employee.

Death of an Employee

A termination due to the death of an employee will be made effective as of the date of death.

Procedures

- Upon receiving notification of the death of an employee, the employee's Department Head should immediately notify the Village Administrator.
- The Village Administrator's office will process all appropriate beneficiary payments from the various benefits plans.
- The employee's Department Head should ensure that the Village Administrator's office receives the deceased employee's timecard.

Final Pay

An employee who resigns or is discharged will be paid through the last day of work, plus any applicable accrued leave time, in compliance with state laws. In cases of an employee's death, the final pay due to that employee will be paid to the deceased employee's estate or as otherwise required under state law.

9.2 RETURN OF VILLAGE PROPERTY AND TERMINATION PROVISIONS

The separating employee must return all Village property at the time of separation, including uniforms, cell phones, keys, PCs, laptops, tablets, identification cards, and credit cards. See Resolution No. R-4-13-2 Credit Card Use Policy and Cardholder Agreement approved by Board of Trustees on April 8, 2013.

The separating employee shall contact the Village Administrator as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on.

Accrued vacation leave will be paid in the last paycheck.

Health insurance terminates the last day of the month of employment, unless an employee requests immediate termination of benefits. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.

9.3 REHIRE

Former employees who left the Village of Bradley in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

10.0 ACKNOWLEDGMENT AND RECEIPT

I have received my copy of the Personnel Policy Handbook.

The Personnel Policy Handbook describes important information about the Village of Bradley, and I understand that I should consult my Department Head regarding any questions not answered in the handbook. I have entered my employment relationship with the Village of Bradley voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or the Village of Bradley can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

I understand and agree that no manager, Department Head or representative of the Village of Bradley has any authority to enter into any agreement for employment other than at will.

This handbook and the policies and procedures contained herein supersede all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with the Village of Bradley. By distributing this handbook, the Village expressly revokes all previous policies and procedures that are inconsistent with those contained herein. Additionally, in the event of any conflict between the provisions of this handbook and the terms of any collective bargaining agreement, the terms of the collective bargaining agreement will control as to the employees covered by such agreement.

I understand and agree that nothing in the Personnel Policy Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at the Village of Bradley is employment at will, which may be terminated at the will of either the Village of Bradley or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by the Village of Bradley or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

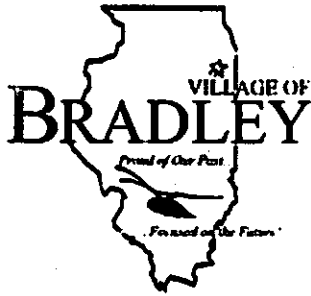
Date

Employee Name (Print)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Appendix A

Forms



REQUEST FOR APPROVAL OF EDUCATIONAL COURSEWORK/TRAINING

All requests for approval of educational coursework/training occurring during the next fiscal year must be made to the Department Head by April 1.

Employee Name: _____

Department: _____

Name of Institution: _____

Course/Training Title: _____

Course/Training Dates: _____

How Does This Coursework/Training Enhance Your Job? _____

Estimate of Training/Tuition and Fees Cost: _____

Estimate of Book Purchase/Rental Cost: _____

Total Cost: _____

Employee Signature: _____

Date: _____

Approved

Not Approved

Signature of Department Head: _____

Signature of Village Administrator: _____



REQUEST FOR TUITION REIMBURSEMENT

Employee Name: _____

Department: _____

Name of Institution: _____

Course Title: _____

Course Dates: _____

Tuition and Fees Cost: _____

Book Purchase/Rental Cost: _____

Total Cost: _____

Employee Signature: _____

Date: _____

Approved

Not Approved

Signature of Department Head: _____

Signature of Village Administrator: _____

***Attach copies of *Request for Approval of Educational Coursework Form*, paid receipts and grade verification.**